

I.fle

INSTITUT DE FRANÇAIS
LANGUE ÉTRANGÈRE



33, chemin du Pérouzet
B.P. 74 – 74165 Collonges-sous-Salève Cedex – France
Téléphone : +33 (0)4 50 87 68 21
Télécopie : +33 (0)4 50 43 65 80
Web : www.campusadventiste.edu
Courriel : secretariat.ifle@campusadventiste.edu

INSTITUT DE FRANÇAIS LANGUE ÉTRANGÈRE

enseignement supérieur privé

bulletin 2009-2010

www.campusadventiste.edu
secretariat.ifle@campusadventiste.edu



Summary

Summary	2	Class attendance.....	15
Calendar 2009-2010.....	3	End of term examinations and grades ..	15
Introduction of the IFLE	4	Transfer of academic credits.....	15
Department objectives	4	Transcripts and grades	16
Certified quality	4	Codes used in records and transcripts..	16
Members of the consortium	5	Application for a diploma.....	16
Different courses and diplomas offered.....	6	Registration in other departments	16
Common European Framework of		Student status	17
Reference	6	Audit	17
The division of language training	6	Courtesy registration	17
The division of linguistic specialization ...	6	Advisers and academic council.....	17
French Evaluation Test.....	6	Social life and activities.....	18
Diplomas prepared	6	Orientation.....	18
Organization of the courses.....	7	Weekly meeting.....	18
Course descriptions	9	Cultural trips	18
Language training courses (first division)	9	Private trips and touring	18
Linguistic specialization courses (second		Social and cultural life	18
division) –B2 & C1 of CEFR	11	Spiritual life.....	18
Elective courses (all levels)	11	Student Guide	19
Admission regulations	14	The alumni association (ADAC)	19
Application requirements	14	Services offered	19
Academic organization	14	Financial conditions	20
Placement test	14	Principal fees.....	20
Registration.....	14	Miscellaneous costs	21
Reevaluation of level	14	Payment procedures	21
Maximum load.....	15	Financial regulations	22
Change of course.....	15		

Calendar 2009-2010

Arrival	6-7 September
Placement Test	8 September, 9 AM
Orientation	8 September, 2 PM
Registration 1 st trimester	9 September, 8-12 AM ; 2-5 PM
1st trimester begins	10 September, 8 AM
Opening ceremony of the academic year	11 September, 8 PM
TEF registration	17 September
<i>Week of spiritual emphasis</i>	<i>19-26 September</i>
Last day to change an elective (1)	25 September
TEF exams	7-8 October
Cultural trip ACA (2)	19-23 October
Autumn vacation	24 October to 4 November
Armistice – Bank holiday	11 November
Last day to drop a class (3)	18 November
End of 1 st trimester	7 December
Registration 2 nd trimester	8 December, 8-12 AM
Cultural trip ACA (2)	9-11 December
Christmas vacation	12 December to 3 January
2nd trimester begins	4 January, 8 AM
Last day to change an elective (1)	15 January
Last day to drop a class (3)	12 February
Winter vacation	13-21 February
End of 2 nd trimester	11 March
Registration 3 rd trimester	12 March, 8-12 AM
3rd trimester begins	17 March, 8 AM
<i>Week of spiritual emphasis</i>	<i>20-27 March</i>
Last day to change an elective (1)	31 March
Registration to external exams	1 st -2 April
Lundi de Pâques – Bank holiday	5 April
Spring vacation	10-25 April
Cultural trip ACA (2)	19-22 April
Ascension – Bank holiday	13 May
Last day to drop a class (3)	17 May
TEF exams	18-19 May
Lundi de Pentecôte – Bank holiday	24 May
End of 3 rd trimester	4 June
Commencement services	4-6 June

1. No more elective change after this date. If a student withdraws a W will be entered on records.
2. Open to students not sent by ACA under the same financial conditions.
3. If a student withdraws after this date, an F will be entered on records.

Introduction of the IFLE

The Institut de français langue étrangère (French Language Institute) is a private institution of higher learning.

It began its first French courses in 1923 and became officially one of the schools of the Saleve Adventist University in 1962.

The campus is beautifully located: at the foot of Mount Salève, in France's Alps, not far from Lyon, second largest city, close to the charming town of Annecy as well as Chamonix and Avoriaz – major ski resorts. Just over the Swiss border, ten minutes away, lies the city of Geneva with its international organisations, offering the advantages of a cosmopolitan city. So it is of easy access from the Geneva-Cointrin international airport, or by motorway (freeway) – exit 13.1 Archamps, or by train (station: Saint-Julien-en-Genevois, in France, or Genève-Cornavin, in Switzerland).

Department objectives

The department specializes in the teaching of French as a foreign language and aims to:

- help the students to master both the written and spoken language as quickly as possible;
- prepare the students for the examinations for officially recognized upper level language diplomas;
- open up possibilities for national or international careers requiring knowledge of foreign languages;
- offer the students an enriching, multicultural experience, in an environment in which moral, social and spiritual values, as defined by the University charter, are respected and upheld.

