



113 Avenue Louise ,Brussels 1050

CPAB general rules and regulations

1. Scope

These regulations apply to all courses organised by the CPAB.

2. Registration

Registrations are accepted on a pro rata basis according to the number of places available at the time of registration; they are only considered complete and valid if all admission requirements have been met, including payment.

Enrolment in an adult education course does not automatically confer a right of residence on foreign students. No refund will be granted in the event of refusal to extend a residence permit.

If a student has been exceptionally enrolled despite the absence of a document required for their file, they are required to provide it within 5 calendar days of enrolment, otherwise their enrolment will be cancelled. To benefit from the exemption from registration fees requested by the Wallonia-Brussels Federation Ministry of Education, students must submit the required documents to the secretariat at the start of the course. They are also required to notify the institution's secretariat of any change of address or telephone number. The CPAB undertakes to use the personal data collected during registration for strictly administrative purposes only (see GDPR).

3. Sessions and course timetables

As this is a modular course, course days may vary from one session to another. Modules are divided into a number of teaching periods, with each teaching period corresponding to 50 minutes of class time. The CPAB does not guarantee exactly the same timetable for the entire academic year or the systematic organisation of all teaching units. The cancellation of a class due to the absence of a teacher does not automatically result in the class being rescheduled. The cancelled class may be compensated for by homework. The organising authority reserves the right not to open a course if there are not enough students enrolled.

A change of course can only be considered for duly justified educational reasons, subject to the approval of the Academic Board¹ and provided that there are places available in the host class. The prior agreement of both teachers is required. If the Academic Council considers that there has indeed been a mistake in the choice of course and that there are no places available in another level, the student will be fully reimbursed provided that the request for change was made before the third class. From the fourth class onwards, if the request to change groups cannot be met, the student will be refunded the fee minus administrative costs, minus the D.I.² and any D.I.S.

After the fifth class, no refunds will be given for educational reasons.

4. Attendance

Adult education is based by decree on the principles of attendance and formative and continuous assessment. It therefore requires regular attendance by students and justifies the following rules.

4.1. Class attendance

For educational and administrative reasons, class attendance is compulsory. Students are required to attend the first class following the day of their enrolment. Students who arrive more than one week after their enrolment will be refused access to classes. Special cases will be examined by the Academic Board.

Teachers take attendance at each class. Significant and/or systematic tardiness, unjustified absences, and a lack of active involvement in their learning may result in administrative sanctions such as refusal of admission to assessments, loss of regular student status (based on 20% or more unjustified absences for secondary-level classes), or expulsion.

Significant tardiness (more than 15 minutes) or early departures will be considered absences.

Active participation in the various activities required by the 5 skills (oral and written) as part of language courses is required. The (almost) exclusive use of the language being studied is mandatory during these courses.

4.2. Justification for absence

Students must notify their teacher of their absence on the first day by email.

All absences must be justified by supporting documentation showing that it was impossible to attend the classes. This document must be submitted to the teacher no later than the 7th calendar day from the start of the absence. All supporting documentation is subject to the approval of the Academic Board.

All supporting documentation shall be attached to the attendance record.

4.3. Educational leave

Anyone wishing to take educational leave must inform the school secretariat on the day of registration. The regulations concerning the conditions for accessing educational leave are available on the school's website, under the "Practical

¹ The Academic Board consists of a member of the management team and of the incumbent teacher(s)

² D.I. or D.I.S. is a legal registration fee owed to the Wallonia-Brussels Federation Ministry of Education

Information" tab. It is the student's responsibility to check with their employer before the start of the course to find out whether they are eligible for this type of leave. No refund will be granted after the start of the course if the student realises that they are not eligible for educational leave.

4.4. Attendance certificate

Only students who meet the attendance requirement will receive attendance certificates or any other document that the institution is authorised to issue. Students with more than 30% absences (including a maximum of 20% unjustified absences) will lose their status as regular students and will be denied access to the final assessments. In order to be eligible for the final assessment, students must have attended at least 70% of the course.

4.5. Certificate of completion

At the end of the module, if the student has passed their course unit, they may receive a provisional certificate of completion upon request, pending the issuance and signing of the official certificates of completion by Adult Education Ministry. These are available three weeks after the end of the module and at the end of September for courses that end at the end of the previous academic year.

