



Université de Poitiers
U.F.R. Lettres & Langues
Centre FLE



Rules of procedure

Centre de Français Langue Étrangère



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1 GENERAL ASPECTS OF THE CENTER

1.1 THE FRENCH AS A FOREIGN LANGUAGE CENTER

1.1.1 Presentation

The French as a Foreign Language Center (CFLE) is part of the University of Poitiers. It is located in the Faculty of Letters (UFR Lettres et Langues) on the north campus. It has existed in its current organization since 1977 but courses in French as a Foreign Language (FLE) have been taught there since 1955.

The CFLE is a member of the Association Des Centres Universitaires d'Études Françaises pour Étrangers (ADCUEFE) which groups together 40 French universities offering FLE programs for foreign students and teachers. One of the roles of the ADCUEFE is to ensure the harmonization of the diplomas prepared by the different university centers which are committed to recognizing each other's validity.

1.1.2 Organisation chart

Head of department : Mme Julie RANÇON
Head of learning : Mme Karine AUDINET
Administration : Mme Violaine PEYRAGROSSE & Mme Karine ROYOUN
Multimedia : Mme. Deniz AKSAY as replacement of Mme Criska DACHEUX

Teachers

Mme Mélanie ALBERTELLI, PRCE
Mme Karine AUDINET, PRCE
Mme Caroline BRILLANT, CDI
Mme Hélène CARPENTIER, PRCE
Mme Corinne DELBART, CDI
Mme Delphine DURAND- DROUINEAU, PRCE
Mme Nathalie PRIOU, PRCE
Mme Sophie RACLIN, CDI
Mme Julie RANÇON, MCF

The management of the CFLE is assured on a continuous basis. The head of department is replaced by the Head of the Faculty and is assisted by the Head of Learning in case of absence.

1.1.3 Organization of classes

The CFLE in Poitiers offers the following types of classes:

- **full-time** French courses from 18 to 20 hours per week depending on the level for all students.
- **part-time** French courses (2h, 4h, 6h, 8h or 10h at your choice) for students and doctoral students enrolled in all disciplines at the University of Poitiers or for learners outside the University (foreign assistants etc.).

1.2 ORGANIZATION OF TEACHING

1.2.1 General organization

Each DUEF takes place over a minimum of one semester, corresponding to 234 hours of classes. Each semester includes several "Teaching Units" (UE) which can be made up of several subjects. The number and pedagogical elements of the UEs, the nature and duration of the tests, the coefficient of each element and UE, the rules for calculating grades and the number of credits are specified in the "Modalities of knowledge control" specific to each D.U. and are distributed by the teachers at the beginning of the academic year.

1.2.2 Regular attendance

Regular attendance is the rule. No certificate of attendance (necessary for the renewal of the residence permit) will be issued to a student, registered full-time, who has exceeded **24 hours** of unjustified absence, consecutive or not.

A student enrolled on a part-time basis may not exceed 6 hours of unjustified absence. Otherwise, he/she will not be allowed to participate in the continuous exams.

In case of absence due to illness, the student must provide a certified medical certificate or one issued by a doctor of preventive medicine (free consultation - sector C4- rue Raoul Follereau - Poitiers - 05 49 45 33 54) or a hospital service.

There is no exemption from attendance at CFLE classes.

1.3 REGISTRATION

1.3.1 Pre-registration

All students requiring a long-stay visa (VSL) must pre-register at least three and a half months before their arrival: mid-June for the first semester or the year; end of November for the second semester. The amount of this pre-registration corresponds to the course fees for one semester.

1.3.1.1 Cancellation of pre-registration

1.3.1.1.1 Refund of the deposit

- Any person who has not been able to obtain a VLS (long stay visa) from the French Embassy in his/her country may request a refund of the deposit paid, provided that

he/she provides a **letter of refusal (without a reason) from the French Embassy** in his/her country, within 6 months of the refusal. The applicant must complete a file available online: cfle.univ-poitiers.fr

- Any person who has not been able to obtain a residence permit from the Prefecture of La Vienne may request a refund of the deposit paid, provided that he/she provides a **letter of refusal (without a reason) from the Prefecture**, within 6 months of the refusal. The candidate must complete a file available online: cfle.univ-poitiers.fr

In both cases, a sum of 100 euros per request made is retained for administrative costs.

(For information: Without a request for deferral or reimbursement of the deposit from a person, the amount of the deposit is titled after 2 semesters).