Certified quality

The Institut de français langue étrangère has received the “Qualité français langue étrangère” label, jointly delivered by the French Ministry of National Education, Higher Education and Research (Directorate for Higher Education), the Ministry of Foreign Affairs (Directorate for International Cooperation and Development) and the Ministry for Culture and Communication (General Delegation for French Language and the Languages of France).

It is registered with the Ministry for National Education under n° RNE 0741439M (académie de Grenoble).

It is accredited by AAA (Adventist Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities).

It is a member of “Linguae pro adventu”, a consortium of European language schools which share the same evaluation criteria set by AAA.

It is affiliated with a consortium of fifteen universities and colleges. Therefore all the courses are validated as part of Bachelor of Arts and Masters Degrees in modern languages, delivered by those universities.

It is a member of the association Adventist Colleges Abroad (ACA).

It is also a member of the association for the teaching of French as a foreign language (ASDIFLE).

It is an examination center for the TEF (Test d'évaluation de français).

Members of the consortium

- Andrews University
www.andrews.edu
- Antillean Adventist University
www.aaa.edu
- Atlantic Union College
www.atlanticuc.edu
- Avondale College
www.avondale.edu.au
- Canadian University College
www.cauc.ca
- Columbia Union College
www.cuc.edu
- Home Study International
www.griggs.edu
- La Sierra University
www.lasierra.edu
- Loma Linda University
www.llu.edu
- Oakwood College
www.oakwood.edu
- Pacific Union College
www.puc.edu
- Southern Adventist University
www.southern.edu
- Southwestern Adventist University
www.swau.edu
- Union College
www.ucollege.edu
- Walla Walla University
www.wwu.edu

Different courses and diplomas offered

Common European Framework of Reference

The courses of the IFLE are structured to correspond to the levels of the Common European Framework of Reference (CEFR) for the teaching of languages. The CEFR is divided in six levels:

- A1 Breakthrough,
- A2 Waystage,
- B1 Threshold,
- B2 Vantage,
- C1 Effective Operational Proficiency,
- C2 Mastery.

The division of language training

The first division, language training, for three terms, is open to students who need to acquire a basic knowledge of the language. It is organized in such a way as to integrate the student into the learning group best adapted to his/her knowledge of the language. The student's level is determined by a placement test given before the classes begin.

- Elementary level (courses in level 100) available in the first term only.
- Intermediate level (courses in level 200) available in the first and second terms.
- Advanced level (courses in level 300) available in all three terms.

The division of linguistic specialization

The upper division, linguistic specialization, is available from the second and third terms to students who have completed the advanced level of the first division courses. It specializes in the language of the social sciences.

French Evaluation Test

The Test d'évaluation de français or TEF (French Evaluation Test) is aligned with the Common European Reference Framework and run by the Paris Chamber of Commerce. It is offered to students at the beginning and at the end of the academic year and allows each individual to have a personalised measure of the various skills they have acquired. Students receive their evaluation certificate at the end-of-year graduation ceremony.

Diplomas prepared

- DELF A1 (Diplôme d'études en langue française) – This is the most basic or “discovery” level of the language, and develops the first notions of French. At this stage learners can handle very simple exchanges: they can speak about themselves and their immediate environment.
- DELF A2 – The DELF A2 also aims to validate the language skills of elementary-level users, considered active social agents at this stage. Candidates are able to carry out simple, everyday linguistic tasks. They are familiar with common expressions and can make polite small talk.
- DELF B1 – At this level, users become independent. They are now capable of taking the initiative in a conversation. They can understand and participate in a discussion, and give their personal opinion. They can handle unexpected everyday situations.

- DELF B2 – DELF B2 users have acquired a degree of independence that allows them to construct an argument to defend their opinions, develop their ideas, and negotiate. At this level candidates can converse with ease and correct their own mistakes.
 - DALF C1 (Diplôme approfondi de langue française) – Level C1 users are autonomous. They can initiate and engage in spontaneous communication. They have a wide vocabulary and can introduce their comments with appropriate expressions. Their speech is clear, well constructed and fluent, evidencing mastery of linguistic structures.
 - DALF C2 – At this level language production is precise, appropriate and fluent. The C2 candidate is capable of performing tasks of an academic or advanced level.
- These diplomas are delivered by the French Ministry of National Education, Higher Education and Research. The examinations are taken at the end of the school year.