4.6. Withdrawal

In the event of withdrawal during the course, the student is asked to inform the teacher by email.

5. Admission, assessment and grading of a course unit and an integrated test – Concept of learning outcomes and teaching activities included in the teaching file

The school applies the Decree of the Government of the French Community on the general regulations for secondary education for social advancement (A.Gt 02-09-2015 M.B. 29-09-2015).

This regulation is partially explained in this G.I.R., namely:

Admission to a teaching unit is based on:

- Either a required qualification (valid for less than 6 months)
- Either a written and oral admission test
- Either a reorientation during the first course (verification of the required prerequisite skills)

At the C.P.A.B., all teaching unit and/or section courses are mainly taught in the target language and are subject to compulsory assessment.

Absences from assessments may result in exclusion from the next module. The Academic Board will examine any special cases that may arise. All courses include continuous assessment and a final assessment.

A teaching unit is assessed on the basis of the overall results obtained in tests, quizzes, assignments and exercises taking place during the module, whether in the classroom, in the computer room, in the language laboratory or in any other location approved by the Academic Board, in accordance with the school's objectives. This is referred to as continuous assessment. For language courses, this assessment covers five skills: continuous oral production and oral interaction, written production, oral comprehension and written comprehension.

To be eligible for the final assessment, students must have completed at least 70% of the continuous assessment exercises and assignments.

The final assessment usually takes place during the last two weeks of the module. Details regarding the organisation of assessments are provided to students by the lecturer at the beginning of the module and may be clarified at a later date (date, time, duration, etc.). The exam dates communicated at the beginning of the module cannot be changed for personal convenience.

The final assessment consists of a test covering all the learning outcomes listed in the teaching file for the teaching unit. All teaching files can be consulted on our website, on the Moodle platform or on request from the secretariat.

To be admitted to the next module, students must obtain 50% of the marks in each of the skills and master all the learning outcomes of the teaching unit. If the overall mark is equal to or higher than 50% but the student has failed in one of the skills, they will have to repeat the teaching unit concerned, unless the Academic Board decides otherwise.

In addition, students who obtain an overall result between 50% and 60% are strongly recommended to repeat the same level. The teacher will provide the students concerned with useful advice.

Specific features of the French as a Foreign Language (F.L.E) programme:

| | | | | | | | | | | | |
|------|---|---|----|---|---|---|---|----|---|---|----|
| DEBB | 1 | 2 | 2P | 3 | 4 | 5 | 6 | 6P | 8 | 9 | 10 |
|------|---|---|----|---|---|---|---|----|---|---|----|

At the end of teaching unit 2 (TU2), following the decision of the Academic Board, students who obtain an overall result between 50% and 60% must enrol in and pass the oral and written reinforcement TUs (grouped under the name TU2P), if this course is organised, before being able to enter level B1.1. (TU3).

The Academic Board deliberates collectively and in closed session on the admission or refusal of students. Students who have not taken the final examinations cannot progress to the next level. The Academic Board will examine all special cases.

The Academic Board is required to organise a consultation on the results and a correction of the examination papers. All students must attend the last session of the module, as the professor will communicate the results of the Academic Board's deliberations and correct the final exam. Students will be able to consult the papers and obtain all information relating to the assessments and the final decision. If the decision is to pass, the student may enrol in the next teaching unit.

If the decision is to fail, the student must retake the course unit in question, unless the Academic Board gives a reasoned opinion. It should be noted that, due to the specific and intensive modular organisation of the course units, which follow on from each other without interruption, and therefore the practical impossibility for the student to improve, there is no second session organised at the C.P.A.B. (see Article 16 of the Decree of the Government of the French Community on the general regulations for secondary education for social advancement and point 2.1.1.4 (pp. 14 and 15) of Circular No. 5644 of 08/03/2016 on the sanctioning of studies in secondary education for social advancement and in higher education for social advancement).

In accordance with the regulations, the school archives the minutes of the end-of-unit deliberations, the class register, a list of the main questions asked during the oral part of the final examination, and the written and oral examinations of the students who took the final assessment.

The Academic Board reserves the right to exempt a student from taking a final examination at the end of a teaching unit. This must be due to circumstances beyond the student's control. The Academic Board shall justify this decision in the minutes.

The occasional failure of a workstation cannot be invoked as a breach of the provisions of these regulations.

Appeals

To appeal against a decision of refusal by the Academic Board, for any teaching unit organised within or outside a section and/or an "integrated test" teaching unit, students may, if they deem it appropriate, challenge the Academic Board's decision through an internal appeal.

In accordance with the provisions of Circular No. 7111 of 9/5/2019 relating to appeals in Adult Education, this appeal must be lodged by means of a written complaint sent by registered post to the head of the establishment or received by the latter against acknowledgement of receipt. This complaint must be sent or submitted no later than the fourth calendar day following the publication of the results. The complaint must clearly state the irregularities on which it is based and be sent or submitted to the following address: CPAB - Ms A. Greening, Director, 113 Avenue Louise, 1050 Brussels.

Concept of learning outcomes and teaching activities included in the teaching file (Decree of 16 April 1991 organising Adult Education)

Learning outcomes are defined as what students should know, understand and be able to do 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 abilities assessed at the end of a teaching unit are expressed in terms of learning outcomes.

The teaching activities included in the teaching file comprise:

- a) theoretical courses, practical sessions, practical work, laboratories, teaching activities, projects and other activities organised in accordance with the teaching files;
- b) end-of-study assignments and projects for teaching units;
- c) internships included in the teaching files, organised individually or in groups, duly supervised and assessed;
- d) professional learning activities, duly supervised and assessed;
- e) professional training activities, duly supervised and assessed;
- f) sessions, examinations and tests;
- g) educational monitoring periods;
- h) additional periods;
- i) educational and technical expertise.

6. Re-enrolment

Any re-enrolment from one module to another must be completed before the week of tests for the following module. Students who have not finalised and paid for their re-enrolment before the first day of the next module will not be able to claim any priority as former students.

A student may not take the same TU three times. If a student fails the same TU twice, a change of direction is recommended. However, the Academic Board may, in exceptional circumstances (long-term illness, death of a relative, maternity or parental leave, force majeure), exceptionally accept a student's enrolment in the same TU for a third consecutive time, subject to a reasoned decision based on the exceptional circumstances.

A language proficiency certificate automatically grants access to the next level, provided it was issued within the previous six months. After this period, as language proficiency is likely to have changed and in order to form groups that are as linguistically homogeneous as possible, an orientation test will be carried out again. Under no circumstances can the placement test be used as a final assessment.

The institution will endeavour to establish a sequence of levels and a timetable for its courses, but it is not obliged to guarantee this for internal organisational reasons. The systematic organisation of all teaching units is therefore not guaranteed.

7. Conditions for reimbursement of registration fees

7.1. The amount paid will be refunded in full to the student:

7.1.1. who enrolled at the end of the academic year in a course starting the following academic year and who withdraws from it before the start of the module;

7.1.2. who did not obtain the certificate of achievement giving access to the course for which they pre-registered before the results were announced;

7.1.3. who, at the request of the teacher, must change level and to whom the CPAB cannot offer a new course at the desired timeslots or because the host class is full.

In cases 7.1.1 and 7.1.2, a full refund will only be given if the student has notified the secretariat before the start of the module concerned.

7.2. In the event of withdrawal after the first class, for serious personal or medical reasons, a partial refund may be granted under the following conditions:

7.2.1. the school must have been notified on the first day of absence;

7.2.2. a written request for a refund must be sent to the CPAB;

7.2.3. the request must be accompanied by an original supporting document (medical certificate or certificate from an official body) dated and specifying the reasons why it is definitively impossible for the student to attend the classes.

Any possible refund will be proportional to the number of hours lost, minus administrative costs.

A flat fee will be retained in any case for administrative costs: €20 + the registration fee and any additional fees requested by the Wallonia-Brussels Federation Ministry of Education.

7.3. In the event of a possible error in placement during the level tests

A change of course can only be considered for duly justified educational reasons, to be submitted to the Academic Board for assessment and provided that there are places available in the host class. The prior agreement of both teachers is required. If the Academic Board considers that there has indeed been an error in placement and that there are no places available in another level, the student will be fully reimbursed provided that the request for change was made before the third class. From the fourth class onwards, and if the request to change groups cannot be met, the student will be refunded the fee minus administrative costs, minus the D.I. and any D.I.S. After the fifth class, no refunds will be given for educational reasons.

7.4. Withdrawal for professional reasons

Withdrawal for professional reasons (schedule conflicts/work overload/moving abroad, etc.) occurring after the start of classes will not entitle the student to a refund. The class schedule and pace are well known to students at the time of registration.

7.5. Absences

As a measure of exclusion, absences by students or teachers cannot, under any circumstances, give rise to a refund.

8. Family allowances

Adult education courses allow people under the age of 25 to receive family allowances under certain conditions. If you are enrolled in secondary education courses, you must attend at least 17 teaching periods per week. If you are enrolled in courses at different levels and are not entitled to benefits under the legislation on higher education (13 teaching periods), you must attend at least 17 teaching periods per week. These conditions must be met throughout the entire period of time for which family allowances are claimed. It is the responsibility of the recipient of child benefit to ensure that they continue to meet the conditions for entitlement.

9. Inclusive education

Students with special needs may benefit from reasonable accommodations, under the conditions specified in the Decree on inclusive social advancement education of 30 June 2016. Students who wish to benefit from these conditions may apply in accordance with the procedure detailed in the appendix to this G.I.R. and posted on the notice boards and on our website.

10. Student support plan

See document in Appendix 1.

11. Certificates and other official documents

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

12. Behaviour and discipline

Students must not do anything that could jeopardise their own safety or that of others. They must familiarise themselves with the instructions in case of accident, fire and evacuation posted in the classrooms and common areas. They must strictly comply with these instructions and any safety instructions (including health instructions) communicated by the institution's staff. Students shall also show respect towards teaching staff, administrative staff and other students.

Students are urged :

- To arrive on time;
- To turn off their mobile phones, smartphones, MP3 players, iPods, etc.;
- To follow the rules for sorting waste;
- To notify the school in case of absence;
- Not to photograph documents that are the intellectual property of the CPAB and/or teachers and are subject to image rights;
- Not to record, photograph or film teachers without their prior consent;
- To comply with the strict ban on smoking in and in front of the buildings, under penalty of exclusion: a terrace at the rear of the school is available for smokers;
- To respect and maintain the cleanliness of classrooms, toilets and the school grounds.

Respect for the fundamental rules of good manners, which implies tolerance and respect for others, must always be observed in all human relations within the establishment. Any inappropriate behaviour or defamatory, racist or xenophobic remarks are strictly prohibited.

Our establishment welcomes people of diverse origins, cultures and religions and provides secular education to all. In order to guarantee the freedom and autonomy of each individual, commercial, political and religious activities are prohibited.

13. Digital break (mobile phones are prohibited during lessons)

In recent years, the teaching team has made the following observations:

Students are distracted by their mobile phones, which seriously impairs their ability to listen and concentrate, which is essential for learning.

Students too often resort to automatic translations instead of asking for an explanation. They are therefore depriving themselves of a learning process. Immediate access to a translation out of context leads to errors in meaning and does not allow new terms to be fixed.

Students are less engaged in the group. There is less discussion and interaction.

Mobile phones reduce the quality of community life, as students pick up their phones during breaks instead of interacting with other students.

Students use their mobile phones during assignments and therefore do not use their memory. This also distorts the assessment of their actual level.

Not using mobile phones in class is in line with the values of respect and politeness promoted by the school.

It has therefore been decided, in consultation with the Academic Boards, to introduce a digital break during teaching activities. When learning a language, it is essential to activate analytical, reflective, speaking, self-correction and production skills in order to consolidate vocabulary and grammar rules. The digital break promotes a friendly and relaxed atmosphere, rich in interaction within the class group.

The main objective of the digital break during teaching activities is to:

- improve student results, as phone use has a significant impact on concentration in class and knowledge acquisition.

- raise awareness of the benefits of disconnecting for general well-being.

Any student whose behaviour is detrimental to the proper functioning of the educational institution may be subject to penalties up to and including permanent expulsion.

Any decision to expel a student is taken by the Academic Board (Art. 32 of the Decree of 16 April 1991 and AGCF of 2 September 2015 on the General Regulations for Secondary Education for Social Advancement, Arts 23 to 29), after consultation with the parties involved in the dispute.

14. Use of AI

AI may not be used for written work or for continuous or final assessments. Assessments and written work produced using AI will be considered invalid.

