



Internal Regulations

Last update: January 26, 2026

COURS DE CIVILISATION FRANCAISE DE LA SORBONNE

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

Préambule

To ensure the smooth running of their studies at the *Cours de civilisation française de la Sorbonne* (CCFS), all registered students are required to respect the Course's internal regulations. These are signed digitally in the student portal during online registration. A copy of these regulations is available at the admissions office.

Section I

General behavior

The *Cours de civilisation française de la Sorbonne* is an establishment free of any religious or ideological affiliation. Bringing together students from countries all over the world, it can only fulfill its primary vocation through absolute respect for the nationality, language, and culture of every student. The same respect is expected from the student towards the teaching and administrative supervisory staff. Any form of discrimination or political, religious, or commercial propaganda is prohibited within the premises.

Individual behavior

Appropriate attire and correct, respectful behavior are required.

No one may disrupt the smooth running of classes and lectures through inappropriate or aggressive behavior towards anyone, whether another student or a member of the academic or administrative teams. Any breach of this rule must be reported to the Academic Department (*direction pédagogique*), preferably by email at: contact@ccfs-sorbonne.fr

The introduction or consumption of drugs or alcoholic beverages within the premises is strictly prohibited. It is forbidden for anyone to enter or remain on the premises while intoxicated or under the influence of drugs. The consumption of alcoholic beverages will only be authorized within the framework of tasting activities or events planned and/or formally authorized by the management.

Smoking and/or vaping is prohibited in classrooms and within the building.

It is forbidden to photograph, record, and/or film students or members of the academic and administrative teams. The courses and documents provided by the professors remain the property of the *Cours de civilisation française de la Sorbonne* and may not be reproduced or distributed.

Academic Rules

Students must comply with the class schedules communicated and set by the Course planning. Students must neither arrive late nor leave the room during teaching sessions. Lateness exceeding half an hour will be considered an absence. Latecomers may be refused access to the class if their lateness disrupts the smooth running of the course.

As a reminder, classes end 5 minutes before the full hour to allow for classroom changes. It is strictly forbidden to use one's phone or answer a call in class.

Diligence, regularity, honesty in work, and punctuality in submitting assignments requested by professors are conditions for success. The monitoring of these aspects is the sole responsibility of the professors. The use of AI may only be authorized by professors, who will define the limits beforehand and explicitly. No cheating will be tolerated; plagiarism, defined as the presentation or submission of work not created by the students themselves, is also considered cheating.

In the event of absences (exceeding 15% of the total program hours), certificates of attendance cannot be issued to students at the end of the semester or session.

A request for a change of level will only be considered following an academic assessment and an examination of the reasons for the request. It will only become effective once validated by the administration, which will process the change within approximately 24 hours of receiving the request. The change will be made directly in the student portal.

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

Section 2 – Health and safety

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

Students must have their digital student card created before the start of classes by requesting it from the admissions office.

Storing luggage is prohibited. The management is not responsible if a student lingers unduly within the establishment.

Fire safety instructions, specifically the location plan of fire extinguishers and emergency exits, are posted within the premises. Students must familiarize themselves with them. In the event of an alert, they must cease all activity and calmly follow the instructions of the authorized representative of the establishment or emergency services.

Anyone witnessing the start of a fire must immediately call emergency services by dialing 18 or 112 and alert a representative of the institution (professor, administration member, security guard, etc.).

Breaches of these regulations will be submitted to the Disciplinary Board, which may recommend sanctions to the management ranging up to temporary or permanent expulsion, without refund of tuition fees.