



Lyon Institute for Geostrategy & Multicultural Relations
"Virtute Duce, Comite Fortuna"

ANTI-CORRUPTION CODE OF CONDUCT
(Annexed to the Internal Regulations)

2021

Foreword by the Director

At the Lyon Institute for Geostrategy & Multicultural Relations (LIGMR®), we recognize our profound social responsibility, which serves as the foundation for all our initiatives and interactions with stakeholders, including students, faculty, staff, and partners. Our commitment to ethical conduct is an integral part of our mission to foster a culture of integrity and transparency.

In line with this commitment, all members of our institution are expected to adhere to the highest standards of conduct, as outlined in this Anti-Corruption Code of Conduct. This code is designed to prevent corruption, influence peddling, and conflicts of interest in every aspect of our operations. It applies universally to everyone associated with LIGMR, regardless of their role, profession, or location.

The principles and guidelines contained in this code must be implemented diligently and consistently, extending to our service providers, partners, students, governance, and patrons. By doing so, we ensure that our actions reflect the values of ethics and transparency that are central to our institution.

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I. About the anti-corruption and anti-bribery measures in place

1) What is the Anti-corruption Code of Conduct?

Owing to the size and volume of its activities, **LIGMR®** has been legally bound since 2020-21 to comply with the French law on transparency, the fight against corruption, and the modernization of economic life.

The Code of Conduct details the policy established by **LIGMR®** with regard to anti-corruption and transparency.

It now forms an integral part of the internal regulations and reaffirms the involvement of all employees in this area.

It establishes a set of daily conduct principles that must be observed to guarantee all decision-making adheres to the principles of probity. Unethical decisions are detrimental to an organization, as well as to its members, clients and partners. This is why it is essential for **LIGMR®** to do everything in its power to ensure ethical conduct on the part of the institution and its employees.

2) To whom does it apply?

This Code of Conduct applies to all **LIGMR®** employees, regardless of their status: permanent, fixed-term and temporary staff, work-study students and interns (together referred to hereafter as "the Employees"). **LIGMR®** will also ask other people who support the institution's activities, such as freelancers and experts, to respect this Code of Conduct.

3) Our social responsibility

Our institution's vocation is to develop the skills of tomorrow's decision-makers, to make them committed individuals who are active in society. This objective can only be achieved by heightening awareness of social issues (ecology, discrimination and the pursuit of meaning) throughout the **LIGMR®** ecosystem.

This heightened awareness of the ecological emergency and the need to combat all forms of discrimination must thrive in a context of global transparency. Indeed, the healthy environment, free of conflicts of interest that our institution strives to cultivate is part of a global ethical objective.

This Code is therefore fully in line with **LIGMR®**'s strategic approach, which aims to make a positive contribution to society and to its socio-economic environment. This approach is now valued by an increasing number of accreditation bodies and rankings of leading business institutions in France and throughout the world.

4) Legal reference documents

Our values are aligned with the most stringent French and international anti-corruption legislation.

LIGMR® and its employees therefore comply with the anti-corruption obligations of French law 1691-2016 of 9 December 2016, as well as with international commitments, including the United Nations Convention against Corruption of 31 October 2003 and the OECD Convention of 17 December 1997.

The social responsibility of **LIGMR**'s entities also extends to our clients, service providers and partners, and we therefore apply the necessary measures to ensure they have effectively implemented the ethical standards and transparent operation we expect of them.

This is achieved through prior assessment of the background of our potential partners, suppliers and customers, terms and conditions that include ethical clauses, and regular quality checks of our suppliers that involve verification of compliance with these clauses.

5) Our dedicated team

If you have any questions, please contact the Management team, your manager, or the legal department, or use the dedicated email address for the prevention of corruption: france@lyoninstitute.edu.eu. This generic email address refers to different people:

- Head of Legal
- Jurist
- Director of Quality, Accreditations and Rankings.

II. Definitions to help you understand and identify cases of bribery and corruption

A "**public agent**" is considered to be any person working for an authority or administration in France or in another country:

- a person who holds public authority (such as a customs official or police officer)
- a person assigned to public service missions (such as a teacher or police officer)
- a person holding an elected office (such as a mayor or member of parliament)

"**Acts of office**" cover all acts permitted or facilitated by the office, mission, mandate or activity of the corrupt person.

A "**bribe taker**" is a person who accepts or solicits anything in exchange for the performance of an act of their office or the abuse of their influence.

A "**briber**" is a person who offers or agrees to offer anything in return for the performance of an act or the abuse of influence.

"**Offers**" are any gifts, promises, presents or advantages of any kind that are promised or actually offered, directly or indirectly, regardless of their face value.

"**Third parties**" are any natural or legal persons who are a service provider, partner, intermediary or client of the institution.

Corruption

French law distinguishes between active and passive corruption, depending on whether the person corrupts or is corrupted. Bribery is considered as identical to corruption.

Active corruption is defined as **offering** an undue advantage to a person for them to perform, or because they have performed, an action in the performance of their duties, or conceding any offer to the person who requests it.

Passive corruption is **requesting or accepting** any offer to perform, refrain from performing or for having performed an action in the performance of their duties.

This **offer** can take different forms, such as money (cash, bank transfer or other) or benefits in kind, such as tickets to events, travel, upgrading of air tickets, sponsorship or the hiring of family members or relatives.

Maximum fines and prison sentences

- Up to 10 years in prison for individuals
- A fine of up to 1 million euros for individuals and 5 million euros for companies

IMPORTANT

- **Corruption is deemed to have taken place** even when the bribe taker has not accepted the proposal (the attempt is sufficient to constitute the offence)
- **LIGMR®** can be held criminally liable if an employee commits an act of bribery!

PRACTICAL EXAMPLES

1. I offer a member of the Education Authority a case of Champagne to approve some non-compliant administrative procedures. Is this behaviour tantamount to bribery?

Yes, even if the bribe taker refuses the offer, you can still be prosecuted for active corruption. The offence is upheld, even if it is only attempted.

2. A person responsible for granting the accreditation necessary for the institution's activities asks me to enrol their child in a degree course in exchange for facilitating the process. Can I accept it?

No, this request is likely to be considered as bribery. Even if this accreditation is crucial for the functioning of a program, you must follow the standard procedure that applies to everyone.

3. A friend of mine, who is interested in selling products to LIGMR®, proposes to invite me and a colleague to a fancy restaurant. Should I accept the offer?

Although it is not forbidden to put in touch contacts in order to answer the institution's needs, one must be careful: one should not act as a middleman when it appears that a third-party tries to obtain a contract in exchange of gifts or favours.

Influence peddling

Influence peddling involves a person using their position or authority, whether real or perceived, to influence a decision to be taken by a public authority or administration.

The corrupt intermediary **does not directly use the powers of their position, but promises to use their influence** with public officials in order to obtain the expected benefit.

The briber can be punished if they offer, or agree to concede an offer, to a person to abuse, or through abuse of, their authority (real or perceived) to obtain a favourable decision from an authority or administration.

Maximum fines and prison sentences

- Up to 10 years in prison for individuals
- A fine of up to 1 million euros for individuals and 5 million euros for companies

IMPORTANT

- Influence peddling is deemed to have taken place even when the bribe taker has not accepted the proposal (the attempt is sufficient to constitute the offence)
- **LIGMR®** can be held criminally liable if an employee is responsible for influence peddling!

PRACTICAL EXAMPLES

1. I want to hire a former public sector worker as a consultant so that they can use their connections with the administration to obtain an authorization or a favourable administrative decision. Am I allowed to do this?

No, it is an offence to use your influence (whether real or not) to obtain preferential treatment. You can hire a former public official if you comply with the rules on illegal interest taking, but under no circumstances should this person use their influence to obtain any advantage.

2. A relative works for an administration. Am I allowed to ask them to help me process an application more quickly?

No, asking a public official to facilitate administrative procedures is tantamount to influence peddling.

Conflicts of interest

A conflict of interest is a situation in which the interests of an employee may conflict with those of **LIGMR®** in such a way that the employee may take advantage of this situation. In other words, it is a situation in which the interests of a member of staff, whatever their rank (from employees to board members), **are likely to influence their assessment or decision-making power in the performance of their duties**. Types of conflicts of interest include personal (family ties), professional (business relationships), financial (personal loans) and political (through influence on the company).

