

Date: 2019, April, 5<sup>th</sup>

## 1. REGISTRATION

- a. You can enter in ioAcademy through one of four ways
  - i. You can ask for your inclusion in the academy.
  - ii. Participate in a recruitment process like ioAcademy Challenge.
  - iii. You receive a direct invitation from an ioAcademy mentor.
  - iv. Buy an external course of Training.
- b. You must be at least 18 years old on or before your course is due to start and hold a valid identification.
- c. You must be at least in the 2<sup>nd</sup> year of your academic course.
- d. Before the start of your participation in the academy, you should have all the subjected concluded. However, you can have a subject delayed if it is not critical for your area at ioAcademy.
- e. No enrolment confirmation will be issued unless we receive all the documents. Your enrolment documents will be sent to you by e-mail.
- f. We also require your address and telephone number in the PT.
- g. The Academy may allow up to 3 months for postponement (one term) if there is a valid reason for the delay. We will consider all postponement requests on a case-by-case basis. In the event of a cancellation request, we will always look at the original starting date.
- h. After your acceptance in ioAcademy, you will have access to a mentor that will help you and supervise your work during the academic stage.

## 2. FEES

- a. The Academy's current fees for its courses are set out on the Enrolment Form.
- b. ioAcademy did not have fees for students recruited from ioAcademy Challenge. However additional courses can be paid and must be paid in full before the start of your class.
- c. In case of fees, the fees can be refundable until two days before the course or event start. Once the registration for an event is confirmed, all changes and cancellations must be made within at least five days of the event.
- d. Fees are only valid for the person and dates specified on the Enrolment Form.
- e. In case of fees, the tuition fees include a letter confirming your registration at the Academy. Your tuition, audio-visual material, handouts and your leaving report/certificate from the Academy but do not cover travel, accommodation, all other living expenses, writing equipment, external examination fees, health/property or additional insurance, bank charges or international money transfers, books, excursions or social programs, documents issued after arrival beginning of the course.

## 3. BOOKS AND MATERIALS

- a. ioAcademy provides a set of Books and Materials (e.g. documents, videos, tutorials) for several areas that can help the students in their path.
- b. You can buy other books that you consider relevant.

## 4. CLASSES AND EVENTS

- a. ioAcademy has two types of classes approaches face-to-face and not face-to-face. The first type of lessons is for all the people who bought a professional training course. The other kind of classes is for students who were selected through ioAcademy Challenge.
- b. Formation classes can be created, and the students can frequent it according to the fees needs.

- c. You can participate in IOTech social events if an ioAcademy mentor authorizes you.

## 5. Academic performance

- a. You must have to complete all subjects and your course at the expected time.
- b. You are responsible for informing the need for having time to complete.
- c. You can be excluded from ioAcademy in case of the academic results are above to the expected.
- d. In order to achieve a higher level, you must complete with success your current degree (at university). Your mentor throughout the term will advise you on your progress. If you fail to keep up with the coursework, you will be asked to suspend your participation in ioAcademy.
- e. If your academic performance is progressive, we can propose themes for your coursework end (project, stage dissertation of thesis).

## 6. Professional challenges

- a. You only can participate in professional challenges if the clause 5.d. is not verified.
- b. You are selected to participate in projects or answer to professional challenges if
  - i. Your academic merit is recognised;
  - ii. Your educational plan is according to the expected;
  - iii. You have excellent results in the academic projects and works;
  - iv. You must show that you have skills in the challenge area.
- c. You are on the bench if
  - i. Your academic performance is dubious;
  - ii. Your results are lower and decrease after entering in ioAcademy;
  - iii. We receive information from your superiors about your focus lose in Higher Education Course;
- d. Professional challenges can be directed to someone or global - a proposal bag is presented to all the academy students
- e. After the student accept the challenge, he is responsible for answering and solving the problem
- f. Every attempt will be made to place you in a class/meeting at the time of your choice, but if that is not possible, you must attend a class at one of the other available times.
- g. We reserve the right to cancel any challenge for any reason that we consider critical to your or our organisation success, in which case, you would be offered some alternatives.
- h. The Academy reserves the right to change the teachers on any course at any time during the course for any reason and without any notice. We also reserve the right to transfer you to any existing or future premises.

## 7. LOCATION

- a. ioAcademy is in the IOTech facilities. You can consult the place on ioAcademy site.
- b. The ioAcademy usually is open from Monday to Friday each week but is closed on all public/bank holidays.
- c. You can appear in IOTech facilities anytime you need. However, you need to inform us about your intention by sending an email in order to schedule a visit.
- d. You can work in IOTech facilities after we verify some conditions: eligibility, space, and availability.

## 8. REGULATIONS

- a. Students are expected to behave well and comply with the rules set out in the Student Handbook and any other regulations issued by us from time to time.
- b. Mentors have the right to ask you to leave the academy or any event if you behave inappropriately or improperly or if you break any of the Academy's regulations.

- c. Students must cooperate fully during fire drills at the Academy and follow the instructions given.
- d. If you do not comply with these provisions, your enrolment may be terminated, with no refund of your fees (in case of existing).

## 9. LEAVING REPORT/CERTIFICATE

The Academy will only issue you with a leaving report/certificate if, in our opinion, you have maintained satisfactory collaboration.

## 10. GENERAL

- a. You may occasionally be photographed, and these photographs may be used in the Academy's promotional / publicity material. The Academy reserves the right to all photos which may be used in any way the Academy considers appropriate in promoting itself.
- b. The Academy does not provide any parking and / or storage facilities of any kind including the storage of bicycles. Bicycles must be left outside the Academy's premises at the owner's risk.
- c. It is the policy of the Academy not to disclose any of your personal details to a third party, other than to the appropriate authorities, without your prior written consent.

## 11. WARRANTIES AND LIMITATION OF LIABILITY

- a. We warrant that we will provide our services to you using all reasonable care and skill.
- b. To the extent permitted by law, the aggregate of our liability in respect of any claim brought by you against us will in no circumstances be higher than the fees you have paid.
- c. We will not be liable to you by reason of any delay in performing, or any failure to act, any of our obligations to you, if the delay or failure was due to any cause beyond our reasonable control, including the default of any other person, firm or company engaged by us or any acts of God, strikes, lockouts, fire, and flood.

## 12. DATA PROTECTION

In accordance with the Data Protection Act 1998, you consent to the Academy holding and processing in any form and transferring to any immigration or other relevant authorities the data it collects which relates to you during your enrolment on the course (including sensitive personal data), for the purposes of the Academy's administration and management of its business and for compliance with applicable procedures, laws, and regulations.

## 13. CONFIDENTIALITY INTELLECTUAL PROPERTY RIGHTS

- a. We are the owner or the licensee of all intellectual property rights in our academy, and in the material published on it. Those works are protected by copyright laws and treaties around the world. All such rights are reserved.
- b. All the data, products or services produced at the Academy are confidential.
- c. You cannot use the content produced in the academy to personal ends.
- d. You must not download or circulate any material obtained from any pages from our site, applications or facilities for the purposes of promoting properties other than those put on sale by us or one of our group companies, including properties previously sold by us or one of our group companies and now made available for resale by third parties.
- e. You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text.

- f. Our status (and that of any identified contributors) as the authors of content on our site must always be acknowledged.
- g. You must not use any part of the content on our site or application for commercial purposes without obtaining a license to do so from us or our licensors.

## 14. ASSIGNMENTS AND WAIVER

- a. The dissemination, contextualization or presentation of the ideas, work, apps or other ioTech properties are forbidden entirely. You are responsible for all the acts produced that can injure the academy or organization
- b. You are not entitled to transfer, assign or sub-contract your rights and obligations under these Terms and Conditions to anybody else.
- c. The waiver or non-enforcement by the Academy of any breach by you of these Terms and Conditions will not prevent us from subsequently enforcing them against you and will not be deemed to be a waiver of any further breach.

## 15. PROPER LAW AND JURISDICTION

- a. These Terms and Conditions, their subject matter and your enrolment on a Course are governed by and are to be interpreted by national law, and you and the Academy irrevocably submit to the non-exclusive jurisdiction of the English Courts.
- b. These Terms and Conditions are not intended to and do not confer on any person other than you any enforceable rights so that the Contracts (Rights of Third Parties) Act 1999 does not apply.

The entrance in ioAcademy and the signing of the Terms and Conditions document ensures that you will respect all the ethical principles during and after your collaboration with ioTech.