



113 Avenue Louise ,Brussels 1050

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## CPAB general rules and regulations

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### 1. Practical applications

The following rules apply to all courses organized by CPAB.

### 2. Registrations

Registrations are taken in proportion to places available at the time of registration; they are considered complete and valid only if all conditions of admission are satisfied, payment included. A registration for a course at the Adult Education school does not automatically grant foreign students the right to a residence permit. In cases of rejection of a residence permit extension, no refund will be agreed to. If a student is accidentally registered despite missing a necessary document in their file, they are under obligation to provide such document within 5 working days starting from the registration date, or their registration will be cancelled. In order to benefit from the exemption from registration fees asked by the French Community, students must provide the secretariat with the required documents at the beginning of the training. They are also required to mention any change of address or phone number to the administration. CPAB is committed to using personal data gathered at the time of registration for administrative purposes only (see RGPD).

### 3. Sessions and lesson schedules

Teaching is organised in modules and schedules may vary from one session to the next. CPAB does not guarantee exactly the same schedule for the entire academic year or the systematic organisation of all units. The organizing authority retains the right not to open a course if the number of registered students is insufficient.

A change of course may only be accepted for pedagogical reasons that must be justified and submitted to the Direction for approval, and as long as there are places available on the new course. Agreement by both teachers is required.

### 4. Regular attendance

Adult Education schools are founded by decree on the principles of regular attendance and formative and continuous assessment. Students are therefore required to attend the course on a regular basis and the follow these rules.

**4.1. Attendance :** for pedagogical and administrative reasons, attendance is obligatory. Student presence is required at the first lesson following the day of their registration. Students presenting themselves more than a week after their registration will have no access to lessons. Exceptions will be examined by the Board of Studies<sup>1</sup>.

Teachers fill in the register at every lesson. Important and/or systematic lateness, unjustified absenteeism or absence of active involvement in the learning process can entail administrative sanctions such as rejection at evaluations, loss of regular student status ( from 10% of absences that are not justified for lessons at secondary level), expulsion. Serious lateness (more than 15 minutes) or early leaving will be considered as absence.

Active participation in the different activities demanded by the work on the 5 skills (orally and in writing) as part of language courses is required. The (almost) exclusive use of the target language is obligatory during these courses.

**4.2. Absence justification:** every missed lesson must be justified with proof of the impossibility of attending the lesson. This document must be given **to the teacher** within 7 days of the absence. Any supporting document is submitted for the Board of Studies<sup>1</sup> approval. Students must notify the school on the first day of their absence, either by phone (02/511.01.09) or by mail at the teacher's mail address.

**4.3. Educational leave:** the student who wishes to profit from an educational leave must tell his teacher and the secretariat at the latest two weeks after the beginning of the course. You can find more information on compulsory attendance for the educational leave in "Practical information" on our website.

**4.4. Attendance certificate:** only students who have fulfilled good attendance conditions will receive an attendance certificate or any other document that the school is entitled to deliver. Students with more than 20% of unjustified absence will be deprived of the status of regular student and will be refused access to final examinations. In order to take the final examination, students must have attended at least 70% of the training.

**4.5. Certificate of achievement:** At the end of the module and if students have successfully completed their U.E., they will receive a provisional document certifying their achievement. If they wish to receive the official certificate of achievement of the Adult Education School, they will be available 3 weeks after the end of the module and at the end of September for courses that end at the end of the school year

**4.6. Withdrawal:** In case of withdrawal during the course, students are requested to inform the teacher by e-mail.



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### 5. Evaluation - Concept of learning outcomes and teaching activities included in the educational file

According to the “**Arrêté du Gouvernement de la Communauté française portant règlement général des études de l'enseignement secondaire de promotion sociale (A.Gt 02-09-2015 M.B. 29-09-2015)**”

These regulations are partially explained in this R.O.I. namely:

Admission to a teaching unit is based on:

- A required qualification (validity 6 months)
- A written and oral admission test
- Reorientation during the first course (verification of the required prerequisite skills)

All courses are subject to mandatory evaluation. Absence from an exam can lead to denial of access to the next module. The Board of Studies <sup>1</sup> will examine exceptions that may arise.