Organization of the courses

		Trimesters	1	2	3
Elementary level (level A1 of CEFR)		Credits			
FREN 101	Beginning French	4			
FREN 090	Remedial French	0			
FREN 111	Phonetics	1			
FREN 121	Comprehension and written expression	3			
FREN 131	Spelling and grammar	4			
FREN 151*	Elementary spoken language	4			
TOTAL			16		
Intermediate level (level A2 of CEFR)		Credits			
FREN 201	Intermediate French	3	3		
FREN 221	Intermediate composition	3	3		
FREN 231	Spelling and grammar	4	4		
FREN 251*	Intermediate spoken language	4	4		
FREN 261	Reading comprehension	2	2		
TOTAL		16	16		
Advanced level (level B1 of CEFR)		Credits			
FREN 321	Advanced composition	3	3	3	
FREN 331	Advanced orthography	2	2	2	
FREN 341	Advanced grammar	6	6	6	
FREN 351*	Advanced spoken language	3	3	3	
FREN 361	Text analysis	2	2	2	
TOTAL		16	16	16	

* Beyond 14 students the class is divided in two groups.

		2	3	3*
Specialized Courses (levels B2 and C1 of CEFR)		Credits		
FREN 421	French composition			3
FREN 422/423	Literary analysis, summary techniques	2	2	
FREN 424/425	Document analysis and synthesis	2	2	
FREN 431/432	Advanced orthography	2	2	2
FREN 441	Morphology and syntax of the simple sentence	4		4
FREN 442	Morphology & syntax of the complex sentence		4	
FREN 451/452**	Oral communication	2	2	
FREN 461	Advanced literary studies			3
FREN 493	Advanced oral communication			4
Courses in General Culture				
FREN/SOCI 476/477	Changes in French society	2	2	
FREN/SOCI 479/480	Cultures in the French-speaking world	2	2	
TOTAL		16	16	16

* For students who have completed the advanced level and who enter into the specialized level, the third quarter.

** Beyond 14 students the class is divided in two groups.

Elective courses

		Credits
FREN 269/369	Independent Reading	1
FREN/ARTS 273/373	French fine arts and monuments	1
FREN 349/449	The French-speaking World and its Cinema	2
FREN/RELG 354	Religion (conversation topics)	2
FREN/GEOG 372	Regional France	1
FREN/PLSC 374	European institutions	2
FREN/PLSC 375	International organizations	2
FREN/SOCI 376	French civilization	2
FREN 378/478	Language through drama	2
MUPF 171/271/371	Campus choir	1

Students who take the following elective classes during the school year:

- first quarter: FREN/SOCI 376 French civilization
 - second quarter: FREN/PLSC 374 European institutions
 - third quarter: FREN/PLSC 375 International organizations
- will have a diploma in French language with a mention in International bodies, intergovernmental organisations delivered by the IFLE.

Course descriptions

Language training courses (first division)

Elementary level – A1 of CEFR

FREN 101: Beginning French (4 credits)

Discovery of varied social and cultural environments through the study of the daily lives of diverse characters in an iconographic document in comic strip form. This permits the acquisition and assimilation of a vocabulary of spoken language through a variety of rich, complementary subjects. The student will understand and acquire suitable language to express feelings, attitudes and behavior in a wide range of situations.

FREN 090: Remedial French (0 credit)

This two hours non credit course is required, the first quarter, to students entering at the beginners level and who scored below 30% at the placement test, or who choose not to sit for the test. It is an addition to the 16 credits required for the quarter. The course focuses on reinforcing basic grammar and verbs (indicative tenses and conjugations).

FREN 111: Phonetics (1 credit)

This course helps the student to learn and use the International Phonetic Alphabet and to correct their pronunciation through intensive exercises, with the help of a specialist teacher.

FREN 121: Comprehension and written expression (3 credits)

Based on passages about daily life taken from the textbook, the course develops the understanding of the implicit and explicit content and the broadening of vocabulary and grammatical abilities. Secondly, it gives the fundamentals of written communication through written work in which knowledge and style are put into practice.

FREN 131: Spelling and grammar (4 credits)

This course lays stress on the acquisition of the rudimentary elements of grammar, spelling, conjugation and French syntax. It offers the possibility to understand the mechanisms and functioning of the language in its written comprehension and expression in the context of daily life. Learning is through alternating discovery, analysis, conceptualization and real life situations.

FREN 151: Elementary spoken language (4 credits)

This course permits the development of oral comprehension and expression with the aid of exercises such as reading, role play, presentations, listening activities with audio and video cassettes, study of a song, study of a picture, simple discussion on questions about daily life. The students are encouraged to continue their study alone by using the audio-visual facilities freely available in the multimedia center.

FREN 191: Intensive elementary French (11 credits)

Course offered as an alternative to the courses FREN 101, 121, 131.

Intermediate level – A2 of CEFR

FREN 201: Intermediate French (3 credits)

This course consists of listening and guided reading of a comic strip. The story makes the student aware of the communication dimension of the language as well as the varied ways of speaking (accents, language levels, usage) which correspond to different social backgrounds. Different points of grammar are also studied.

FREN 221: Intermediate composition (3 credits)

This course introduces the techniques of descriptive and narrative writing. It consists of focused exercises and written work stressing sentence construction and the verb tenses.

FREN 231: Spelling and grammar (4 credits)

This course develops the student's knowledge of vocabulary, grammar, syntax and spelling. The teaching method is either deductive (the rules are presented in a systematic way and applied in examples) or inductive (observation and study of a written document followed by deduction) by which the student is led to discover, by himself, the rule which is then immediately applied in exercises.

FREN 251: Intermediate spoken language (4 credits)

After the discovery and learning of basic vocabulary and structures, the different themes touched on form the subject of participatory activities which give the student the opportunity to explore the cultural dimension of the language: discussion of poems, reading of paintings, research and presentations, debates, investigation and observation. The students' oral comprehension and expression is also developed by the use of audio visual documents as well as role play, speaking and recitations.

FREN 261: Reading comprehension (2 credits)

This course is based on the lexical, syntactic and grammatical study of varied, simple texts about modern life. It is effective preparation for written communication. Written exercises, explanation of texts and French composition are introduced. The class develops the student's autonomy which is necessary for the reinforcement of individual, silent reading habits. These skills are useful in the preparation of argumentation and the expression of opinions based on received information.

FREN 291: Intensive intermediate French (9 credits)

Course offered as an alternative to the courses FREN 201, 231, 261.

Advanced level – B1 of CEFR**FREN 321: Advanced composition (3 credits)**

This course develops the writing techniques in complement to the courses FREN 341 and 351, and introducing the idea of different language levels.

FREN 331: Advanced orthography (2 credits)

Systematic learning and practice of the rules of spelling and grammar and their application in numerous written exercises. This course contributes to mastery of the written language and the discovery of the etymology of the words.

FREN 341: Advanced grammar (6 credits)

This course introduces sentence syntax, use of the different voices, modes and tenses of the verbs. It presents the functions and the agreements of the nominal and verbal groups as well as the different linking words. Numerous exercises.

FREN 351: Advanced spoken language (3 credits)

Development of oral comprehension and expression skills through listening exercises, both audio and video, and role play. The student gains practice in the use of typically French dictums and proverbs and expressions. Free access to the multimedia laboratory permits autonomous, individual learning of the different language levels.

FREN 361: Text analysis (2 credits)

Study of a variety of texts about current events and civilization, or representing different literary styles. Study of the techniques of text analysis, development of vocabulary and knowledge of language structures through required written exercises.

Linguistic specialization courses (second division) – B2 & C1 of CEFR

FREN 421: French composition (3 credits)

This class develops students' ability to write different types of texts, to develop an argument, and to describe or relate events.

FREN 422/423: Literary analysis, summary techniques (2, 2 credits)

Development of two literary techniques: a) guided literary analysis of selected texts; b) summary writing. These two pieces of work to be produced alternately in class, one per week.

FREN 424/425: Document analysis and synthesis (2, 2 credits)

Requirement for preparation for the oral examination of the DALF, summary of a text or synthesis of documents concerning real life situations, social sciences and economics. Use of numerous audio-visual documents.

FREN 431/432: Advanced orthography (2, 2 credits)

Intensive training in spelling to prepare to the DALF with special emphasis on grammar rules, verbs and past participle.

FREN 441: Morphology and syntax of the simple sentence (4 credits)

A grammar course presenting the advanced functions of the noun, the use of the modes and the tenses, particular sentence constructions, nominal and verbal transformations, direct and indirect style, prepositions. Numerous exercises.

FREN 442: Morphology and syntax of the complex sentence (4 credits)

Study of the complex sentence. Noun clauses, infinitive clauses, relative clauses, linking clauses. Use of the subjunctive and conjunctive linking words.

FREN 451/452: Oral communication (2, 2 credits)

Preparation for the DALF. Listening comprehension with written exercises. Techniques of taking notes followed by oral reports. Independent learning in the multimedia laboratory.

FREN 461: Advanced literary studies (3 credits)

This course is designed to develop students' comprehension of a variety of texts: reports, literary or real life situation texts; their ability to extract facts and to distinguish between key and secondary points, and to identify the different points of view in a debate.

FREN 493: Advanced oral communication (4 credits)

Through individual and collective exercises, this course develops students' ability to discuss their tastes and feelings, to present arguments and to discuss visual or written documents in fluent, precise and well-pronounced French.

FREN/SOCI 476/477: Changes in French society (2, 2 credits)

Preparation for the DALF. Through the study of general sociological concepts or themes, this course studies the changes and social trends in the contemporary French society. It offers the opportunity to acquire or broaden lexical and linguistic knowledge.

FREN/SOCI 479/480: Cultures in the French-speaking world (2, 2 credits)

Preparation for the DALF. An approach to the geographical area and the history of the French-speaking world and to its social, literary and cultural influence on France and elsewhere. Themes and extracts from the world French language literary works will provide the basis for improvement in language and textual techniques.

Elective courses (all levels)

FREN 115/116/117: Teaching internship: Language assistant (1, 1, 1 credit)

Your role as language assistant at the primary, junior high or high school of the Campus will be that of participating in teaching (after a phase of observation):

- a complete class, assisting the tenured teachers in their work;

- small groups of students, working on comprehension and oral expression;
- students needing remedial help on a regular weekly basis.

The precise details of your duties will be decided by the language teacher with whom you will be working in close collaboration. Apart from this practical teaching experience with the students, you will be considered a member of the teaching staff, attending professional meetings when necessary.

FREN 269/369: Independent reading (1, 1 credit)

Based on a written agreement between the teacher and the student. The main requirement is the choice and reading of a selected topic, adapted to the student's language level (vocabulary, grammar), and the presentation of a reading report.

FREN/ARTS 273/373: French fine arts and monuments (1, 1 credit)

Cultural trips will be prepared in class and a research file will be put together. Trip to visit prestigious museums and famous monuments and discover France's architectural heritage. Option open to all. May not be repeated.

FREN 349/449: The French-speaking world and its cinema (2, 2 credits)

This course presents a kaleidoscope of French and Francophone films via the study of theme, genre or film director. It is designed both to develop a taste for films analysis and as an introduction to French culture. The course, in which extracts of films are shown, works in tandem with the Institute's film club. A francophone film is shown once a month and a foreign once per quarter.

FREN/RELG 354: Religion (conversation topics) (2 credits)

This course is based on the use of varied documents (comic strips, videos, written texts, statistical charts...), sharing of personal experience and discussion of key Bible passages directly related to the chosen theme.

FREN/GEOG 372: Regional France (1 credit)

Based on a study contract. The student is required to write a report of a study tour discovering the different regions in France and to present a file of the preparatory reading and documentary work. The emphasis is placed on the history, traditional characteristics of the region. There is a supplementary charge for this course.

FREN/PLSC 374: European institutions (2 credits)

A study of the historical stages in the construction of the European Union from the beginning of the 20th century until the present day. Its real economic, social and legal role. A visit to a parliamentary session in Strasbourg if it is sitting during the period of the course.

FREN/PLSC 375: International organizations (2 credits)

Course on the History and role of the United Nations Organization and other international organizations which are situated in Geneva (UNO, Red Cross, ECO, WHO and others). Guided visits are scheduled.

FREN/SOCI 376: French civilization (2 credits)

Through a study of the geography of France, its economy and its politics, this course offers the possibility to see the similarities and differences between France and other countries and facilitate integration into another social and cultural environment.

FREN 378/478: Language through drama (2, 2 credits)

Use of French culture through theatre will help to develop good diction, articulation, expression of feelings and also clarity and coherence in the organization of speech.

MUPF 171/271/371: Campus choir (1, 1, 1 credit)

Based on a contract of a year. Participation in all concerts and trips is required. Entrance by audition. Change of level every term. Repertoire: Classical music of varied difficulty.

PEAC 225/325: Ski and snowboard in the Alps (1, 1 credit)

Advanced training in winter sports in different areas of the Alps with native French students from the Mountain Sports department. During this course, students will be accompanied as they perfect ski and snowboard skills. These classes, supervised by a professional mountain guide, run from January to March, two half days per week, plus an intensive course over

several days on a site located at the foot of the Mont Blanc. Applicants to this course must already master basic skiing skills. There is a supplementary charge for this course.

PEAC 226: Mountain climbing (1 credit)

Climbing (introductory to advanced) with native French students from the Mountain Sports department. Students will be trained in basic techniques and safety skills, progressing to self-sufficiency in climbing on natural outdoor sites and on indoor climbing walls. These classes, supervised by a professional mountain guide, are offered on one half day per week, from September to December and from March to May. No previous experience required. There is a supplementary charge for this course.

Admission regulations

The program is open to all university students who:

- accept the way of life and the educational philosophy of the University;
- have the obvious determination to adapt to the French social and cultural environment, and to participate in the organized activities;
- have fulfilled the legal and financial conditions for staying in France and at the school.

The program is also open to non university students above the age of fifteen who have a serious approach to their studies and are able to keep up with the other students.

Application requirements

1. A completed and signed application form accompanied by the required documents.
2. Attestation of health insurance or proof of medical cover valid in France. It is possible to buy local health insurance coverage.
3. A valid passport with a European student's visa D (Schengen agreement) issued by the Embassies or the French Consulates. This visa is also necessary for foreign citizens for whom a tourist visa is not required. The visa is not required of citizens of countries of the European Union Community.
4. A birth certificate, necessary in order to obtain a « carte de séjour » (resident's permit) once in the country. This certificate must have been issued within the last three months.

Academic organization

Placement test

Upon arrival, each student takes a placement test that determines which level of courses he/she will take:

- elementary level (courses 100);
- intermediate level (courses 200);
- advanced level (courses 300).

If after the placement test a student insists on being in a class for a higher level than his results in the test indicate, he must prove his ability in another test given within a few hours of the first.

Registration

Students should register at the beginning of each academic term on the publicized dates. At this time, students should establish their study program with the help of an adviser or the head of the department and complete the appropriate forms.

The student is assured to advance to the next level of courses for the following trimester provided that he/she has passed his/her current courses.

Reevaluation of level

Fifteen days before the end of term, students have the possibility of requesting a change of level and to take a test authorising them to skip a level (move from I to III or II to IV). The test is based on the final requirements of the course being skipped. The result must not be less than 70% (B+) of the maximum score, and student average GPA for the term must be 15/20 (A).

If these conditions are not met, students must sign a letter of discharge if they wish to pursue their request.

Completion of level IV is a prerequisite to enter at level V.

Maximum load

Eighteen credits are considered to be a maximum load authorized by the universities of the consortium. Anything outside these limits is considered an exception and must be authorized by the IFLE director

Change of course

After registration students have the possibility of changing an optional course without consequence before the final date indicated on the university calendar.

All requests for change should be in writing, using the appropriate form, addressed to the director of the IFLE.

Students who withdraw from a course after the authorized date will receive a W on their records.

Students who withdraw from a course after two third of a term will receive an F (failed) on their records.

A student who receives a W or an F for an obligatory course is required to repeat the course before being admitted to the next level.

In the case of absolute necessity, the student is required to present justification (ex a medical certificate). The committee for academic affairs will examine the situation and inform the student of its decision.

Class attendance

Attendance is noted for all classes. Students are required to attend all classes. Absence for personal convenience (trips, early departure, late return, visit to the family, rest, another activity, etc.) will not be excused.

There is no penalty for three absences per course, per term. In excess of this number, a quarter of a point for each absence will be deducted from the grade point average at the end of the term. Arriving late three times counts as an unexcused absence.

An absence from an organized IFLE outing is penalized the same as an absence from class on a normal school day.

If the total number of absences exceeds a quarter of the total number of course class hours in the term, the course will not be validated.

End of term examinations and grades

At the beginning of each term the teachers distribute a syllabus indicating the manner in which they will evaluate the students.

The teacher is not obliged to give special examinations or tests to those who were absent.

End of term examinations may not be taken early for a student's personal convenience.

If the course requirements have not been met an I (incomplete) will be entered on the student's records.

If the requirements have still not been met within 15 days after the end of the term the I will become an F (failure).

Transfer of academic credits

The French Language Institute is linked by contract with a consortium of universities and colleges of higher education. The courses taken and validated by the IFLE are transferred to the respective universities each term in the form of academic credits. These credits are all added to the student's grade record and fully included in his/her program. The ACA office undertakes the administration of this transfer.

Transcripts and grades

The students' grades are handed to the registrar in the week following examination week and recorded in the students' permanent computer files. These files are kept in the IFLE archives. Students receive their grade sheet at the end of each term. The results are also posted on the notice board against the anonymous, personal number of each student.

Each term, the universities of the consortium receive official transcripts of their students' grades through the services of ACA. From then on the document becomes the property of these universities. All requests for transcripts should be addressed to their academic services.

Transcripts for all other students are sent free of charge to the school or other organization so requested in writing by the student. A fee will be demanded for any further copies.

No file is given directly to the student concerned. However, all students receive a copy of their results on a grade sheet identical to their official transcript, but unstamped and with no official value.

Students may request the form in which their grades are recorded: a letter-grade (A, B, C, etc.) or a number grade (European system). Grades are automatically converted from one system to the other by computer:

17-20	A	11-11.9	C+
15-16.9	A-	10-10.9	C
14-14.9	B+	8-9.9	D
13-13.9	B	0-7.9	F
12-12.9	B-		

Students wishing to question their grades have 15 days in which to do so. At the end of this period no modification will be made except in the case of obvious error.

Codes used in records and transcripts

- F Failure or withdrawal from a class after two third of a term (as specified by deadline).
- I (Incomplete) is of a strictly temporary nature and is given only in exceptional circumstances such as the disruption of a course of study through illness. It may in no circumstances be given to a student in substitution for a failure (F). The I must be replaced by a regular grade by the end of the two weeks following the end of term. Failure to comply with this regulation will result in the I being changed into an F.
- W (Withdrawal) is entered on the records when the student withdraws from a class after the authorized time limit. W may in no circumstances replace an F.
- AU (Audit) may in no circumstances subsequently be changed into a grade. It cannot be substituted to a F or a poor grade.

Application for a diploma

The application dates and deadlines are announced well in advance and are posted on the notice board.

All prospective candidates are responsible for obtaining and filling in the application forms which are available in the IFLE secretary's office. The application must be accompanied by the appropriate examination fee.

The diplomas from Lyon University usually arrive after the end of the school year and are forwarded, free of charge, to the address left by the student.

Registration in other departments

Where the timetable permits, students who have completed the required, advanced level of French (course level 300) may take courses in other departments of the University.

Authorization from the director is required and a form for partial registration should be completed.

The grades are passed on to the language school and ratified on the official transcript.

Where there is a conflict in the timetable between a course in another department and an obligatory language course (IFLE) the latter must always take precedence.

Student status

Students are required to take a minimum of sixteen hours of classes per week and per term in order to be eligible for a resident's permit and to receive an attendance certificate from the IFLE.

Audit

A student who is not short of credits may enroll as an auditor on any IFLE course. Choices must be made at the beginning of the term, during enrolment, or at the latest, by the deadline for course changes. The following conditions will apply:

- At the end of the term, the note AU will appear on student reports. Under no circumstances will such a course be validated.
- Regular class attendance is required.
- If absences exceed 30%, the AU will be converted to a W.
- All assignments given by the teacher must be done, with the exception of exams.
- If a class is dropped after the deadline for course modification, the note AU will be converted to a W.
- Audited courses are not free.

Courtesy registration

A student enrolled at the IFLE for a full-time programme may be authorised to attend a class as a guest, without being an auditor. No mention of this course will appear on their report, and their acceptance in class is at the discretion of the teacher. Students must, however, apply for this in writing, using the appropriate form. Enrollment is free and limited to one course per term.

Advisers and academic council

Each class has an adviser who follows the students' progress, advises them and helps them in their choice of options. The adviser works in close collaboration with the director of the IFLE.

Social life and activities

Orientation

There are several orientation sessions for the IFLE students at the beginning of each year, concerning the halls of residence and the IFLE. The objective is to help the students integrate into their new surroundings, explain the functioning of the IFLE and the University in general and to give interesting and useful information about the conditions of life and what is available in the region.

Weekly meeting

Once a week there is an assembly for the students. The general aims of this required assembly are to :

- present cultural or educational topics;
- introduce and prepare trips;
- communicate University information and answer students' questions;
- receive students' suggestions and comments.

Cultural trips

Three cultural trips are organized each year by the IFLE in collaboration with a travel agency: a trip to the Touraine region and to Paris in the autumn, another to Alsace in December and the last one in the spring to Provence Côte d'Azur.

These trips are part of the program for ACA students and paid for in advance. They are open to all other IFLE students on the same financial basis, the cost being added to their annual fees.

The IFLE teachers propose a fourth trip for a supplementary charge. The aim is to introduce the students to another natural region of France, its history, culture, traditions, local customs and their economic role. The number of places is limited.

Private trips and touring

Spending time in France learning the language offers a golden opportunity to discover the country and the other European countries around. Students are encouraged to plan such trips in the holiday periods. However, students are reminded that early departures, late arrivals and too many trips can only be detrimental to their studies.

Social and cultural life

The students are invited to practice French by joining in the social life of the University, which offers a diversity of free activities: sports clubs, lectures, concerts, recreational programs, soirées or special meals. There is a charge for the ski club.

The IFLE organizes certain social or recreational activities and cultural trips and local outings.

Spiritual life

As the University also includes a Theology faculty and a church there are numerous and varied, well organized spiritual activities. Students are encouraged to participate in these free activities which also offer the possibility to integrate in the life of the University and to improve their knowledge of the French language.

Student Guide

For further information concerning dorm regulations, the administrative organisation of the Salève Adventist University and the Students' Association, see the official *Student Guide*.

The alumni association (ADAC)

Founded in 1951, the ADAC (Association des anciens élèves de Collonges) endeavours to draw students together to exchange ideas and swap memories. It organises meetings to support the University and its mission, as well as to offer moral and material assistance to former and current students in need. All former students of the University automatically become members of the ADAC.

Services offered

The University welcomes both internal and external students. The internal students are housed in single or double rooms.

The following services are available: administrative assistance with the formalities for obtaining a resident's permit, cafeteria, laundry, shop, bookstore, Post Office, gymnasium, work-out room.

The campus library is equipped with audio-visual material, access to Internet, email facilities, and a language laboratory which facilitates language learning.

Financial conditions

Attention: these financial conditions do not apply to students coming from universities in the consortium. Contact the association directly for information:

Adventist Colleges Abroad
12501 Old Columbia Pike
Silver Spring, MD 20904-6600
USA
Phone number: (301) 680 6444
Fax: (301) 680-6463
E-mail: odette.ferreira@nad.adventist.org
Website: www.nadadventist.org/aca

Principal fees

The prices indicated in this bulletin include taxes.

Charges for board

Room ¹ (per trimester)	613 €
Cafeteria, basic fee ² (per trimester)	1 022 €
Total (per trimester)	1 635 €
Half board ³	real cost at the cafeteria

Tuition and trip charges

Per credit hour ⁴	83 €
Estimation for one trimester (16 credits)	1 328 €
Trip Paris / Touraine	580 €
Trip Alsace / Strasbourg	230 €
Trip Provence / côte d'Azur	450 €

Charges for external exams

Prices are 2008-2009 figures. Subject to change in 2009-2010.

TEF 1 st trimester and TEF 3 rd trimester (compulsary)	2 x 65 €
DEL F A1, A2 or B1	55 €
DEL F B2, DALF C1 or C2	105 €

1. Room rental includes two days preceding the placement test, all the days of the school year and two days after the closing of the school year. In case of early departure, the rent is calculated on a full week unit basis, plus 20% whatever the reason of departure.
2. The flat rate includes all the class days but does not include vacation days. All expenses beyond the authorized amount will be charged. No reimbursement in case of absences, early departure or if the account remains creditable. The rate is 193 € less for students who regularly go back home every week end.
3. Day students eat their lunch at the cafeteria during the week days and never on week ends or vacation.
4. One credit means one period of class per week during a quarter.
5. Full-time single students must, insofar as space will allow, reside in Campus accomodation. Exceptions may be made for those wishing to live with a close family member: parents, grandparents, uncle or aunt, brother or sister.

Miscellaneous costs

Transcripts

First copy	free
Additional copy	8 €

Charge for sending a diploma 5 €

Bookshop real cost

Replacement of an ID card 30 €

Charge cafeteria per failure, 0,40 €

Charge for each failure to present the student card at the cafeteria.

Room deposit, dormitory students 230 €

Payable at registration. This deposit is returned at the end of the school year once the room check has been made.

Single room

Per trimester, depending on availability 278 €

Rent for bedding

2 sheets and 2 blankets per year. 52 €

Extension of stay in the dormitory

Room, depending on availability per day, 11,50 €

Cafeteria real cost

Transport, special prices for students on Campus

Genève-Cointrin Airport 29 €

Genève-Cornavin Station 19 €

Saint-Julien Station or Hospital 13 €

Croix-de-Rozon frontier 6 €

Annemasse 21 €

Visitors

Friends and family visiting the students are welcomed for short stays. To check for availability and prices, contact reservations@campusadventiste.edu.

Payment procedures

At registration a provisional term budget is established. Subject to possible changes in the study programme or to additional charges, it is the amount debited each month to the student's account.

Three methods of payment

1. Payment for the whole school year, before or at registration. This gives the right to a 3% discount on the tuition fees. The discount is credited at the end of the school year.
2. Payment for a complete trimester, before or at registration.
3. A permanent monthly transfer by your bank. In this case, at registration, you must present the details of your personal bank or post office account, in order to sign, at registration, a permanent monthly transfer.

Credit card payments

At the desk

Payment by credit card is possible directly at the cashier desk.

On line

You may proceed by securised credit card payment on line. Click on the "Make a payment" slot on the website www.campusadventiste.edu. Please indicate the exact amount, the name

of the student, and the department in which you apply in “Purpose of payment” (e.g.: IFLE registration). You may add any further information.

Bank or postal payment

Please send your transfers marked **Campus adventiste du Salève**, to one of the under mentioned banks:

Banque populaire des Alpes				
C/banque 16807	C/guichet 00062	N° compte 89667101211	C/rib 73	Domiciliation BPA COLLONGES
International Bank Account Number (IBAN) FR76 1680 7000 6289 6671 0121 173			Bank Identification Code (BIC) CCBPFPPGRE	

Centre des chèques postaux				
Etablissement 20041	C/guichet 01007	N° compte 0672136F038	C/rip 97	Domiciliation LYON

Financial regulations

1. The registration file must include a transfer of 80 € deductible from the tuition fees. This sum is non refundable if the student withdraws from registration.
2. To have full-time student status 16 credit hours of courses per trimester are required.
3. Only full-time students qualify for the right to apply for a resident’s permit (carte de séjour).
4. Tuition is charged by the trimester, payable in advance.
5. Registration for the following trimester is only authorized if the charges for the previous trimester have been cleared.
6. The student who benefits from a grant from an organisation should present a letter of guarantee specifying the amount. If the amount is insufficient to cover the costs, necessary arrangement must be made in advance to finance the difference.
7. Full rate applies to regular students who register as auditors. A rate calculated on a time ratio basis applies to visitors who register as auditors for a shorter time.
8. The student must be covered by a health insurance which is valid in France. This may be obtained in his/her own country or in France. For married students this requirement applies to all the members of the family.
9. If a student is expelled or leaves before the end of the trimester, fees for tuition, board and lodging and any other charges will be calculated proportionally according to the length of stay with a 20% increase.
10. The University makes every effort to hold to the prices for the whole school year. It reserves the right to modify the charges for board if necessary during the year, giving due notice.

Married students

1. To benefit from the privilege of an apartment it is required that one of the couple be a full-time student. This privilege is no longer available after the end of the school year or if the regulations for student status are no longer fulfilled.
2. The wife/husband of a full-time student benefits from a reduction of 50% for any classes she/he takes.