

RULES OF PROCEDURE

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PREAMBLE

Article 7 of the Decree of the Wallonia-Brussels Federation of 16 April 1991 organising adult education – E.A. (formerly social advancement education – EPS) – sets out its general objectives, namely to contribute to individual fulfilment by promoting better professional, social, cultural and educational integration, and to meet the training needs and demands of businesses, public authorities, the education sector and, more generally, socio-economic and cultural circles.

SCOPE

These regulations apply to all courses organised by the CPAB.

ARTICLE 1 – REGISTRATION AND ADMINISTRATIVE ADMISSION TO COURSES

1. Conditions for enrolment

The basic rules governing admission to courses are set out in the decree of 16 April 1991.

1.1 To enrol in Adult Education, students must:

- be at least 16 years of age OR be 15 years of age and have completed the first two years of secondary education.

Students under the age of 18 (on the date of the first tenth of the teaching unit for which they are enrolling) must provide proof that they are still fulfilling their compulsory education requirements on a full-time or part-time basis, in accordance with the Act of 29 June 1983. Adult Education does not count towards fulfilling compulsory schooling requirements.

The enrolment of a minor is only valid if it is countersigned by their legal guardian.

1.2 Enrolments are accepted on a first-come, first-served basis, subject to the number of places available at the time of enrolment; they are only considered complete and valid if all admission requirements have been met, including payment.

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

If a student has, in exceptional circumstances, been enrolled despite the absence of a document essential to their application, they are obliged to provide this document within 5 calendar days of enrolment, failing which their enrolment will be cancelled.

1.3 In all cases, the student must:

- possess the prerequisite qualifications required to undertake the chosen course;
- pay an enrolment fee or meet the conditions for exemption.

It is essential to have completed enrolment and payment in full in order to gain access to the teaching premises. The amount paid is non-refundable in the event of withdrawal. Re-enrolment is never automatic.

2. Obligations

2.1 As Adult Education is modular, students must enrol in each teaching module they intend to undertake in accordance with the conditions set out in section 1.3.

2.2 Enrolment implies the student's full acceptance of the general academic regulations and these internal regulations of the institution, as well as any specific regulations relating to the course being undertaken. These regulations can be found on the school's website, under the 'Practical Information' tab.

2.3 Students are required to notify the administration office of any changes to their contact details (postal address, telephone number, email address, etc.).

3. Individual student file

Each academic year, an individual file is compiled for each student. A student's enrolment only becomes effective once this file has been fully completed in accordance with Circular No. 9593 of 23 September 2025. To be complete, the enrolment file must include:

1. the enrolment form, duly completed at the registrar's office and signed by the student;
2. a copy of the identity card or a document containing the information appearing on the electronic identity card, or a valid residence permit, signed by the student;
3. proof of full payment of the enrolment fees set by the Wallonia-Brussels Federation and, where applicable, the specific enrolment fee payable by non-EU foreign students;
4. in the event of an exemption, the supporting document for the exemption;
5. copies of the diplomas, certificates or attestations required as prerequisites for the chosen course. If the required qualification(s) cannot be provided, passing an entrance examination is compulsory;
6. the application for exemption and/or the application for educational leave if the student wishes to benefit from these.

The Head of the institution reserves the right to deny access to the course to any student who fails to provide a complete personal file. Their enrolment will therefore be deemed null and void.

The Academic Board has final authority over all enrolments made after the first tenth of the course has commenced. Late enrolments are subject to the Academic Board's discretion. These documents must be submitted within the specified timeframes and before the first tenth of the course has commenced.

The student's complete file is kept in 'paper' form at the secretariat in accordance with the legal archiving rules applicable to educational institutions, and also in electronic format in compliance with the GDPR.

4. Enrolment fees

Enrolment fees comprise the enrolment fee (DI « Droit d'inscription »), any specific enrolment fee (DIS « Droit d'inscription spécifique » – non-EU students), administrative processing fees and the membership fee for the non-profit organisation.

For each academic year, the amount of the enrolment fee (DI) for Adult Education is determined on the basis of the total number of teaching periods and the level of education. This amount is subject to review in accordance with current legislation.