Every course includes continuous assessment and a final examination.

Continuous assessment consists of exercises and pieces of work on different aspects of the studied subject. For language courses, this evaluation encompasses the 5 following skills: continuous oral skills, oral interaction, writing skills, listening skills and reading skills. In order to access the final examination, the student must have handed in at least 70% of the exercises and work (both oral and written) of the continuous assessment.

The final assessment usually takes place in the last week of the module. The modalities concerning the organization of the evaluations are sent to the students by the teacher at the beginning of the module and can be specified later (date, time, duration, etc.)

The final assessment consists of a test covering all the learning outcomes listed in the teaching unit educational file.

All educational files can be consulted on our website, on the Moodle platform or on request from the secretariat.

The final evaluation usually takes place in the last week of the module. Students will be given the arrangements regarding the organisation of evaluations by the teacher at the beginning of the module which can be specified later (date, time, duration). The final examination consists of a test on all learning achievements as per the pedagogical file of the U.E. All pedagogical files can be found on C.P.A.B.'s website in the tab “*Online documents*”. For language courses the breakdown of the marks (oral/ written) per language and per level will be displayed and can be obtained from the teacher or secretariat.

In order to be admitted to the next module, students must obtain 50% of the marks **in each skill** and master all the final skills of the UE. If the overall mark is equal or superior to 50% but the student has failed in one of the skills, they will have to start the UE in question again, except with a reasoned opinion from the Board of Studies<sup>1</sup>. Moreover, it is strongly recommended for students who obtain between 50 % and 60% to start again at the same level. The teacher will provide the concerned students with useful advice.

The Board of Studies deliberates collectively and in camera on the admission or rejection of students. Students who have not passed the final tests will be denied access to the next level. The Board of Studies<sup>1</sup> can review any particular case.

The attendance of all students for the last session of the module is obligatory as the teacher communicates the results of the deliberations of the Board of Studies<sup>1</sup> at that moment and proceeds to the correction of the final test. Students will have the possibility of examining the proof sheets and getting any information related to the evaluations and final decision. Students wishing to have a copy of their proof sheets have to make the request in writing to the Headteacher's office. The delivery of this copy is subject to a payment of €0.25 per page. In cases of success, the student can enrol in the next U.E. In cases of refusal, the student will have to repeat the U.E. in question, unless there is a reasoned opinion of the Board of Studies.

Note that given the specific and intensive organisation of U.E. in modules, which follow in sequence without interruption and, therefore, the practical impossibility for students to improve, there is no second session organised at C.P.A.B. (see art.16 of the French Community Government decree on general regulations in secondary education for further education and point 2.1.1.4 (p. 14 and 15) of circular n°5644 of 08.03.2016 on Sanction studies in secondary education and higher education for adults (Promotion sociale).)



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### Appeal:

For an appeal against a decision of refusal of the Board of Studies<sup>1</sup>, for any UE organised whether decisive or not, and/or U.E. "Integrated Test", students may, if deemed appropriate, challenge the decision of the Board of Studies<sup>1</sup> with an internal appeal. Following Circular n°7111 of 09/05/2019 regarding appeals in Adult Education Schools, said appeal must be introduced in writing by registered letter addressed to the director of the institution or received by the latter against acknowledgement of receipt. This complaint must be sent or made at the latest on the 4<sup>th</sup> day following the publication of the results. The complaint must contain specific mention of the irregularities on which it is based and be sent or deposited at the following address: C.P.A.B.

Mrs A. Greening, Headteacher - 113, Avenue Louise - 1050 Bruxelles

**Concept of learning outcomes and teaching activities included in the educational file** (Decree of April 16, 1991 organizing social advancement education)

The learning outcome is defined as the statement of what the student must know, understand and be able to achieve at the end of a learning process, a course or a validated teaching unit. Learning outcomes are defined in terms of knowledge, skills and competences. The terminal capacities assessed at the end of a teaching unit are expressed in learning outcomes.

