

## **SPECIFIC REGULATION PERTAINING TO THE DEPARTMENT OF FRENCH LANGUAGE**

*Every student is supposed to know the internal regulations of the University.*

### **Article 1: rules of courtesy** (extracted from the Internal Regulations of the University)

The respect of the University and of all those who work or study on its premises is a rule that all students should impose upon themselves.

Students are not allowed out of the classroom during class, nor can they leave before the end of the course.

Mobile phones should be turned off during the entire duration of the course.

Eating and drinking are forbidden in classrooms.

### **Article 2 : Regulations regarding absences and delays**

Students should attend all the courses they have enrolled in be on time for class.

Attendance and punctuality are essential qualities in any FLE student. Hence, the Academic Department has decided to take unjustified absences and delays into consideration for grading.

- A bonus of 1 point will be added to the continuous tests grade for students who don't have any unjustified absence during the session. Another 1 point bonus will be added for students with no delays record.

- A penalty of 1 point will be subtracted from the continuous tests grade with the accumulation of five unjustified absences. The same penalty applies to the delays.

Beyond 6 absences, the student will be called by the Disciplinary Board

- Notes for leave of absence granted by the infirmary are only accepted if they are signed by the Director of the Department of French Language or University Management the same day.

*Note : For every working day, the maximum number of absences taken into consideration is 1.*

*Eg :In case a student misses the three classes of the day, the three professors declare the absence but only "one absence" is counted. If a student misses one class during the day, this absence is noted by the professor and it is counted.*

**Article 3 : absence to an examination**

Unjustified absence to a written or oral examination will result in a score of 00/20, without the possibility of sitting again for the examination during the same session.

**Article 4**

The teacher is considered the only authority in class, and can hereby decide not to accept or expel a student with an acceptable behavior from class.

**Article 5**

Students, who chose not to respect the basic regulations of the organization, are jeopardizing their own learning and exposing themselves to sanctions. In case of disorderly conduct and attempt to the proper functioning of the organization, or in case of fraud or attempt of fraud during examinations, students may be prosecuted before the Disciplinary Board, which in turn may impose sanctions.

The first warning immediately imposes expulsion for a day. The following sanction is an expulsion for one week, followed by the ultimate expulsion from the University.