In addition to the risks likely to undermine the trust placed in **LIGMR®** by third parties and its reputation, conflicts of interest can turn into situations of bribery or influence peddling and lead to legal proceedings. It is therefore important to note that a conflict of interest is the result of a combination of factors and, as such, is inherent to a situation. It is not the result of an act of corruption or influence peddling.

IMPORTANT

If a member of staff encounters a conflict of interest, this must be disclosed in a transparent manner within the framework of the procedure in question. Under no circumstances may the member of staff be a decision-maker in the procedure concerned or act as an advisor. All reported conflicts are recorded in a register. In case of doubt, the legal department will provide advice on measures to limit the risk of bias. Please refer to the dedicated policy for more information.

PRACTICAL EXAMPLES

1. I am also the manager of a consulting firm, outside my working hours at LIGMR®. Can I use my own company to meet the needs of my department?

You can offer your services to the institution provided that the assignment is carried out outside your working hours and that you do not attempt to bypass the supplier selection procedures. However, you cannot take part in the decision to select the supplier, nor can you advise your colleagues on the matter. You are also not allowed to bill your company for tasks that you are supposed to perform in your work at the institution.

2. During a competitive tender launched by my department, one of the two selected companies was created by an alumni. Am I allowed to give preference to his application?

The purchasing policy allows us to give preference, in cases of equal merit, to a company that is local, or active in the field of sustainable development, or that employs disabled or disadvantaged staff, or that has been created by LIGMR® graduates. This should not however be a determining criterion or be to the detriment of a service provider that more closely meets the selection criteria.

III. Relations

LIGMR® is particularly committed to ethical behaviour in its professional relationships, and constantly ensures that its employees respect the rules of integrity and transparency.

This vigilance includes compliance with this Code of Conduct and the purchasing policy, as well as paying particular attention to its international relations. A third-party assessment is also led to ensure the integrity of our suppliers, partners, donators, and customers.

Indeed, **LIGMR®** respects French regulations and is committed to maintaining its standards in its relations with international service providers.

Our partners and service providers

Encouraging the establishment or maintenance of business relations with third parties may, in certain circumstances, amount to undue advantage or preferential treatment. In this respect, relations with third parties are an area of heightened risk for the institution, which need to be managed by implementing appropriate preventive measures.

The choice of **LIGMR®**'s partners and service providers must be made in a fully transparent manner, in order to guarantee that use of these third parties is necessary and in accordance with the purchasing policy.

Vigilance is heightened when conditions create increased risks of corruption (high-risk countries, sectors known for corruption, sums of money beyond €50k, or strong economic dependence).

When choosing a partner or service provider, employees must follow the rules set out in the third-party evaluation procedure to avoid any risk of corruption.

The terms of the contractual relationship and the commitments made must be clearly stated to avoid any questioning of the integrity of the service provider and of **LIGMR®**.

You must

- Choose third-party partners in accordance with the Group's purchasing policy
- Check the capacity and competence of the potential service provider to fulfil its commitments
- Ensure the service provider completes the third party evaluation form and that they meet the institution's ethical standards
- Ensure that the contracts signed contain an anti-corruption clause such as the one proposed by the legal department

You mustn't

- Sign a contract with a provider that unnecessarily charges higher than average rates for the value of the services provided
- Agree to increase the price of a quote in exchange for a fee

PRACTICAL EXAMPLE

I'm going to use a service provider selected by tender, but it does not have an anti-corruption policy because of its size (SME). What should I do?

The third-party assessment form is tailored to small companies and is used to assess the risk to which the institution may be exposed. The systematic use of anti-corruption clauses in service contracts also helps limit this type of risk for **LIGMR®**.

Our clients

Rules

In practical terms, although the institution's clients are mainly its learners (students and participants), there are also companies and organisations to which the institution sells training or other services.

LIGMR® employees must respect the procedures for selecting clients for the various programs, courses and services, as well as those relating to the awarding of diplomas and certificates, where applicable.

To avoid any conflict of interest, when employees are involved in the selection of a relative, they must withdraw from the procedure as a precaution. They must inform their manager, who will decide, together with the legal department, whether the employee can be involved as an advisor or whether they must withdraw from the selection process altogether. A conflict of interest register is kept.