The teaching activities included in the educational package include: a) theoretical courses, application sessions, practical work, laboratories, didactic activities, projects and other activities organized in application of educational files;

b) work and end-of-study projects for teaching units;

c) the internships provided for in the educational files, organized individually or in groups, duly supervised and evaluated;

d) professional learning activities, duly supervised and evaluated;

e) professional training activities, duly supervised and evaluated;

f) sessions, examinations and tests;

g) periods of pedagogical follow-up;

h) additional periods;

i) educational and technical expertise.

### 6. Reenrolments

The Board of Studies may reject, **given a reasoned decision**, the request by students for a third registration for the same U.E. A certificate of achievement in language studies automatically gives access to the next level, provided it was awarded in the previous six months. Indeed, beyond that period, knowledge of the language may have evolved and in order to ensure the most linguistically homogenous groups possible, a level test will be given again. On no account can a level test be considered as a final evaluation. The school will try to organise the possibility of continuing courses later but is unable to guarantee it for internal organisational reasons. The systematic organisation of all U.E. is therefore not guaranteed.

### 7. Conditions for reimbursement of registration fees

**7.1.** In case of withdrawal for personal or health reasons occurring within the first two weeks of day classes or the first month in evening classes, the registration fee that was paid will be partially reimbursed (an amount of €60 will be retained in any case for administrative costs) to students who fulfil the two following conditions :

7.1.1. Students must have notified the school on their first day of absence;

7.1.2. students must send a written request to CPAB before the second week of the course following the starting date at the latest;

7.1.3. students must send original proof (medical certificate or official certificate from their employer) with a date, stating the reasons for which it is definitely impossible for them to attend the courses.



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### 7.2. Received payment will be refunded in full to student(s)

- who registered at the end of the academic year on a course starting the following academic year and who give up **before** the beginning of the course ;
- who hasn't obtained the certificate of achievement giving access to the course they had registered for before publication of the results ;
- who, at the teacher's request, have to change level and to whom CPAB is unable to offer a new training which fits the schedule or because the new class is full.

For articles 7.2.1 and 7.2.2, reimbursement will be made only if the student has notified the secretariat before the beginning of the training in question.

### 7.3. In cases of cancellation for professional or medical reasons duly notified with an official document that occur after 2 weeks of day classes or 1 month of evening classes, a possible refund will be in proportion to the number of hours lost minus administrative costs.

### 7.4. A request for reimbursement for workload reasons or incompatibility with professional or private schedule will not be taken into consideration since course schedules are well known to students at the time of registration.

### 7.5. An exclusion, student's or teacher's absence can on no account result in a reimbursement.

## 8. Family allowance

Courses at Community College give people under 25 the possibility of receiving family allowance under certain conditions. If you are registered in trainings belonging to the secondary level, you must attend at least 17 units/week. If you are registered in trainings of different levels and if you are not entitled to your rights on the basis of the legislation regarding higher education (13 units), then you must follow at least 17 units/week. These conditions must be met throughout the entire period of the course for which family allowance is requested. It is the recipient of family allowance's responsibility to see to it that they stay within the qualifying conditions.

## 9. Inclusive education

Students with special needs can benefit, under the conditions specified by the Decree relating to inclusive social advancement education of June 30, 2016, from reasonable accommodation. Students wishing to benefit from these conditions may request it according to the detailed procedure annexed to this R.O.I. and displayed on the notice boards as well as on our website.

## 10. Supervising students' project : see attached document (annex 1) **Plan d'accompagnement des étudiants** : voir document en annexe 1

## 11. Certificates and other official documents

Any document requested from the secretariat will be ready within three working days of request. Please request your documents in time.

## 12. Conduct and discipline

Students cannot do anything that could harm their own safety or that of others.

They are familiar with the accident, fire and evacuation instructions posted in classrooms and common areas. They must follow these instructions as well as any safety instructions (including sanitary) communicated by the staff of the school.

Students will also show respect to the teaching staff, administrative staff and other students.

Active participation in the course is requested.

Students are urged to:

- arrive on time ;
- turn off mobile phones, MP3s, IPODs, ... ;
- respect recycling rules
- notify the school in case of absence ;
- not to take pictures of documents which come under intellectual property and image copyright of CPAB and/or teachers ;
- not to record, take pictures or film teachers without their prior consent ,
- respect the strict prohibition of smoking in front of and inside the building. Non-respect will be followed by expulsion. A terrace behind the school is at smokers' disposal.
- respect and maintain the cleanliness of the classrooms, toilets and the school surroundings.



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Compliance with the basic rules of behaviour, which involve tolerance and respect for others, should always be applied in all human interactions within the school. Defamatory, racist and xenophobic behaviour or statements is strictly prohibited.

Our school welcomes people of various origins, cultures and religions and offers secular education to all. To ensure the freedom and autonomy of everyone, it is prohibited to conduct any commercial, political or religious activity.

Students whose behaviour is detrimental to the good working of the school may incur sanctions upon themselves up to and including permanent expulsion.

Any expulsion decision is made by the Board of Studies (art.32 of the Decree of the 16.04. 1991 and AGCF of 02.08.2015 on the General Regulations of studies in secondary education in further education (Promotion sociale) art 23 to 29) after consulting the parties concerned in the dispute.

For safety and insurance reasons, it is forbidden to bring bicycles (even foldable) or scooters on the premises of the CPAB. An outdoor location is provided for the parking of two-wheeled vehicles at the rear of the building.

### **13. Personal belongings**

The Headteacher's office declines any responsibility in case of theft, loss of or damage to property belonging to students or staff. Objects that are found are held at the reception and kept for a duration of 3 months. After this period and in the interests of solidarity, all unclaimed property will be donated to charity.

### **14. Treatment of personal information by C.P.A.B.**

As part of its activities and to provide the best service, CPAB collects personal data on students. This data is treated in accordance with the legislation regarding the protection of privacy and used exclusively in the context of the relationship between CPAB and its students. We take all reasonable steps to protect this data from abuse and keep it safe. On no account will it be shared with a third party except when necessary in the operation of CPAB in the students' interest, and after agreement with the third party as to the adequate data protection, or in case of a court order.

When registering at CPAB, you accept to receive emails (containing information about the lessons you are attending or have missed, pedagogical files, exercises, schedule changes, ...) in which you can see the email addresses of the other students of your class.

Every student has the right to request a correction to their incorrect data via the following email address (contact email). Every student may also request additional information regarding the processing of their data by CPAB.

### **15. Image rights**

It is possible that during school activities (cultural visits, open doors, events in the classroom, etc.) pictures of those activities and participating students are taken. These pictures could be published on the website and/or the Facebook page of CPAB in order to promote the school and provide information on our teaching and activities.

Students who do not wish their image to be used, exhibited or reproduced in pictures or video recordings can notify the photographer of their choice, get out of shot or simply not pose for the picture. We will consider the participation in the photo shoot as tacit consent on the part of the student.

All our teachers will make sure they inform students of their rights in this regard.

Published pictures or videos are subject to copyright and belong exclusively to CPAB. They cannot be reproduced, modified, altered, transmitted or exploited for commercial purposes or used in any way.

The following rules are displayed on the notice board and on the CPAB website. You may also get a copy at the secretary's office.

**16. Hybrid (school and distance) learning – equal access to the Internet.**

When training is provided in a hybrid manner, at school and in distance, students who do not have the technical equipment and/or an adequate means of connection are invited to inform their teacher or the school secretariat, who will make material available or provide access to premises with digital infrastructure.

**16. Legal references**

Courses in Adult Education are governed by regulations:

- Decree of the Council of the French Community of 16.04.1991 organising adult education.
- Decree of the government of the French Community of 02.08. 2015 arising from the general regulation of studies in secondary education and higher education for adults (Promotion sociale).
- Circular n°5678 of 11.04. 2016 regarding appeals in Further education (Promotion sociale).
- Circular n°5644 of 08.03.2016 concerning the Sanction of studies in secondary education and higher education for adults (Promotion sociale).

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<sup>1</sup>The Board of Studies ( Conseil des Etudes) consists of a member of the Headteacher's office and (a) teacher(s) from the teaching unit.