

TERMS AND CONDITIONS FOR PARTICIPANTS OF ACADEMIC PROGRAMS

[Link to this document online: http://bit.ly/BIT_C last updated on 6th September, 2018. Accompanied documents: Privacy Policy <http://bengal.institute/privacy>, Intellectual Property Policy <http://bit.ly/BIIPP>]

The academic programs at Bengal Institute have been organised for academics and professionals who recognize the importance of improving their skills and learning in order to succeed in their professional pursuits. All programs of Bengal Institute are coordinated or conducted by globally and nationally renowned professionals and educators providing participants with the best learning experiences. Participants with satisfactory participation in the seminar programs will be acknowledged with a Seminar Program Certificate.

Participants attending Bengal Institutes' Academic Programs need to conform to the following terms and conditions:

1. You acknowledge that the Seminar Program is an advanced professional development and learning program, and it is **not an accredited professional degree** that will fulfill the requirements of an academic degree, or of becoming a registered architect, design or environmental professional. The Bengal Institute does not authenticate that certificates from the Seminar Program may facilitate your application for a professional architectural or other environmental degree program at other institutes. **There is no possibility of credit transfer to other university or institute.**
2. Based on the language preference of the respective faculty, the language of instruction at Bengal Institute can be either English or Bengali. Proficiency in English is required for most of the academic programs.
3. Classroom materials should not be reproduced without the consent of the relevant authorities. Any video/audio recording at the seminar room is discouraged, should be done with the consent of the academic team.
4. Participants must maintain respectful relationships with their instructors and fellow participants at all times.
5. Misuse of Bengal Institute's properties and facilities will incur penalties that may lead to termination of the agreement between Bengal Institute and the participant.
6. The Institute reserves the right to change instructors and session times or dates without prior notice. Unforeseen circumstances may lead the announced faculties being unable to attend the Seminar Programs.
7. The Institute accepts no liability for any loss or damage of personal property belonging to the participants.
8. It is the responsibility of participants to become familiar with the academic regulations and procedures relating to their Classes and Studios/Workshops at the Institute, and inform Administration about changes in contact details.
9. Participation and attendance in the Seminar Programs are non-transferable. Friends and colleagues of participants will not be allowed to attend Programs or Workshops

on behalf of the participant or accompany the participant.

10. Courses/Lectures are taught on-site and cannot be accessed online (unless a program is designated as being online). Most course materials provided by instructors will be distributed digitally, IP policies applicable: <http://bit.ly/BIIPP>
11. Bengal Institute shares the premises of different establishments affiliated with Bengal Foundation. Participants' access are limited to the specified rooms and lobbies of the designated premises.
12. Participants must respect the sanctity of the institution and the premise at all times. Activities that are considered intrusion on privacy and potential disturbance to others in the premises must be avoided at all times.
13. The official timing of the Institute must be respected. Participants are not allowed to stay at the premise beyond the official hours.
14. Bengal Institute is not accountable for any injury to the participants during lecture, studio/workshop meetings, or site visits.
15. Participants must attain a minimum of 50% class attendance in each session, in order to be eligible for a Seminar Program Certificate. (Special programs may have different rules about the minimum requirement of attendance.)
16. Classroom activities may be recorded and published in different mediums by the Institute. Participants will keep in mind that they may be on camera and recordings' and the Institute reserves the right to publish any of these materials without further permission.
And you agree to our Privacy Policy <http://bengal.institute/privacy>
17. Participant's works may be archived for the purpose of future uses, e.g. publications, research, etc. according to the Intellectual Property and Contents Distribution Policy: <http://bit.ly/BIIPP>

I understand and agree to abide by the terms and conditions of Bengal Institute.

Name (printed in bold letters)

Name (Signed, as in legal ID documents)

Date:
