

## SCIENCE ACCUEIL FLE COURSES INTERNAL REGULATIONS

Science Accueil is an association whose mission is to assist international scientists in their installation and integration.

### REGISTRATION

#### Pre-registration

The pre-registration is done online on [the form](#) available on the Science Accueil/apprendre le français website.

#### Initial level assessment

If you are registering for the first time, you must follow the instructions received in return for your pre-registration to take a placement test. This test consists of an online written test followed by a short interview with one of the Science Accueil teachers. This interview will take place during the sessions organized by Science Accueil, or by telephone or videoconference.

In case of re-enrolment following a semester of courses already taken, the recommended level is given by the teacher of the previous semester.

#### Assignment to a class group

Students will receive an e-mail with their group assignment and all the practical information needed to join the group. Places will only be reserved for them once payment has been made.

#### Confirmation of registration

Registration will only be confirmed, and the place reserved, once payment has been made.

#### Personal space

Students are invited to create a secure personal chat area on the Science Accueil website. By registering for a semester course, students become members of Science Accueil and are eligible for support from other Science Accueil services.

Science Accueil is a certified Euraxess mobility center, and as such establishes a statistical reporting of its accompaniments (see article on data protection below).

#### PAYMENT OF COURSES

##### Rates

The rates mentioned in the current brochure are valid for one academic year (September year n to July year n+1). They are calculated for a semester commitment of 60 hours of classes. In case of integration during the semester, a pro-rata may be applied including fixed management fees.

##### Terms of payment

IBAN : FR76 3000 3022 2300 0372 8596 843

BIC : SOGEFRPP

Bank : Société générale, 1, place de l'église, 91190 Gif-sur-Yvette

Methods: bank transfer, credit card payment via our [Helloasso\\* page](#), , cheques (payable to Science Accueil) or cash (to be deposited at the Science Accueil headquarters or by appointment in the antennas, with a deposit).

Possibility of payment in 3 times without fees:

- by cheque (write the 3 cheques on the date of writing), the cheques will be debited the month the course starts, then at one month intervals.

- by credit card on the [special form](#), with a first debit on the day of payment, then at one month intervals.

\* The Helloasso website proposes to pay a support contribution for the management of Helloasso, which is optional and independent of the registration to Science Accueil.

#### ORGANISATION OF COURSES

##### Change of course, withdrawal, cancellation

Payment is considered a commitment for the semester. In case of a change of course, validated by the teacher, a place in another class of the appropriate level will be offered to the student, subject to availability.

In case of cancellation of the course by the student, no reimbursement will be made except in exceptional cases (request validated from the first course, for reasons of inadequacy of the proposed level, in agreement with the teacher).

##### Course duration and absences

The semesters include 60 hours at a rate of 2x2 hours per week, spread out over 18 weeks, allowing for an interruption in connection with vacations and bank holidays, or allowing for the possible catching up of cancelled courses. These interruptions cannot exceed 2 consecutive weeks.

In case of absence of the teacher, the students will be informed as soon as possible, and the course will

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### Science Accueil

18 mail Pierre Potier 91190 Gif-sur-Yvette

[www.science-accueil.org](http://www.science-accueil.org) – [fle@science-accueil.org](mailto:fle@science-accueil.org) – 01 70 26 41 40

Science Accueil Evry – Espace Science Accueil Massy – Science Accueil Versailles (plans et horaires sur le site)

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be rescheduled. In case of a long absence, the teacher will be replaced. In case of absence of the student, he/she is asked to inform the teacher.

### Immersion courses

Immersion courses are one of the 5 pillars of Science Accueil (see contractual brochure) in order to promote field practice. The professors organize a minimum of two immersion courses per semester when conditions permit. These courses take place during class time or at other times and dates and as substitutes. The choice of dates is made as a group and with the adoption of a consensus or the best compromise. The student is responsible for any expenses incurred.

### Online courses

For everyone's convenience, students must keep their cameras on during video-conference classes.

### Workshops

Advanced workshops are offered at no extra charge, and are "à la carte", with a description of the pre-requisite level specified for each workshop. The schedule of workshops and their description are sent at the beginning of the semester, and registration is done via a [dedicated form](#).

### PRACTICE ON YOUR OWN

#### Resource center

Resources are available for students to work independently and to borrow books. All information is sent at the beginning of the semester.

### SAFETY AND HEALTH INSTRUCTIONS

In case of danger or discomfort, students can refer to the safety instructions of the place where the courses are given and to the document given by the instructors at the beginning of the semester.

In the event of a health situation requiring it, students must comply with the instructions given by Science Accueil (shielding measures, health passes, etc.).

### BEHAVIOR

The courses are held in conditions of mutual respect. Any behavior that may hinder the good progress of the courses or the respect of the teacher, the other students or Science Accueil will be subject to exclusion, without notice or reimbursement.

Science Accueil is committed to respect the [regionale charter of the values of the republic and secularism](#) which includes obligations for the users of its services which can be consulted on the Science Accueil website under the heading "our objectives".

### DATA PROTECTION, IMAGE RIGHTS

Unless otherwise stated by the trainees, Science Accueil may use the photos or videos taken during the courses in the classroom, in immersion, or during events organized by Science Accueil, for the

purpose of communication and promotion of the association.

The data respect the General Data Protection Regulation (RGPD) of the CNIL, the students have a right of access, rectification and deletion of their courses, see the rules of Science Accueil regarding data protection.

### COMPLAINTS AND DISPUTES

In case of difficulties, remarks or complaints, students can contact Science Accueil via their personal space, by email: [fle@science-accueil.org](mailto:fle@science-accueil.org) or via the [dedicated form](#).

In the event of a dispute, the Tribunal de Grande Instance de Versailles may be consulted.

### INFORMATION AND OPENING HOURS

Science Accueil Moulon is open to the public from Monday to Friday from 9:30am to 5pm. Science Accueil Evry, Massy and Versailles have variable opening hours. Practical and access information is available on [Science Accueil website under contact](#).

Read and approved

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature : \_\_\_\_\_

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