15. Personal belongings

The Management accepts no responsibility for theft, loss or damage to items belonging to students or staff members. Lost property is collected at reception and kept for 3 months. After this period, and in the interests of solidarity, all items that have not been claimed by their owners are donated to charity. For safety and insurance reasons, it is forbidden to bring bicycles (even folding ones) or scooters onto the CPAB premises.

16. Processing of personal data by the CPAB

As part of its activities and in order to provide the best possible service, the CPAB collects personal data from its students. This data is processed in accordance with the applicable privacy legislation and used exclusively in the context of the relationship between the CPAB and its students. We take all reasonable measures to protect this data from misuse and to keep it secure.

By registering for a CPAB course, students agree to receive emails (containing information about the course: teaching materials, exercises, timetables, etc.) in which everyone's email addresses are visible to all students in the class.

Each student has the right to request the correction of any inaccurate data concerning them via the following contact email address: info@cpab.be. Each student may also request additional information about the processing of their data by CPAB.

17. Image rights

It is possible that during school activities (cultural visits, open days, classroom events, etc.) photos may be taken of these activities and the participating students. These photos may be published on the CPAB website and/or Facebook page for the purpose of promoting the institution and providing information about our teaching methods and activities.

Students who do not wish to have their image captured, displayed or reproduced in photographs or video recordings may inform the photographer of their choice, remove themselves from the camera's field of view or simply not pose for the photograph. We will consider participation in the photo shoot as tacit consent on the part of the student. All our teachers will ensure that students are fully informed of their rights in this regard.

Published photos or videos are subject to copyright, which belongs exclusively to the CPAB. They may not be reproduced, modified, altered, transmitted, commercially exploited or reused in any way without the consent of the CPAB or the person photographed.

18. Hybrid teaching (at school and remotely) – equal access to the internet

When a course is delivered in a hybrid format, both in school and remotely, students who do not have the necessary technical equipment and/or an adequate internet connection are invited to inform their teacher or the school office, which will provide them with equipment or give them access to premises with digital infrastructure.

19. Provisions relating to the prevention and treatment of violence, discrimination and harassment

As part of its educational mission and in accordance with the principles of equality and non-discrimination, the CPAB guarantees respect for all gender identities, including fluid, non-binary or questioning identities. This respect applies to all members of the educational community, without distinction.

Any violation of a person's dignity based on gender, gender identity or gender expression is strictly prohibited. The following are prohibited:

- sexist, transphobic or discriminatory comments or behaviour;
- acts of moral or sexual harassment;
- the unauthorised dissemination of images, videos or audio recordings that infringe on the privacy or integrity of others.

The CPAB reserves the right to take disciplinary action against any behaviour that violates these provisions. Depending on the severity of the offence, these measures may include a warning, temporary or permanent exclusion, or any other sanction provided for in these regulations. An educational and restorative approach will be favoured whenever possible.

In the event of a problematic situation, questions or need for assistance related to these issues, students may contact the school's "gender resource person" at the following address: Yolande PAQUET: yolande@cpab.info. Anyone concerned may also contact the relevant external organisations, such as UNIA or the Institute for Equal Opportunities.

Handling of complaints and sanctions

Proven complaints may result in disciplinary measures proportionate to the seriousness of the facts, in accordance with the rules of procedure and with respect for the rights of defence. The procedure must be conducted in accordance with the principles of fairness, proportionality and transparency.

Assistance and support

The CPAB ensures that victims or witnesses are referred to the relevant internal or external support services, including medical, psychological, legal or social services, and receive assistance from them. A qualified representative is appointed as a point of contact. Once the facts have been established, monitoring or reintegration measures may be imposed on the perpetrator, including, where appropriate, educational, psychological or disciplinary follow-up aimed at preventing reoffending and promoting behavioural change.

20. Legal references

Adult education courses (formerly known as social advancement education) are governed by the following regulations:

- Decree of the Council of the French Community of 16 April 1991 organising social advancement education.
- Decrees of the Government of the French Community of 2 September 2015 on the General Regulations for Secondary Education for Social Advancement and Higher Education for Social Advancement.
- Circular No. 5678 of 11/04/2016 on appeals in adult education
- Circular No. 5644 of 8 March 2016 on the certification of studies in secondary social advancement education and higher social advancement education.
- Decree of the Government of the French Community laying down general regulations for secondary education for social advancement A.Gt 02-09-2015 M.B. 29-09-2015