1.3.1.1.2 File to be completed in case of request for a refund of the deposit

- ✓ Completed refund request form
- ✓ Explanatory letter
- ✓ Official proof of refusal from the embassy (in French or English) or from the prefecture
- ✓ Bank account statement (bank charges to be paid by the student if the amount is to be sent abroad)

ATTENTION: If the bank account is not in the student's name, a power of attorney must be provided.

1.3.1.1.3 Procedure

Requests will be reviewed by a committee that will meet each semester during the third week of classes of each semester. Applicants will receive a letter informing them of the committee's decision. The requests accepted by the commission will be transmitted to the Accounting Agency of the University of Poitiers which will carry out the reimbursement, within 3 or 4 months. The reimbursement period does not depend on the FLE Center.

1.3.2 Administrative registration

Registration is completed at the beginning of the semester:

- From the end of August until September 30 for S1 or the year
- In January for S2.

Registration is completed at the CFLE secretariat (building A, office 222) on the date of the appointment set during the placement tests. The administrative registration file is provided by the CFLE. All students must provide supporting documents and payment at the time of their appointment. At the end of the registration process, a student card will be issued.

A CFLE registration includes course fees & university registration fees.

The status of " auditor " is not possible at the CFLE.

1.3.3 Continuous training

CFLE students can register under the continuing training system. This status and its provisions are managed by the UP&PRO organization. For any request, please contact :

UP&PRO

Université de Poitiers
Bâtiment B25
2, rue Pierre Brousse
TSA 91110
86073 Poitiers Cedex 9

Phone : +33 (0)5 49 45 44 60

E-mail : up-pro@univ-poitiers.fr

Website : <http://upro.univ-poitiers.fr/>

1.3.4 Course Refunds

1.3.4.1 Refund of course fees during the semester

Any student who has registered for a semester, but cannot attend classes for one of the reasons mentioned below*, may apply to an ad hoc committee for a refund of course fees. The refund is proportional to the amount of time not taken:

For a semester: 13 weeks of classes (including exams)

- courses taken: 1 week - reimbursement of 12 weeks
- courses taken: 2 weeks - refund of 11 weeks etc...

No refunds after **6 weeks** of class attendance. The same applies to students who are registered but do not attend.

For the year: 26 weeks (including exams)

S1 : courses attended : 1 week - 12 weeks refund
courses attended : 2 weeks - refund of 11 weeks etc ...

No refunds after 6 weeks of classes attended for the current semester. The same applies to students who are registered but do not attend.

* Refund of course fees

- *Illness preventing regular attendance at classes (Proof: medical certificate from the Preventive Medicine Department or a hospital)*
- *Family reasons for dropping out of the course (illness of a family member - proof: medical certificate)*
- *Changes in the curriculum, reorientation, late acceptance in a school related to the student's specialty, outside the FLE center (Proof: school certificate or acceptance letter from the school).*

1.3.4.2 Refund of course fees for the second semester of registration

Any student who has registered for two semesters, but cannot attend the second semester for one of the reasons mentioned below*, may apply to an ad hoc committee for a refund of course fees. The files are examined by a committee that sits each semester during the third week of classes.

Please note: no refund of university fees is possible.

If the request is accepted by the committee, a sum of **100 euros is retained for expenses**.

***Refund of course fees for the second semester of registration**

- *Illness preventing regular attendance at classes (Proof: medical certificate from the Preventive Medicine Department or a hospital)*
- *Family reasons for dropping out of school (illness of a family member - proof: medical certificate)*
- *Changes in the curriculum, reorientation, late acceptance in a school related to the student's specialty, outside the FLE center (Proof: school certificate or acceptance letter from the school).*

Please note: it is not possible to refund the June or September training session for personal reasons (seasonal work, vacation, early departure).

1.3.4.3 File to be filled out in case of a request for refund of course fees

- ✓ Completed claim form
- ✓ Explanatory letter
- ✓ Official proof (medical certificate, school certificate...)
- ✓ Bank account statement (bank charges to be paid by the student if the amount is to be sent abroad)

ATTENTION : If the bank account is not in the student's name, he/she must provide a power of attorney.

1.3.4.4 Procedure

Requests are examined by a committee that sits each semester during the third week of classes of each semester. Applicants receive a letter informing them of the committee's decision. The requests accepted by the commission are transmitted to the Accounting Agency of the University of Poitiers which carries out the refunding, within 3 or 4 months. The delay of reimbursement does not depend on the CFLE.

1.3.5 Pedagogical registration

Pedagogical registration is mandatory for the N5, 6 and 7 options. The student must hand in the form detailing his or her choice of program to the secretariat and the multimedia room before the deadline.

1.3.6 Non-UP students

Non-UP students may take French courses on a part-time basis (2h, 4h, 6h, 8h or 10h as they wish). This registration gives access to selected courses and exams as well as to the multimedia room (see article 2.4). Part-time registration does not entitle the student to a VISA or a residence permit. At the end of the course, the student will receive a certificate with the grades obtained and the teacher's appreciation.

2 PEDAGOGICAL ASPECTS OF THE PROGRAM

2.1 LEARNING ARCHITECTURE

THEORETICAL DURATION FOR OBTAINING THE EQUIVALENT DIPLOMA	DIPLOMA	ORAL PART (coefficient. 1)	WRITTEN PART (coefficient 1)
1 semester	DUEF A1	Listening comprehension (coef. 1) Oral production (coef. 1)	Reading comprehension (coef. 1) Written production (coef. 1)
1 semester	DUEF A2		
1 semester	DUEF B1 - 1 st part		
		LANGUAGE PART (coef. 7)	CULTURE PART (coef. 3)
1 semester	DUEF B1 - 2 nd part	Reading comprehension (coef. 1.5) Written production (coef. 2) Listening comprehension (coef. 2) Oral production (coef. 1.5)	Cultural essay (coef. 1) Literature - short stories (coef. 1) Civilization (coef. 1)
		LANGUAGE PART (coef. 8)	CULTURE PART (coef. 4)
1 semester	DUEF B2	Reading comprehension (coef. 2) Written production (coef. 2) Listening comprehension (coef. 2) Oral production (coef. 2)	A compulsory cultural dossier (coef. 1) + 3 subjects (coef. 1 each) to chose in a list.

		LANGUAGE PART (coef. 10)	CULTURE PART (coef. 8)	SUBJECT IN OTHER DEPARTMENT (coef. 1)
1 semester	DUEF C1	Reading comprehension (coef. 3) Written production (coef. 3) Listening comprehension (coef. 2) Oral production (coef. 2)	4 options to be chosen in a list (coef. 2 per option).	A subject to be chosen in the other faculties of the University of Poitiers. This choice depends on the teachers' approval.
		LANGUAGE PART (coef. 7)	CULTURE PART (coef. 10)	SUBJECT IN OTHER DEPARTMENT (coef. 2)
1 semester	DUEF C2	Reading comprehension (coef. 2) Written production (coef. 2) Listening comprehension (coef. 1.5) Oral production (coef. 1.5)	1 dossier in your speciality (compulsory, coef. 2) + 4 options to be chosen in a list (coef. 2 per option)	A subject to be chosen in the other faculties of the University of Poitiers. This choice depends on the teachers' approval.

2.2 TESTS AND EVALUATION PROCEDURES

2.2.1 Examination rules and regulations

- The tests are generally held on the 6th and/or 7th week and the 13th and/or 14th week of each semester.
- The test schedule is communicated and posted at least one week before the tests.
- The teachers indicate the authorized documents for each test (dictionary, etc.). See also the ADCUEFE guide, available online: <https://www.campus-fle.fr/fr/formations-diplomes-fle/les-diplomes-fle/>

2.2.2 Conduct of the tests

- All students who present themselves for exams must show their student card and their passport or identity card.
- No lateness is allowed. No student is allowed to enter the room after the exams have been given.
- During the exams, students may not leave the room without the teacher's permission.
- No leaving is allowed during the first hour of the test.
- At the end of each exam, students must sign an attendance sheet when they hand in their papers.
- Any fraud will be punished.

2.2.3 The different types of exams

Evaluation is done solely through continuous evaluation. Any additional written or oral work is left to the discretion of the teacher. Copies are not anonymous and the duration of the exam, the preparation time and the time for an oral are recorded in the MCC.

2.2.4 Missing exams

- To obtain a diploma, students must take all the exams for that diploma and obtain an overall minimum average of 10 out of 20.
- Any absence from one or more exams of the "Controls 1" must be justified by a certified medical certificate or issued by a doctor of preventive medicine (*free consultation - sector C4- rue Raoul Follereau - Poitiers - 05 49 45 33 54*) or of a hospital service.

Control 1 : A student with an ABJ (justified absence) at a control may ask to do another assignment with the teacher of the subject for which the absence was noted.

In deliberation, the jury is sovereign and may consider :

- that the student's absence is justified (for exceptional reasons and on production of a letter with reasons to the attention of the president of the jury). The semester average may be calculated.
- that the deliberation is possible by calculating the missing mark for the student who has not been able to do another assignment for the course in which he/she has been absent and who has written a letter to the president of the jury explaining the reasons.