When seeking clients, employees must not obtain any commitment in exchange for undue advantages or promises of undue advantages.

You must

- Notify your manager or the legal department if there is a conflict of interest
- Follow selection and graduation procedures

You mustn't

- Attempt to facilitate the enrollment of a relative in an educational program
- Accept an undue advantage in exchange for enrolling learners and participants

PRACTICAL EXAMPLES

1. A company is meeting with me to get information about in-house continuing education programs. Can I invite them to a restaurant to discuss it in a less formal setting?

Yes, you are allowed to create a cordial relationship with a potential client. However, the terms of the Code of Conduct and the Gift and Entertainment Policy must be followed, and you cannot make the invitation contingent on the promise of enrollment.

2. A relative wants to enroll in a degree program and asks me if there is a way to bypass the selection interviews. What should I do?

You should answer that the institution does not accept any preferential treatment, and that the only way to gain access to the proposed courses is to follow the application procedures.

Gift and Entertainment Policy

Definitions

Business gifts are gifts in kind offered between partners (local products, goodies, etc.).

Invitations, entertainment and business trips aim to create privileged relationships between business partners (business dinners, corporate seminars).

Depending on the circumstances, these gifts and invitations can be a means of obtaining preferential treatment and altering a person's judgement, which is why they need to be regulated.

Rules/principles of conduct

LIGMR® employees may be involved in giving or receiving gifts and invitations in the context of their business relationships. They must ensure that these gifts do not have the purpose or effect of obtaining favours in return.

Employees must comply with the thresholds set out in the purchasing and travel policies and exercise good judgement, asking themselves the following questions:

- Could the gift have the purpose or effect of making the recipient feel indebted?
- Is the gift disproportionate to the lifestyle of the recipient?
- Could the institution's reputation be damaged if the gift were to be made public?
- Would I feel uncomfortable if my colleagues found out that I had given/received this gift?

Employees should be especially careful during contract negotiation or renewal periods and refrain from giving or receiving gifts outside of the workplace.

Any gifts that exceed these thresholds or pose a risk must be returned to the sender.

In general, employees should respect the procedures for reimbursing expenses, which allow them to justify and record their expenses.

You must

- If you are a manager, make sure that your team members are aware of the rules regarding gifts, entertainment, invitations, public relations and business travel, and that they apply them
- Be open with your manager to avoid any suspicion and seek advice from the legal department if in doubt
- If appropriate, share any gifts given by a department client with your colleague
- If you accept an invitation, always be able to justify it professionally
- Comply with the Gift and Entertainment Policy

You mustn't

- Give or accept gifts and advantages other than those authorised or without respecting the approval thresholds
- Give or receive cash or cash equivalents (gift vouchers, etc.)

- Invite a client to a restaurant using your own funds

PRACTICAL EXAMPLES

1. A supplier invites me and my family to an all expenses paid seminar (airfare, hotel and meals) in a tourist location for a weekend. Can I accept it?

No, gifts and invitations must be given in a professional context. An employee's family members cannot be invited by the employee's business partners. In this situation, you must politely decline the invitation, explaining that the institution's policy prohibits such favours.

2. A partner sends a case of champagne to my home. How should I react?

Local products (such as wine or foie gras) can be given or received, but gifts sent to your home should be avoided in order to exclude any request for consideration. In this situation, you must inform your manager or ask the legal department for advice, and return the gift to the sender.

Facilitation payments

Definitions

Facilitation payments are **illegal payments of money to speed up administrative procedures** that are free of charge. These payments are made to people working in the public sector and usually involve small amounts of money. Some countries tolerate facilitation payments in practice, but French law prohibits them even if they are made in a country that does not penalize them.

Rules

LIGMR® employees must refrain from making any facilitation payments, as these are considered acts of bribery under French law. Facilitation payments are formally prohibited, even on an exceptional basis regardless of the amount involved.

When faced with such a request, it is advisable to politely refuse by pointing out to the agent who made the request that French law prohibits such payments, and then to report the incident internally (to management and the legal department).

In exceptional cases, facilitation payments should be accepted when the employee's safety is at risk if they are refused. The incident should also be reported.

You must

- Know the procedures specific to the administration in question
- Be accompanied by a colleague when meeting with a public agent
- Report any requests for facilitation payments to your manager and the legal department, and keep all related documentation.

You mustn't

- Offer, promise, or give a financial or other advantage to a public agent for the performance of a routine administrative task
- Agree to make a facilitation payment, even when it is a local custom.

PRACTICAL EXAMPLES

1. A public agent suggests that I pay him €200 to "move my application to the top of the pile". This would enable the institution to secure a contract. Can I accept it?

No, paying to speed up a process is considered an act of bribery and should not be accepted under any circumstances. You must report the incident to your supervisor and to other departments that may be involved.

2. I'm attending a conference in a country that tolerates facilitation payments. Am I allowed, in this case, to pay €50 to a customs officer, who is asking for this amount to let me pass through airport control?

No, because French law applies even to acts committed abroad, and both you and the institution could be prosecuted. However, if this request is mandatory and institutionalized, the payment can be made, solely in exchange for a clearly identified and authenticated receipt.

Our funding and investments: patronage and sponsorship

As part of its operations and investments, the **LIGMR®** Partnerships Unit may be involved in offering and receiving funding from patrons and sponsors. In this context, employees must ensure that no illegal counterparty is given or received: in compliance with French tax law, the consideration offered to a sponsor may not exceed 25% of the amount of the donation.

Employees must refuse to accept funding where it could conceal an undue advantage for a third party or funding from a third party so that it may act in breach of its obligations. They must also ensure that sponsors or patrons provide sufficient guarantees of transparency. A Donations and Sponsorship Committee has been set up to ensure compliance with these rules and those set out in the Donations and Sponsorship Charter.

As an institution of higher education, **LIGMR®** may collect apprenticeship taxes, but under no circumstances may this collection be contingent on receiving any consideration, however modest.

You must

- Check that the beneficiary respects the institution's ethical values
- Report any attempt by a potential or existing partner to claim an illegal advantage to management and the legal department

You mustn't

- Enter into a sponsorship or patronage agreement with an organization when it would create a conflict of interest
- Offer or receive consideration that exceeds the authorized thresholds for a sponsorship agreement.

PRACTICAL EXAMPLES

1. An LIGMR® supplier has offered to sponsor the institution. Can I accept it?

An institution supplier may play a role in funding the institution, as long as this is not in exchange for preferential treatment or benefits under the supply contract.

2. An association chaired by a person holding a public office has asked me to become a sponsor. Can I accept it?

Yes, provided that you obtain prior approval from the Donations and Sponsorship Committee, which will determine whether the sponsorship is relevant to the institution's mission and strategy, and provided that you ensure that the association respects the institution's ethical values.

Political contributions

Definitions

Political contributions are donations of any kind (such as money or discounted services) offered to finance a political party or a candidate in an election campaign.

Rules

Under French law and in keeping with its own values, **LIGMR®** refrains from making any direct or indirect donation to a political party or to a candidate in an election.

Employees must also refrain from publicly associating their personal political involvement with their role at **LIGMR®**.

You can

- Fund a political party of your choosing with your own funds and in your own name

You can't

- Agree to play a role in funding an electoral campaign or a political party on behalf of the **LIGMR®** entities
- Use the name, image, and brand of the institution to endorse your personal convictions

PRACTICAL EXAMPLE

A candidate in a local election is endorsing a program that could benefit LIGMR®. Am I allowed to contribute to their campaign funding?

No, LIGMR® cannot under any circumstances be involved in the funding of political parties. Of course, you can finance a party with your own funds and in your own name, as long as the institution's name is not involved.

IV. Implementation/employee participation

The Anti-Corruption Code of Conduct incorporated within the Internal Regulations, is binding on all. We must all familiarise ourselves with it and act in accordance with the principles and rules set out in the Code when carrying out our duties.

Each LIGMR® employee is responsible for the effectiveness of this Code of Conduct and for the reputation of the institution.

It is therefore our duty to set an example. This includes both compliance with the various procedures in force and a readiness to commit to an ethical approach.

Consequently, we are all asked, as employees of LIGMR®, to conduct ourselves in a manner consistent with the values of the institution, and to report any doubts about the integrity of a procedure.

This Code of Conduct outlines these values and will sanction any breach by means of a disciplinary procedure, in accordance with the provisions set out in employment contracts. This document also applies to our service providers, who undertake to abide by it in their relations with the institution.

Required behavior

LIGMR® employees must act transparently in all situations in order to represent our values on an ongoing basis.

Employees can ask themselves the following questions to help decide how to behave:

- Does my behavior comply with French law, and local law if applicable?
- Is my behavior consistent with the institution's internal rules and values?
- Is my behavior reasonable?
- Could my behavior harm the reputation of the institution if it were made public, for example in the press and/or on the Internet?
- Would I feel comfortable if my colleagues were aware of my behavior?

In any event, **LIGMR®** employees are required to act with discretion and avoid any situation that could harm the institution.

As a matter of principle, employees must always keep a written record of their actions/decisions so that they can justify them if necessary.

If unsure, employees are invited to refer to this Code of Conduct and seek advice from their manager or the legal department france@lyoninstitute.edu.eu.

Internal whistleblowing: Speakup

Whistleblowing procedure

In accordance with the provisions of the French law on transparency, the fight against corruption, and the modernization of economic life, **LIGMR®** provides employees with an internal whistleblowing platform enabling customers and employees to report acts of corruption, harassment, or any violation of the law.

Any behavior likely to constitute a violation of the principles set out in this Code of Conduct or in the associated policies and documents must be reported by any employee who has personal knowledge of it using the internal whistleblowing system available on the institution's intranet.

It is the duty of managers to tell their employees about the existence of this whistleblowing procedure and create a climate of trust within their teams. This process includes sharing this document, together with the internal whistleblower's information sheet.

Processing the report

The whistleblower's report, which may be anonymous, must contain objective and sufficient information to enable an internal investigation. It must be unbiased and made in good faith. Once the report has been submitted, an investigation is conducted and the originator of the report is kept informed of progress.

LIGMR® emphasizes that no employee will be sanctioned, dismissed, or subjected to any discriminatory measure for having reported corruption in good faith and in an unbiased manner.

Protection of the whistleblower's privacy

All information relating to the alert, its originator, and the person reported is strictly confidential and will not be disclosed. The confidentiality policy available on the whistleblowing platform explains how this data is processed.

You must

- Report corruption, or any other incident that may constitute a crime, when there is evidence to support or confirm it

You mustn't

- Make a report without evidence or with subjective evidence
- Make a report in order to obtain preferential treatment or a promotion

PRACTICAL EXAMPLE

I heard a colleague say that my manager paid a bribe to a public official. Should I report this through the internal whistleblowing procedure?

No, the whistleblowing procedure is only for reports that are supported by a minimum of evidence. Under no circumstances is it a mechanism for making unsubstantiated reports about employees. You can however discuss the matter with the legal department in order to report the information.

Sanctions

French law severely punishes corruption and influence peddling.

Through their exemplary behavior, **LIGMR®** employees are required to avoid any risk of corruption and join the collective effort to promote transparency and fight corruption.

In addition to exposing both themselves and the institution to criminal, civil, or administrative proceedings, employees who breach this Code of Conduct may be subject to the disciplinary sanctions provided for in the Internal Regulations:

- Reprimand
- Written warning
- Suspension (maximum: 10 working days)
- Transfer
- Demotion
- Dismissal for disciplinary misconduct

The sanction will depend on the seriousness of the alleged offenses, the employee's training in corruption issues, and their rank.

REMEMBER

As a legal entity, LIGMR® may not only be fined but may also have its accreditation withdrawn or be banned from certain activities, which may also have an impact on its reputation.

To find out more: all of the institution's measures and procedures designed to counter corruption and influence peddling are described and available on the intranet. Please refer to the dedicated policy for more information.

V. Additional resources

- Purchasing/Travel Policy
- Gift and Entertainment Policy
- Internal Whistleblowing Policy
- Conflict of interest policy
- Donation and sponsorship charters

These forms and procedures are available in the "Toolbox" tab on the institution's intranet.

CONTACT

If you have any questions or need more information, please contact the legal department, or send an email to france@lyoninstitute.edu.eu (Head of Legal, jurist, and Director of Quality, Accreditations and Rankings) to request more information.