The respective amounts of the enrolment fee set by law and the institution's own enrolment fees are published on the website.

Enrolment fees are payable at the time of enrolment. They are non-refundable if you withdraw from the course.

Enrolment on a course constitutes a contract/commitment that cannot be cancelled, as a place has been reserved for you.

A refund is only provided if the course is cancelled.

5. Exemption from the enrolment fee (D.I. « Droit d'inscription »)

The circumstances under which exemption from payment of the registration fee (D.I.) is granted are set out in the regulations.

Students taking courses in Adult Education may be exempt from paying the enrolment fee under certain conditions and upon submission of the required documents.

Extract from the so-called 'School Pact' Act (Act of 29 May 1959) (...) Article 12(3) *'The following are exempt from the registration fee referred to in paragraph 2, points 1 and 2:*

minors subject to compulsory schooling; fully unemployed persons receiving benefits and part-time workers receiving the income support allowance; fully unemployed persons receiving benefits who are undertaking vocational training organised or subsidised by the employment service; unemployed jobseekers who are required to be registered, young people on work integration placements, jobseekers undergoing vocational training, claimants for benefits and jobseekers without income whose spouse or partner, who is also a jobseeker or a claimant for benefits, is entitled to the rate for cohabiting persons with dependants; jobseekers enrolled in employment support programmes, excluding those on ACS (subsidised contract staff) or APE (employment promotion assistance) contracts; people with disabilities who provide supporting documentation, that is to say, any evidence or certificate issued by a competent public authority or any court ruling recognising a disability, incapacity, occupational illness, or an accident at work or under ordinary law resulting in permanent incapacity. Such evidence and certificates must be in writing or in any other form required by the issuing authority; persons receiving the social integration allowance (RIS) or financial assistance equivalent to the social integration allowance (ERIS); members of the militia; members of the management, teaching and educational support staff in organised or subsidised education, for whom the section, course or training unit in which they are enrolled is recognised as part of continuing professional development or in-service training for teaching staff; staff members in education organised or subsidised by the Wallonia-Brussels Federation, for whom the relevant course, programme or module constitutes professional development within the context of their teaching role(s); persons subject to an obligation imposed by a public authority; persons enrolling in teaching modules for French as a foreign language at a level not exceeding A2 of the Common European Framework of Reference for Languages; persons enrolling in literacy teaching modules as well as in other teaching modules classified at lower secondary level, for which the CEB does not constitute the qualification required as proof of prior competence."

The headteacher may request any supporting documentation from any organisation or person in a position of authority. The validity of such documents is subject to the headteacher's approval and/or verification.

The institution may charge the enrolment fee pending receipt of the aforementioned supporting documents. If it transpires that the student is not eligible for this exemption by the first tenth of the course and/or that these documents are not in the institution's possession, they must pay the enrolment fee within the specified time limit.

6. Specific enrolment fee (D.I.S. »Droit d'inscription spécifique »): students from outside the European Union.

Admission requirements and payment of the enrolment fee depend on the applicant's circumstances and the type of residence permit they hold.

Foreign students who are not nationals of a European Union member state are required to pay the specific enrolment fee if they:

- either are not resident in Belgium and hold a residence permit in a European Union member state;
- or hold a valid residence permit in Belgium but do not fall into one of the categories set out in the regulations relating to the specific enrolment fee.

7. Conditions for the reimbursement of enrolment fees.

As set out in point 4, the enrolment fees (F.I. « Frais d'inscription ») comprise:

- DI « Droit d'inscription »: Enrolment fee payable to the Ministry of the FWB
- Any DIS « Droit d'inscription spécifique »: Specific enrolment fee payable to the Ministry of the FWB
- Administrative fees and membership contribution to the non-profit organisation CPAB (supplementary enrolment fee)

7.1. Principle: enrolment is final – no refunds.

The organisation of courses, the composition of classes and the admission of students to each training module require meticulous planning by our secretariat and management. Any withdrawal after enrolment disrupts this work and penalises prospective students who were turned away due to a lack of places before the enrolment deadline. As courses are delivered weekly according to a timetable known to students at the time of enrolment, any withdrawal after enrolment for professional or personal reasons (such as a clash of timetables, a move house, going on holiday, childcare arrangements, etc.) will not result in a refund of the enrolment fee. Exclusion from the course, or absences by students or lecturers, do not entitle the student to a refund.

7.2. Exceptions:

7.2.1. Refund of the membership fee for the non-profit organisation CPAB

Change of level for educational reasons: Any change of level may only be considered for educational reasons duly approved by the Academic Board, provided there are places available in the new class. The prior agreement of both teachers is required. If there are no places available in another level, the student will be fully reimbursed for the membership fee paid to the non-profit organisation C.P.A.B., provided that the request for a change was made before the third lesson. From the fourth lesson onwards, and if the request to change groups cannot be met, the student will be refunded the membership fee paid to the non-profit organisation C.P.A.B. After the fifth lesson, no refund is possible for educational reasons.

7.2.2. Full refund

In the case of pre-enrolment (early enrolment to reserve a place at the next level): The enrolment fees paid will be refunded in full to a student who, at the end of the academic year, has enrolled on a course starting at the end of August of the following academic year and who withdraws in writing before 20 August; or who, upon completion of a module during the academic year, has not obtained the certificate of successful completion granting access to the course for which they pre-enrolled before the results were announced.

7.2.2. Partial refund – medical reasons

A student who withdraws after the first lesson for health reasons may obtain a partial refund of the enrolment fees on the sole condition that they submit a written request to the school's administrative office or management no later than the day after their first day of absence, and that they attach to this request a medical certificate justifying their inability to attend lessons. The refund will be proportional to the number of class hours missed.

In this case, the enrolment fee will be refunded after deduction of:

- 1/ a flat-rate sum of 20 euros to cover administrative costs,
- 2/ the D.I. – 'enrolment fee' – and the D.I.S. – 'specific enrolment fee' – if any, payable to the Ministry of Education of the Wallonia-Brussels Federation.

8. Re-enrolment

Any re-enrolment from one module to another must be completed **before the placement tests week of the following module**. Students who have not finalised and paid for their re-enrolment by the first day of **the following module** will under no circumstances be able to claim any priority as former students.

A certificate of successful completion of a language course automatically grants access to the next level, provided it was issued within the previous six months. This is because, beyond this period, language proficiency may have changed, and in order to form groups that are as linguistically homogeneous as possible, a placement test will be carried out again. Under no circumstances may the placement test be used in place of a final assessment.

9. Refusal of enrolment

The school management reserves the right to refuse enrolment:

- to candidates who do not meet the eligibility criteria set out in the regulations;
- in the event of late enrolment in relation to the verification of the required prior qualifications;
- where the quality of the course cannot be guaranteed, in particular due to the educational facilities being at full capacity, whilst complying with health and safety regulations;
- to applicants who have been disciplined for serious offences compromising safety and well-being (in accordance with the duties set out in Article 8 of the Decree of 2 February 2007 establishing the status of directors).
- to a student who has failed the assessments for the same teaching unit twice. If a student fails the same teaching unit twice, a change of course is recommended. However, the Academic Board may, **in very exceptional circumstances**, following a reasoned decision based on exceptional circumstances (long-term illness, the death of a close relative, maternity or parental leave, or an impediment due to force majeure), allow a student to enrol for a third consecutive time in the same module.

10. Cancellation or reorganisation of the course

The management reserves the right either to cancel or to postpone the start of a course, or to terminate a course in progress before the first tenth of the teaching unit has elapsed, in particular where it is impossible to find a lecturer, where there are insufficient students, or for any other organisational reason, with no compensation other than the refund of the enrolment fee within 30 calendar days of the date of cancellation.

The timetables provided at the time of enrolment are for information purposes only, and students are required to accept any changes to the schedule.

There is no obligation to organise all teaching modules in a section on an annual or cyclical basis. Some modules are not run on a recurring basis. It is the student's responsibility to make the necessary arrangements to access these modules.