Control 2 : No absence is tolerated for the control 2 exams (justified or unjustified absence).

2.2.5 Interpretation of results

A student is admitted to a course if his/her average is equal to or higher than 10 or if the compensation system allows him/her to obtain the average for the course. A student is declared adjourned when he/she has not obtained the average of a UE (he/she can be declared adjourned for the semester if the compensation system does not allow him/her to obtain the average for the semester). A student is in default when he/she has been absent (unjustified absence) at the first exam and when he/she has been absent (ABI or ABJ) at the second exam.

2.2.6 Compensation and progression in the curriculum

All the subjects within the same UE are compensated between them. It is not possible to retake subjects of a UE in order to improve the result. All the UE of a semester are compensated between them.

2.2.7 Carry-over of grades, grade conservation

When a student at levels 4, 5, 6 and 7 validates a UE but not the semester, his mark can be carried over to the next semester (for the same level). When a student validates the " dossier " test at level B1-2 or B2 but not the semester, his mark can be carried over to the next semester (for the same level).

2.2.8 Examination jury

Examination juries meet at the end of each semester after the correction of the exams. These juries are composed of all the teachers of the level and the Head of Learning.

2.2.9 Restrictions on re-registration

Students who have failed the DU exams once (all levels) may re-register (repeat). Students who have failed the DU exams twice (all levels) can only re-register (triplicate) if they have :

- an attendance record during the past semester
- a satisfactory progress (only the examining jury can evaluate).

Students who have not attended classes or who have not progressed during the previous semester will not be granted a triple credit. No quadrupling will be possible.

2.3 PLAGIARISM

Plagiarism is the deliberate copying of a text in whole or in part without identifying the source. Any plagiarism can lead to an ABI and a file that can demonstrate this with the student's copy and all the sources that can demonstrate it. As plagiarism is a serious offence, the file will be sent to the disciplinary council which may pronounce a sanction (warning, zero in the evaluation, suspension or exclusion).

2.4 THE MULTIMEDIA RESOURCE CENTER (room A228)

2.4.1 Introduction

Students enrolled in full-time and part-time courses at the CFLE have free access to this room according to the schedule posted on the door.

2.4.2 Equipment

At the disposal of the users of the multimedia room :

- ✓ 15 computers with internet access.

- ✓ Books, comics, , CDs, CD-ROMs and DVDs available for loan on presentation of the student card..
- ✓ Newspapers and magazines available for consulting on site.

2.4.3 Opening hours

The multimedia room is open (schedules are subject to change during continuous exams and pedagogical registration):

Monday from 08:00-11:45 am and 12:30-4:00 pm

Tuesday to Thursday from 8:00-11:45 am and 12:30-5:15 pm

Friday from 8:00 to 12 :15 pm

2.4.4 Loans of resources

Access to the multimedia room, consultation and loans of resources are free. In case of loss or serious damage to a item, the loaner must ensure its replacement or reimbursement of its value.

2.4.5 Computer Login

During the first two weeks of each semester, students can log in using a "universal" password provided by the teachers or the room manager. After this period, **the use of the personal login and password (provided at the creation of the SEL account) is mandatory.**

2.4.6 Downloads

All downloads (games, movies, software, music etc.) are forbidden.

2.4.7 Internet

Internet use must comply with current legislation.

2.4.8 The users of the multimedia room commit themselves :

- ✓ Respect the schedules posted on the door of the room.
- ✓ Respect the equipment and resources.
- ✓ Respect for others.

Failure to comply with the rules may result in exclusion from the multimedia room.

2.5 TUTORING

2.5.1 General operation

Students enrolled full-time at the CFLE have the possibility of coming to the multimedia room to receive individualized help, **within the limits of available places.** This can be weekly or occasional help. The tutoring is carried out by the CFLE teachers as well as by the students of the Master Didactique des Langues et du FLE/S.

2.5.2 Registration

Registration for "weekly" tutoring takes place at the beginning of each semester. Only **teachers** may request a student's registration for tutoring. Students may not exceed **one hour of tutoring per week.** Requests for "one-time" help can be made at **any time during the year by the students themselves,** to the Multimedia Room Manager.

2.5.3 Attendance

Absences must be **justified**. After one **unexcused absence**, **the student will have his or her tutoring time removed**. If students are unable to attend a session and if they can, they must **notify the person in charge**.

2.6 SENDING OUT DIPLOMAS

All diplomas must be collected by the student in person or by a third party with a power of attorney. Otherwise, if the student wishes to receive the diploma by mail, he/she must leave a stamped envelope with his/her name and address. The Centre FLE cannot be held responsible for any loss.

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