

CIEF GENERAL REGULATIONS 2021-2022

University Diplomas in French as a Foreign Language (F.L.E.) as well as all training courses are provided by teaching staff from the International Centre for French Studies (*Centre International d'Études Françaises*).

Obtaining the DUEF level B2 allows you to apply for enrolment in the training offer of the Lumière Lyon 2 University. However, different courses may require a higher level (especially for the Masters').

1. CONDITIONS OF ACCESS AND STUDIES

Classes are open to all allophone students. The student must be at least 18 years old on the 1st day of the semester and hold a diploma attesting to the completion of secondary studies equivalent to the French Baccalaureate or a higher education diploma, or if applicable, to have passed the entrance examination to a university of their country.

Duration and hourly volume of training

Specialised annual DUs: the courses are spread over the two semesters. The hourly volume is 546 hours per year towards graduation from the University.

DUEF: There are two types of training for obtaining the DUEF, the number of hours of which is spread over 12 weeks of classes:

- The intensive DUEF with a total volume of 280 hours per semester,
- The semi-intensive DUEF with a total volume of 210 hours per semester.

The various non-diploma courses: the duration and the hourly volume are specific to each training.

Determination of French language level

The organisation of the courses takes into account the students' level of French language according to the common European Framework of Reference for languages. This level is determined by testing organised by the CIEF. Placement in the different levels is final and cannot be questioned by the student. Only the Management of the CIEF, after consulting the teaching team, can make the decision to modify the placement of a student.

Organisation chart of the staff supervising the training

The Pedagogical Coordinator and the Education Coordinator ensure the administrative and pedagogical supervision and follow-up of students at all levels.

An instructor responsible for the level supervises the educational follow-up of the students and organises the tests of the different groups within the level for which he/she is responsible.

Communications

During their administrative registration, students create a Lyon 2 e-mail address. Institutional, administrative or educational communication is done via this mailbox only. These identifiers are also used for access to the university's digital tools. Personal email addresses are not used for communication with teaching staff, the institution, or the administration.

2. CLASS SCHEDULES AND TESTS

An official calendar organises the DUEF courses and -of-semester exams and regardless of entry level. This is communicated during the 1st class and published on-line.

3. ATTENDANCE AND PUNCTUALITY

Welcome days and educational meetings organised at the start of the semester are compulsory and are subject to the same attendance rules as the courses.

Attendance at all classes is compulsory and checked by your Instructors. There is no attendance waiver.

In case of late arrival:

Students are required to be punctual for each course. Instructors can reject a student who does not comply with this obligation, and consider that in this case the late arrival is equivalent to an absence.

- Late arrivals of less than 15 minutes: the student must inform the Instructor of the reasons for the late arrival. He/she is accepted in class. The late arrival is indicated on the sign-in sheet.
- Late arrival of more than 15 minutes: the student is rejected from class and is noted as absent. This absence is considered unjustified.

In case of absence:

In the event of repeated and unjustified absences, the CIEF reserves the right to refuse the re-enrolment of the student.

Three unjustified absences trigger a summons by the CIEF Educational Coordinator.

For your information, the tuition regulations of Lumière Lyon 2 University that beyond two unjustified absences, the student is considered to be absent without justification during the 1st session exams.

If unjustified absences reach 15%, a penalty will be applied on the decision of the Jury. It will involve the deduction of 0.5 point to 2 points on the general average for the semester.

Justified absences* must be presented to the Instructor concerned during the next class. Only the following reasons are considered to be justified absences:

- Sick leave with a doctor's certificate.
- A summons to the OFII or in connection with their Residents' Permit
- An exceptional situation *left to the appreciation of the CIEF Management*

The following reasons are not considered to be justified:

- An appointment in an administration even on presentation of proof.
- A personal meeting
- An appointment for accommodation
- An invitation to an examination or competition coinciding with a CIEF test

** A copy of the proof of absence should be sent to the CIEF Secretariat.*

Study regime supervised by a state body:

When a student follows a training course supervised by a state body (*Pôle Emploi, La Région, etc.*), it is up to the student to have his/her presence in class validated at the beginning of each session by the Instructor. In this regard, a monthly attendance record will be given to the student by the Educational Coordinator at the start of the semester. The student must agree to submit the document to the Tuition Secretariat at the end of each month.

The rules governing absenteeism are the same as for all CIEF students (see above).

If the student does not submit the document as expected, the organisation supervising the studies will be immediately alerted and the student will automatically be removed from the students in DUEF.

4. RULES OF CONDUCT IN THE CENTRE AND IN CLASS

During classes, the language used is French. Serious and respectful behaviour, as well as real involvement are expected from students. The University prohibits the consumption of food and drink in the rooms dedicated to teaching. These must be kept clean at all times.

Article L141.6 of the Education Code provides that *the public higher education service is secular and independent of any political, economic, religious and ideological influence; it focuses on the objectivity of knowledge; it respects the diversity of opinions. It must guarantee for education and research their possibilities free scientific, creative and critical development.*

It is prohibited to:

- Stay in the classrooms after class, even if they appear to be unoccupied,

→ Use your mobile phone, except during the course and with the Instructor's permission.

5. CONTINUOUS ASSESSMENT AND FINAL TESTS

Continuous monitoring tests

Students are informed of the knowledge test methods in the first two weeks after the start of the course.

End of semester exams

The final tests take place during a single session in the last two weeks of the training: there is no make-up session. This period of testing is brought to the attention of students at least two months beforehand; a summons with details on the progress of the final exams is sent to the students.

The conduct of the tests must comply with the principles of equal treatment and integrity (no cheating, plagiarism or copying). The student must be provided with his student card.

Success

Success is an overall average of 10/20 for the student.

This general average is the result of the addition of two other averages, that of the continuous assessment and that of the final tests.

In the event of failure, the diligent student may be authorised by the Examination Jury to repeat.

Absences

- Absence from continuous assessment tests:

→ **Unjustified** absences are penalized with a 0/20.

→ In the event of a **justified** absence (on presentation of an official document) from a continuous assessment test, the student is absent but Instructor responsible for teaching the course can propose, where appropriate, a replacement test.

- Absence from the final exams

Failure to attend a final test will result in failure to validate the training and graduation will be suspended. There is no replacement test, except in the case of illness duly justified by the presentation of a medical certificate within one week after the test.

No test can be arranged, postponed or adapted, whatever the reason given by the student. (subject only to additional third-time work and other special terms and conditions provided elsewhere for the benefit of students monitored by the Handicap Mission).

Modification of tests

The CIEF reserves the right to modify the methods of assessing knowledge, for example by switching to a full continuous assessment process, if the circumstances so require. Whatever the procedures chosen, the students are informed as quickly as possible, complying with the rules established for the exams.

6. SPECIFIC SITUATIONS

Changes may be made to the regulations, following extraordinary conditions. In this case, a specific annex with precise information will also be submitted for signature.



Name

First name

group:

I certify that I have read the regulations and I agree to abide by all their terms.

Lyon, on

Student's signature: