

# Internal Regulations

Update: June 16, 2025

**COURS DE CIVILISATION FRANCAISE DE LA SORBONNE**

7-11, avenue des Chasseurs  
75017 Paris (France)

## Preamble

For the smooth progression of their curriculum at the Cours de civilisation française de la Sorbonne, all enrolled students are obliged to respect the internal regulations of the Courses. It is digitally signed in the student area during online registration or on paper during on-site registration. A copy of these regulations is available at the admissions office.

## Section I : Behavior

### General Behavior

The Cours de civilisation française de la Sorbonne are an institution free from any religious or ideological affiliation. Bringing together students from all over the world, they can only fulfill their primary vocation in absolute respect for the nationality, language, and culture of each student. Students are expected to show the same respect towards the staff providing both educational and administrative support. Any political, religious, or commercial propaganda is prohibited within the premises.

### Individual Behavior

Proper attire is required. No one should disturb the attendance of courses or conferences with aggressive behavior towards anyone, be it another student, a member of the teaching staff, or the administrative team. Any breach of this rule must be reported to the educational management, preferably by email: [emeline.seignobos@ccfs-sorbonne.fr](mailto:emeline.seignobos@ccfs-sorbonne.fr).

The introduction or consumption of drugs or alcoholic beverages in the premises is strictly forbidden. It is prohibited for anyone to enter or stay in the premises while intoxicated or under the influence of drugs. Only the consumption of alcoholic beverages during tasting activities or formally planned and/or authorized celebrations by the management is allowed.

Smoking and/or vaping in classrooms and inside the premises is prohibited.

### Educational Behavior

Students must adhere to the course schedules communicated and set by the Courses' planning. Students should neither arrive late nor leave the classroom during teaching sessions. As a reminder, classes end 5 minutes before the hour to allow for class changes.

It is strictly forbidden to use a phone or answer a call in class. Attendance, regularity in work, punctuality in submitting assignments requested by teachers are conditions for success. Their monitoring is the sole responsibility of the teachers. In case of absences (beyond 15% of the total number of hours of the program), attendance certificates will not be issued to students at the end of the semester or session.

A request for a class change will only be considered after an educational assessment and examination of the reasons for the request. It will only be effective once validated by the administration, which will officially notify the change by email.

The language used during classes is French. Only the teacher or members of the administration may choose to use another language occasionally to facilitate exchanges with or between students.

## Section II : Hygiene and Safety

Everyone must ensure their own safety and that of others by respecting general and specific instructions regarding hygiene and safety.

Students must always carry the card issued to them by the admissions office at the beginning of the session or semester.

Any baggage deposit is prohibited.

The management is not responsible if a student lingers unduly inside the institution.

Fire safety instructions, including the location plan of fire extinguishers and emergency exits, are displayed in the premises. Students must take note of them. In case of an alarm, all activities must cease, and students should calmly follow the instructions of the authorized representative of the establishment or emergency services.

Anyone who witnesses the start of a fire must immediately call the emergency services by dialing 18 from a landline or 112 from a mobile phone and alert a representative of the institution: 01 44 10 77 07.

**Breaches of these regulations will be subject to the disciplinary council, which may impose sanctions on the management, including definitive or temporary exclusion without reimbursement of tuition fees.**