

**COURS COMMUNAUX DE LANGUES**  
**MODERNES**

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**Internal rules**  
**(extracts)**

**Part 1: Organisation**

The CCLMs are an educational establishment for social advancement subsidised by the French-speaking Community under the organising authority of the “Municipality of Woluwe-Saint-Lambert.”

- The education level is transitional lower and upper secondary (ESIT, ESST)
- The courses are provided over 40 weeks, under system 1, from 1 September to 30 June.
- The courses are given in the evening, from 6:25 to 9:15, Monday to Thursday, and in the morning from 9:00 to 11:50. Some courses may be given on Friday morning, from 9:00 to 11:50.
- The locations are:  
Paola: 29 Rue Abbé Jean Heymans, 1200 Brussels  
Klim op: same address  
The “Castel”: 2a Rue des 2 Tilleuls, 1200 Brussels

**Part 2: Regulations governing the Programme of Studies**

**Chapter 1: CONDITIONS OF ADMISSION**

To be duly registered, a student must:

- Be at least 15 years old at the one tenth point of the programme.
- Submit a photocopy of his or her identity card, or for foreign nationals, a photocopy of the valid residence permit (school certificate or work permit, if the residence permit is valid until 31 October).
- Fill in a registration form provided by the establishment.
- Pay the amount corresponding to the registration fee.
- Submit a certificate of successful completion from the previous training unit to that in which s/he is registering; otherwise, s/he must undergo a written and oral assessment of the aptitudes required for admission to the training unit concerned.
- A student may not register more than two times in the same training unit.  
If the student succeeds with a mark exceeding 60%, s/he is required to register in the higher training unit. If s/he fails, s/he must repeat the training unit just finished.

Students under 18 must complete an under-age form at the registrar specifying the name of the school they are attending.

## **Chapter 2: REGISTRATION FEE**

The registration fee must be paid at the time of registration.

It is based on the total training units for which the student is registered.

The amount of the registration fee is posted in the registrar's office.

Students who are not EU nationals and do not submit a document issued by a Belgian authority must pay a supplementary registration fee.

The following persons are exempted from the registration fee:

- Under-age students,
- Job seekers duly registered with Actiris, Forem or VDAB,
- Persons with disabilities registered with AWIPH, or with Phare,
- Persons who are recipients of the integration income via the social welfare office (CPAS) or an organisation authorised by Fedasil.
- Persons required by a public authority to learn a national language who produce a certificate in good and due form (sample available from the office of the registrar and on the school's website),
- Staff members of organised or subsidised education for whom the training unit in which they are registered is recognised as part of mid-career training.

Exemptions on the basis of the foregoing conditions shall be granted only once the certificates required by the circular of the Ministry of Education of the French-speaking Community have been produced. Said certificates must stipulate that the student meets the conditions for exemption in the first tenth requisite of the organisation of the training unit in question.

The conditions for reimbursement of registration fees are specified on the back of the receipt given to the student upon payment of the registration fee.

## **Chapter 3: ATTENDANCE**

Students are required to attend the courses regularly.

Attendance will be taken by the teacher of each course and recorded in an attendance sheet which will be submitted to the administrative office at the end of the course.

A maximum of 10% unjustified absences is accepted for the student to be allowed to take the examinations.

Particular situations or requests may be referred to the director of the establishment.

Students wishing to assert their right to an educational leave are required to register with the office of the registrar in the 1<sup>st</sup> AND 2<sup>nd</sup> semester within 15 days from the start of the courses. A document explaining the procedure to be followed will be issued to them.

There will be no exemption from the time limits and dates mentioned in that document.

## **Chapter 4: OBLIGATIONS OF THE STUDENTS**

By registering, students undertake to comply with the rules governing group work which entail respect for everyone and a positive participation in the proposed activities.

Students are required to respect the material placed at their disposal. Furniture and objects in the classrooms may be moved only where necessary and under the authority of the teacher present.

Any failure to comply with the elementary rules of respect and tolerance within the premises will be referred to the director of the establishment who shall decide on disciplinary measures.

### **Part 3: Regulations governing the examinations**

Students must pass the examinations organised at the end of the course to be eligible for admission in the higher training unit.

At the end of each training unit any student who has mastered all the competences described in the course prospectus and achieved a grade of 50% or more will receive a Certificate of Achievement for that training unit.

The Council of Studies deliberates to decide whether the student has mastered the skills corresponding to the aptitudes mentioned in the educational file of the training unit for which the student is registered.

At the beginning of each training unit, the student is informed by the teacher about the assessment system applied: frequency, dates and types of formative evaluations, and grading system used.

Five skills are assessed:

- Continuous oral expression,
- Interactive oral expression,
- Written expression,
- Oral comprehension,
- Written comprehension.

The student is provided with an assessment chart that indicates the importance accorded to each of the skills.

Given the uninterrupted succession of units in January and February, there is not time for students to fill any gaps in their learning. Therefore, the CCLM organises no second sitting at the end of the first semester. For fairness's sake, no second sitting is organised at the end of the second semester either.

### **Part 4: Rules to be observed inside the establishment**

- Smoking is strictly prohibited in the buildings and in the playgrounds.
- In case of an evacuation procedure, students are expected to follow any instructions given by their teacher.
- Bicycles must be parked at the place provided for that purpose in an area situated between the two entrance gates.
- Mopeds and motorcycles must be parked outside the premises.
- Animals are prohibited in the buildings and in the premises.
- Eating and drinking in class are prohibited.
- Students and members of the staff are required to comply with waste sorting instructions.
- Students and teachers are required to respect the premises and furniture placed at their disposal, as well as objects belonging to primary school pupils and teachers.
- The school cannot be held responsible for any loss, theft, or damage of student's belongings.

*(This document can be consulted in extenso in the Director's office).*