

Internal Rules for Students

Last updated: 23.01.2025

Alliance Française de Chandigarh (hereinafter referred to as "Alliance Française") is committed to providing a respectful, inclusive, and secure learning environment for all its students. These internal rules outline the expected conduct for all students, whether minors or adults, and apply to both in-person and online classes.

1. Admission and Registration

- 1.1. **Minimum Age:** Students must be at least 15 years old to enroll in our regular courses.
 - 1.2. **Minors:** Students under 18 must provide a signed parental authorization at the time of registration.
 - 1.3. **Personal Data:** The information provided during registration must be accurate and updated in case of any changes.
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2. Expected Conduct

- 2.1. **Mutual Respect:** Students must respect their classmates, teachers, and Alliance Française staff. Any discriminatory, intimidating, or violent behavior is strictly prohibited.
 - 2.2. **Language:** The use of vulgar, offensive, or inappropriate language is not allowed, whether in class or in online spaces.
 - 2.3. **Minors and Adults:** Adult students must behave appropriately towards minors. Any infraction will be reported immediately to the appropriate authorities.
 - 2.4. **Mobile Phones:** In class, mobile phones must be kept on silent mode and used only with the teacher's permission.
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3. Rules for In-Person Classes

- 3.1. **Attendance and Punctuality:** Students must arrive on time and adhere to class schedules. Any absence or delay must be communicated to the administration.
- 3.2. **Shared Spaces:** Facilities must be used respectfully. Damaging property or infrastructure will result in financial compensation.
- 3.3. **Dress Code:** Students are required to wear appropriate and decent clothing on the premises.
- 3.4. **Minors:** Minors cannot leave the premises without explicit authorization from their parents or legal guardians.

4. Rules for Online Classes

- 4.1. **Participation:** Students must join classes on time, in a quiet environment, and ensure their camera and microphone are functioning properly.
 - 4.2. **Identification:** Students must use their full name to identify themselves in online classes.
 - 4.3. **Conduct:** The same rules of respect and behavior apply as in in-person classes. Any disruption will result in temporary or permanent exclusion from online classes.
 - 4.4. **Recordings:** Recording or sharing online classes without the teacher's and Alliance Française's permission is strictly prohibited.
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5. Evaluation and Certification

- 5.1. **Examinations:** Students must follow the examination rules established by Alliance Française. Any attempt at cheating will result in the cancellation of the exam.
 - 5.2. **Certificates:** Certificates and attestations will be issued only if the student has met the participation and success criteria.
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6. Safety and Protection of Minors

- 6.1. **Supervision:** Minors are supervised by teachers or qualified staff during classes.
 - 6.2. **Reporting:** Any inappropriate behavior towards or between minors will be reported to parents and, if necessary, to the relevant authorities.
 - 6.3. **Communication:** Teachers are not allowed to communicate directly with minors outside of the defined pedagogical framework.
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7. Protection of Women Against Harassment and Sexual Assault

- 7.1. **Zero Tolerance:** Alliance Française enforces a zero-tolerance policy towards sexual harassment, sexual assault, or any inappropriate behavior towards women, whether on the premises, during online classes, or at events organized by the institution.
- 7.2. **Definition:** Sexual harassment includes any unwelcome verbal, physical, or visual conduct of a sexual nature.
- 7.3. **Reporting:** Any incident or suspicion of harassment or sexual assault must be reported immediately to the management or designated personnel. Strict measures will be taken to investigate complaints with the utmost confidentiality.
- 7.4. **Sanctions:** Anyone found guilty of harassment or sexual assault will be subject to

disciplinary action, which may include immediate expulsion and reporting to the relevant authorities if necessary.

7.5. **Awareness:** Alliance Française is committed to raising awareness among all its members – students, teachers, and administrative staff – about the prevention of sexual harassment and promoting a respectful and safe environment for everyone.

8. Sanctions and Exclusions

8.1. **Minor Infractions:** A verbal or written warning will be issued for minor rule violations.

8.2. **Serious Infractions:** Serious misconduct (harassment, violence, discrimination, inappropriate behavior towards minors) may result in temporary or permanent exclusion without reimbursement of fees.

9. Student Commitment


By enrolling, students, and for minors, their parents or legal guardians, agree to abide by these rules.


10. Amendments to the Rules

Alliance Française reserves the right to amend these internal rules. Changes will be communicated to students via email, notices on the premises, or the official website.

11. Contact

For any questions regarding these rules, please contact:

 **Email:** course.chandigarh@afindia.org

 **Phone:** 0172 266 8627