Course and timetable choices are provided for guidance only in relation to the specific course unit and in no way constitute a future entitlement for other course units.

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

The occasional absence of a lecturer cannot be cited as a breach of the provisions of these regulations.

11. Sessions and timetables

As this is a modular course, teaching days may vary from one session to another. Modules are divided into a number of periods, with each period corresponding to 50 minutes of teaching. The CPAB does not guarantee exactly the same timetable for the entire academic year, nor does it guarantee that all teaching units will be organised systematically within each module. The cancellation of a class due to a lecturer's absence does not automatically result in the class being rescheduled at a later date. The cancelled class may be made up through homework.

12. Family allowances

Adult Education courses enable people under the age of 25 to claim family allowances under certain conditions. If you are enrolled on courses classified at secondary education level, you must attend at least 17 periods per week. If you are enrolled on courses at different levels and do not qualify under the legislation relating to higher education (13 periods), then you must attend at least 17 periods per week. These conditions must be met throughout the entire period for which family allowances are claimed. It is the responsibility of the recipient of child benefit to seek information from the relevant body and to ensure that they continue to meet the eligibility criteria.

ARTICLE 2 – ‘EDUCATIONAL’ ADMISSION REQUIREMENTS

1. Prerequisite qualifications

The prerequisite requirements (conditions) for admission to a course unit, or the qualifications that may be accepted in their place, are specified in the course units' teaching documents (syllabuses), in accordance with Article 6 of the Government Decree of 15 May 2014.

A student shall be admitted to a course under the following conditions:

- hold the required qualification; or
- have received a favourable decision from the Academic Board regarding the recognition of qualifications or skills, or having passed the entrance examinations. Decisions taken by the Academic Board are final and binding. They are recorded in the minutes.

2. The concept of learning outcomes and teaching activities

Learning outcomes are defined as a statement of what a student must know, understand and be able to do upon completion of a learning process, a programme of study or a validated teaching unit. Learning outcomes are defined in terms of knowledge, skills and competences. The final competencies assessed at the end of a teaching unit are expressed in terms of learning outcomes.

The teaching activities included in the teaching dossier comprise:

- theoretical lectures, practical sessions, practical work, laboratory work, teaching activities, projects and other activities organised in accordance with the teaching plans;
- end-of-unit assignments and projects;
- work placements specified in the teaching programmes, organised individually or in groups, duly supervised and assessed;
- professional learning activities, duly supervised and assessed;
- professional training activities, duly supervised and assessed;
- examination sessions, examinations and tests;
- periods of academic monitoring;
- additional periods;
- pedagogical and technical expertise.

ARTICLE 3 – ATTENDANCE AND REGULARITY

Adult Education is founded by decree on the principles of regular attendance and formative and continuous assessment. It therefore requires students to attend classes regularly and to participate actively.

1. Attendance at classes.

For educational and administrative reasons, attendance at classes is compulsory. Attendance is recorded at each class, signed and submitted to the administration office by the lecturers.

Students are required to attend the first class following the day of their enrolment. Students who turn up more than a week after their enrolment will be refused entry to classes. Special cases will be considered by the Academic Board. Significant and/or systematic lateness, unauthorised absences (20 per cent or more of unauthorised absences for secondary-level courses) and/or a lack of active engagement by the student in their learning may result in administrative sanctions such as refusal of admission to assessments, loss of full-time student status, or expulsion. Significant lateness (more than 15 minutes) or leaving early will be treated as absences. Active participation in the various activities required to develop the five language skills (spoken and written) as part of language courses is mandatory. The (almost) exclusive use of the language being studied is compulsory during these classes.

Students are made fully aware of course dates and timetables, as well as exam dates, from the start of their programme. Should a student be absent during these exam periods, no adjustments to the timetable will be made.

2. Attendance.

Students are expected to attend all teaching activities for the programme in which they are enrolled regularly. A student meets the attendance requirement if they do not miss, without a valid reason, more than 20 per cent of the teaching activities. Taking into account the institution's internal regulations, the head of the institution, or their delegate in this matter, will assess the validity of the reason for absence.

3. Absence.

The student must notify their lecturer of their absence by email on the first day. Any absence must be supported by documentary evidence demonstrating that it was impossible for them to attend classes. This document must be submitted to the lecturer no later than the 7th calendar day from the start of the absence. All supporting documents are subject to the assessment of the Academic Board. The lecturer shall attach all supporting documents received to the attendance register.

4. Certificate of attendance.

Only students who meet the attendance requirement will receive certificates of attendance or any other document that the institution is authorised to issue to them. A student with more than 30 per cent absences (even if justified) will lose their status as a regular student and will be refused access to final assessments. To be eligible to sit the final assessment, the student must have attended at least 70 per cent of the course.

5. Certificate of successful completion.

At the end of the module, if the student has passed their module, they may, on request, receive a provisional certificate of successful completion pending the issue and signing of the official certificates of successful completion by Adult Education. These are available three weeks after the end of the module and by the end of September for courses ending at the end of the previous academic year (in June/July).

6. Withdrawal.

If a student withdraws during the course, they are asked to inform the tutor by email.

7. Minors.

The institution cannot be held responsible for the absences of minors. Minors remain the responsibility of their parents (or legal guardian) and no notice of absence will be sent. In the event of a minor's absence, the institution will make the attendance register available for consultation by any person or institution directly concerned (parent, legal guardian, etc.).

ARTICLE 4 – PAID EDUCATIONAL LEAVE

Anyone wishing to take educational leave must inform the school's administration office **AS SOON AS** they enrol. The regulations governing eligibility for educational leave are set out on the school's website, under the 'Practical Information' tab. It is the student's responsibility to check with their employer before the start of the course to ascertain whether they are eligible for this type of leave. No refund will be granted after the start of the course if the student realises they are not eligible for educational leave.

Students taking educational leave must ensure they provide written proof of ALL absences. Absences not supported by supporting documents will be considered unauthorised. Supporting documents must be submitted to the lecturer within 5 working days, clearly stating on the document the student's surname, first name and the title of the course on which they are enrolled; it is the student's responsibility to provide proof of dispatch.

- Supporting documents for absences submitted after the quarterly attendance record has been drawn up will no longer be taken into account, and the absences in question will be recorded as unauthorised. The management accepts no liability for the late or incorrect submission of supporting documents or for any consequences that may arise as a result.

- Unexcused absences exceeding 10 per cent of the actual hours per term will result in the loss of entitlement to educational leave, in accordance with the relevant legislation.

- The attendance certificate, drawn up on the basis of the monthly attendance records, must be collected exclusively by the student from the secretariat.

Certificates of enrolment and attendance must be requested by the student from the registrar's office within 15 working days following the end of the period.

When a student collects their certificate of attendance, they accept all the details contained therein and acknowledge that this certificate cannot be amended.

In the interests of privacy, no certificate will be sent to any social security office that requests one. It is the student's responsibility to collect their document from the administration office during opening hours.

Full details regarding paid educational leave are available on the website: <http://www.emploi.belgique.be>

ARTICLE 5 – ACADEMIC ASSESSMENT AND EVALUATION

Admission, assessment and grading for a teaching unit (U.E.) and an integrated examination

The school applies the Decree of the Government of the Wallonia-Brussels Federation laying down general regulations for secondary education for adults (AGCF 02-09-2015, M.B. 29-09-2015).

These regulations are partially set out in these Internal Regulations, namely:

1. Admission .

Admission to a teaching unit is based on: either a required qualification (valid for less than 6 months), or a written and oral admission test, or a reassessment during the first lesson (verification of the required prior skills).

At the CPAB, all courses within teaching units and/or sections are delivered primarily in the target language and are subject to compulsory assessment.

Absence from assessments may result in being barred from progressing to the next module. The Academic will examine any specific cases that may arise.

2. Continuous and final assessment.

All courses include continuous assessment and a final assessment.

A teaching unit (UE) 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, the computer room, the language laboratory or 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 the five skills: continuous spoken production and oral interaction, written production, listening comprehension and reading comprehension.

To be eligible for the final assessment, students must have submitted at least 70 per cent of the exercises and assignments required for continuous assessment.

The final assessment generally 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 start of the module and may be clarified at a later date (date, time, duration, etc.). The examination dates communicated at the start of the module cannot be changed for reasons of personal convenience.

The final assessment consists of an examination covering all the learning outcomes set out in the teaching syllabus for the teaching unit. All teaching syllabuses can be viewed on our website, on the Moodle platform or on request from the secretariat.

3. Assessment features.

To be admitted to the next module, students must achieve 50 per cent of the marks in **each** of the skills and demonstrate mastery of all the learning outcomes of the teaching unit. If the overall mark is 50 per cent or higher but the student has failed one of the skills, they will have to retake the relevant teaching unit unless the Academic Board decides otherwise on justified grounds.

Furthermore, it is strongly recommended that students who achieve an overall mark of between 50 per cent and 60 per cent retake the same level. The lecturer will provide the students concerned with useful advice.

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

UEDebB (A0), UE1 (A1), UE2 (A2), UE2P Renfort écrit/oral (A2), UE3 et Renfor oral (B1.1), UE4 et Renf oral (B1.2), UE5 (B1.3), UE6 (B1.4), UE6P (B1.4), UE8 (B2.1), UE9 (B2.2), UE10 (C1.1).

At the end of UE2, following a decision by the Academic Board, students who achieve an overall mark of between 50 per cent and 60 per cent must enrol in and pass the Oral and Written Reinforcement modules (grouped under the name UE2P), if this course is offered, before they can progress to level B1.1. (UE3).

The Academic Board deliberates collectively and in camera on whether to admit or reject a student. A student who does not sit all the final examinations and does not provide a valid reason for their absence cannot progress to the next level. The Academic Board will consider any special circumstances.

Where a student fails to sit one of their examinations and provides a valid reason for their absence, the Academic Board will defer the examination and allow them to sit it at a later date, provided this is within a maximum of 10 calendar days following the last day of classes for the module in question.

In the event of a decision to fail, the student will have to retake the course unit in question, unless the Academic Board issues a reasoned decision to the contrary.

Due to the specific nature of the subjects taught (foreign languages) and the intensive, modular structure of the language modules, which follow on from one another without interruption, the C.P.A.B. **does not organise a second sitting in a formal and systematic manner.** Nevertheless, in the event of a fail in no more than two skills, a

student may request a resit session, which will be organised within 10 calendar days of the last day of classes for the module in question.

In accordance with the regulations, the school archives the minutes of the end-of-module deliberations, the class register, a list of the main questions asked during the oral component of the final examination, as well as the written and oral examinations of students who sat the final assessment.

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

4. Cheating, plagiarism or failure to cite sources

Where the Academic Board or the integrated examination board detects cheating, plagiarism or a failure to cite sources, the competence(s) of the teaching unit covered by the examination shall be deemed 'not acquired'.

5. Communication of results and inspection of examination papers

The Academic Board is obliged to organise a session for students to inspect their examination scripts and to mark the examination papers. The communication of results, the inspection of examination papers and the feedback from the lecturer take place on the last day of the module's classes. Attendance by all students at the final session of the module is compulsory, as the lecturer will inform students of the results of the Academic Board's deliberations and comment on the results. Students will be able to inspect their examination papers and obtain all information relating to the assessments and the final decision. If a student passes, they may enrol for the next teaching unit.

ARTICLE 6 – APPEALS

Students may, if they deem it appropriate, challenge the Academic Board's decision by lodging an internal appeal. In accordance with the provisions of Circular No. 7111 of 9 May 2019 concerning appeals in Adult Education, this appeal must be lodged in accordance with the procedures set out therein, by means of a written complaint sent by registered post to the head of the institution or delivered to them against a receipt. This complaint must be sent or submitted no later than the fourth calendar day following the notification of results. The complaint must include a precise description of the irregularities on which it is based and must be sent or submitted to the following address: CPAB – For the attention of the Management, 113 Avenue Louise – 1050 Brussels.

ARTICLE 7 – DISCIPLINE AND COMPLIANCE

Behaviour and disciplinary

Students must not do anything that could endanger their own safety or that of others.

They must familiarise themselves with the instructions in the event of an accident, fire or evacuation, which are displayed in classrooms and communal areas. They must strictly adhere to these instructions as well as any safety guidelines (including health and hygiene measures) communicated by the institution's staff.

Students must also show respect towards teaching staff, administrative staff and fellow students.

Students are strongly urged to:

- arrive on time;
- to switch off their mobile phones, smartphones, MP3 players, iPods, etc.;
- to follow the rules on waste sorting;
- to notify the school in the event of absence;
- not to photograph documents subject to the intellectual property rights and image rights of the CPAB and/or the teachers;
- not to record, photograph or film teachers without their prior consent;
- to comply with the strict ban on smoking inside and in front of the buildings, on pain of expulsion: 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;
- not to cheat in assessment tests in any way whatsoever.

Adherence to the fundamental rules of good behaviour, which entails tolerance and respect for others, must always be observed in all human interactions within the school. Any inappropriate behaviour or remarks of a defamatory, racist or xenophobic nature is strictly prohibited.

Our institution welcomes people from diverse backgrounds, cultures and religions and provides a secular education to all. In order to guarantee the freedom and autonomy of every individual, commercial, political and religious activities are prohibited.

Any student whose behaviour is detrimental to the smooth running of the educational institution may face sanctions up to and including permanent expulsion.

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

Digital break (mobile phones prohibited during lessons)

Over the past few years, the teaching team has observed the following:

- Students are distracted by their mobile phones, which seriously impairs the ability to listen and concentrate required for teaching activities.
- Students rely too often on machine translation instead of asking for an explanation. They are therefore depriving themselves of a learning process. Immediate access to a translation taken out of context leads to errors in meaning and prevents new terms from being retained.
- Students are less engaged with the group. There is less discussion and interaction.
- Mobile phones diminish the quality of community life; during breaks, students reach for their phones instead of interacting with their fellow students.
- Students use their mobile phones whilst working and therefore do not exercise 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.

Consequently, it has been decided, in consultation with the academic councils, to introduce a 'digital break' during teaching activities.

Indeed, when learning a language, it is essential to engage skills such as analysis, reflection, speaking, self-correction and production in order to consolidate vocabulary and grammatical rules.

The digital break fosters a friendly and relaxed atmosphere, rich in interaction within the class.

The main objective of the digital break during teaching activities is to improve students' results – as mobile phone use has a decisive effect on the ability to concentrate in class – and the acquisition of knowledge; raising awareness of the benefits of taking time to disconnect for general well-being.

Provisions relating to the prevention and handling 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 on the grounds of gender, gender identity or gender expression is strictly prohibited.

The following are prohibited:

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

The CPAB reserves the right to take disciplinary action against any behaviour that breaches these provisions.

Depending on the seriousness of the offence, such 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 prioritised wherever possible.

In the event of a problematic situation, or if students have any questions or require assistance in relation to these matters, they may contact the school's 'gender liaison officer' at the following address: Yolande PAQUET : yolande@cpab.info.

Any person concerned may also contact the relevant external organisations, such as UNIA or the Institute for Equal Opportunities.

Handling of complaints and sanctions.

Substantiated complaints may result in disciplinary measures proportionate to the seriousness of the offence, in accordance with the rules of procedure and whilst respecting the rights of the 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, in particular medical, psychological, legal or social services, and receive assistance from them. A qualified representative is appointed as a point of contact.

ARTICLE 8 – USE OF IMAGES, MEDIA AND SCHOOL PROJECTS

Right to one's own image

It is possible that during school activities (cultural visits, open days, class events, etc.), photographs may be taken of these activities and the participating pupils.

These photographs may be published on the CPAB's website and/or Facebook page for the purpose of promoting the school and to provide information about our teaching methods and activities.

Any student who does not wish their image to be used must inform the school office in writing; this will be placed in their file.

Students who do not wish to have their image captured, displayed or reproduced in photographs or video recordings may also inform the photographer of their preference or step out of the camera's frame.

We will regard 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 photographs or videos are subject to copyright, which is held exclusively by the CPAB. They may not be reproduced, modified, altered, transmitted, commercially exploited or reused in any way whatsoever without the consent of the CPAB or the person photographed.

Hybrid learning (in-person and distance learning) – equal access to the internet

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

ARTICLE 9 – INSURANCE, PERSONAL BELONGINGS AND DATA PROTECTION (GDPR)

Personal Belongings

The Management accepts no liability for theft, loss or damage to items belonging to students or staff members. Lost property is collected at reception and held for one month. After this period, and in the interests of community spirit, any items not claimed by their owners will be donated to a charity. For safety and insurance reasons, it is forbidden to bring bicycles (even folding ones) or scooters onto the CPAB premises.

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 legislation on data protection and used exclusively within the context of the relationship between the CPAB and its students. We take all reasonable measures to protect this data from any misuse and to keep it secure.

By enrolling on a CPAB course, students agree to receive emails (containing course-related information: teaching materials, exercises, timetables, etc.) in which each student's email address is visible to all students in the class.

Every student has the right to request the correction of any incorrect data concerning them via the following contact email address : info@cpab.be . Every student may also request further information regarding the processing of their data by the CPAB.

School insurance

Our institution has taken out a school insurance policy with Ethias. It covers any personal injury a student may sustain whilst taking part in any educational activity carried out as part of the course. Any accident must be reported to the administration office as soon as possible (if possible within 24 hours) so that a claim can be lodged with the insurance company and the relevant procedure can be followed.

Certificates and other official documents (CPAB)

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

ARTICLE 10 – SUPPORT FOR SUCCESS AND INCLUSIVE EDUCATION

Inclusive education

Students with special needs may be entitled to reasonable adjustments, subject to the conditions set out in the Decree on Inclusive Adult Education of 30 June 2016. Students wishing to benefit from these provisions may submit a request in accordance with the procedure detailed in the annex to these Rules and Regulations, which is displayed on noticeboards and on our website.

Student support plan: see the attached document and the website.

MAIN LEGAL BASES

Notwithstanding the fact that legal references and legislation may be amended at any time, these Rules of Procedure are based in particular on:

- The Constitution;
- The Act of 29 June 1983 on compulsory education;
- The Decree of 16 April 1991 organising adult education, as amended;
- The Decree of 30 June 2016 on inclusive adult education;
- The Order of the Government of the French Community of 2 September 2015 laying down general regulations for studies in secondary adult education;
- the Order of the Government of the French Community of 29 November 2017 laying down the procedures for the recognition of prior learning for admission, exemption and qualification in one or more units of adult education;
- The Order of the Government of the French Community of 15 May 2014 relating to the educational records of sections and training units in adult education;
- The Decree of the Government of the French Community of 5 July 2017 laying down the procedures for implementing the Decree of 30 June 2016 on inclusive adult education;
- The Order of the Government of the French Community of 12 January 1999 concerning disciplinary sanctions and the procedures by which they are imposed in educational establishments

organised by the French Community;

- Circular 9593 of 23 September 2025 'Administrative instructions concerning the creation and maintenance of files and records for pupils and students in adult education, as well as the maintenance of the student register, the register of tuition fees and attendance registers';
- Circular 2493 of 7 October 2008: Image rights in educational establishments;
- Circular 6839 of 25 September 2018 amending Circular 5644 'Academic sanctions in adult education at secondary and higher education levels';
- Circular 6382 of 2 October 2017 on the academic monitoring of students;
- Circular 6677 of 30 May 2019: procedures for recognising prior learning for the purposes of admission, exemption or assessment of one or more teaching units;
- Circular 9488 of 16 April 2025 on the provisions applicable from the 2025–2026 academic year regarding tuition fees in Adult Education;
- Circular 8681 of 8 August 2022: Conditions of access to adult education for students who are nationals of a country outside the European Union, and details regarding the payment or exemption from payment of the specific enrolment fee (DIS);
- Circular 9797 of 14 September 2026: Annual instructions for the 2026–2027 academic year

