



FAQ

FRENCH LANGUAGE PROGRAM FOR ENGINEERS AND SCIENTISTS

SUMMER 2021

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GENERAL INFORMATION

1. Who is organizing the program?

ESTP Paris and EPF are two French engineering higher education institutions which join forces to offer this high-quality French Language Summer program. The Hybrid and/or Online Summer program is organized by their joint French Language Department.

2. What is the Intensive French Language Hybrid and/or Online Summer program about?

The summer program usually offers intensive French classes during the summer on ESTP Paris and EPF campuses, both located near Paris in a welcoming and immersive environment. However, due to the global Covid-19 outbreak, our 2021 summer program moved into an hybrid and/or online intensive course instead, for students staying in the Paris region or at home which consists in morning classes at the EPF Sceaux Campus, 46 rue du Lycée, SCEAUX, (RER B, stop at Sceaux).

Our program will bring together the ideal conditions to learn French language and discover French culture as well as the French education system.

3. Who can apply to this Intensive French Language program?

This course is targeted to students and teaching staff interested in learning, improving or reinforcing their French language skills. It is recommended for Bachelor, Master or PhD students in scientific and technical majors (engineering, computer science, chemistry, architecture, mathematics, etc.).

Our teachers are also trained to prepare international students for their current or upcoming studies in French Universities and Engineering Schools.

4. I am under 18 years of age. Can I apply?

Participants must be 18 years old and over when they join the program.

5. I am not a student: Can I apply?

Our program is open to any person interested in learning French with native speakers!

6. What are the topics taught in this Intensive French Language program?

- General French Language course (A1/A2/B1/B2 French levels)
- Writing and Oral practice workshops
- Phonetics
- French culture
- French University preparation (FOU) & Methodology courses.
- Mathematics, economy languages
- Scientific French lessons tailored for engineering and science students

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- Tutoring sessions
 - Conversations classes (on campus)
 - Cultural activities and visits (on campus)
 - Theatre class (on campus)
 - Picnics games and conversations (Parc de Sceaux and in Paris)

7. How long does the course last per week?

The program consists of an online 25-hour-course per week, from Monday to Friday.

8. How is organized a typical week of class?

We offer synchronous and asynchronous distance learning modes combining:

- 22 hours dedicated to hybrid and/or online French lessons, phonetics and scientific and cultural topics.
- 3 hours dedicated to e-tutoring sessions and online workshops.
- Self-paced lessons and assignments that provide more flexibility and convenience for our students all over the world
- Unlimited access to our distance learning platforms

9. What level of French is required to register to the program?

You do not need to have any French level. We offer a variety of courses for different group levels, from Beginners (A1) to Upper Intermediate levels (B2).

10. What are the different group levels?

We form several groups corresponding to different French levels. The levels are in line with the Common European Framework of Reference for Languages:

- A1 / Beginner
- A2 / Elementary
- B1 / Intermediate
- B2 / Upper Intermediate

11. How many students can participate in each class?

We accept a maximum of 15 students per class.

12. Can I get a schedule beforehand?

Detailed timetables will be shared with enrolled students about a week before the beginning of the session.

13. Do I take a French language placement test?

Yes, every student must take a placement test during the application process. This test is compulsory as it is used to determine your level in French in order to place you in the most appropriate group level and **it will determine the length of your participation and the total amount to pay.**

You will take a quick written and oral test (15 min, tops) with one of our teachers during which you will engage in a conversation and answer several questions. You won't need to prepare for these placement test.

14. I have a French Language certificate. Will I be evaluated before the course starts?

Yes, every student must take a placement test before during the application process, regardless of the level mentioned in your French language certificate. We need to assess the level you will actually have at the time of your participation.

15. What funding options do you have for this program?

Unfortunately, we are not able to offer any scholarship to participants at the moment. We suggest you check grants opportunities in your country.

16. Do you run French language courses at other times of the year?

Yes, we also offer French language classes throughout the academic year, from September to May. Classes are held every Tuesday and Thursday evenings from 6.30 to 8.30 pm at EPF campus in Sceaux.

REGISTRATION

1. When can I register to the program?

Registrations are open until June 13, 2021.

2. How can I register to the program?

In order to register to our online course, please follow these simple steps:

- 1) Go to our [online registration platform](#)
- 2) Create an account, which will give you access to the registration form. Please use the email address you use most frequently: your password will be sent to this email address.
- 3) Log in with your email address and the provided password. Change immediately your password to secure your account.
- 4) Complete the registration form.

5) Validate and submit your application. Our staff will receive your application and review it in a timely manner.

3. What documents are required to apply?

In order to complete your application, you will have to provide:

- an ID-type photo,
- a copy of a valid passport (non-European students) or a valid ID-card (European students),
- a copy of your student ID card of your home university and/or a proof of enrolment in your home university (if applicable).

4. For how long can I attend the program?

The length of your participation will be determined by the placement test which will be held during the application process.

Beginner/Elementary level courses (A1-A2) run for 6 weeks.

Intermediate/Upper Intermediate level courses (B1-B2) run for 4 weeks.

5. When can I start the course?

Classes start on:

- Monday, July 19th for Beginner/Elementary levels (6 weeks)
- Monday, August 2nd for Intermediate/Upper Intermediate levels (4 weeks)

6. Can I modify the length of my participation?

By registering to our course and accepting our terms and conditions, your participation is fully required for as long as the online course lasts (4 or 6 weeks).

You can modify your application before the confirmation of your enrollment. After confirmation, no changes in the application will be accepted until the beginning of the courses.

If you wish to shorten your stay, it is possible but please note that no refund will be made after confirmation of your application for the missed period.

7. How can I pay for the course?

Three payment methods are available:

1. by bank transfer to EPF Graduate School of Engineering
2. by bank transfer with Western Union Global Pay for Students to ESTP Paris
3. by online Credit Card payment

Please note that all transfer charges are at your own expense.

8. Will I get a refund if I withdraw from the program?

If you wish to withdraw from the program, you must inform us by e-mail at least two weeks before the official program starting date. Tuition fees will then be refunded. Registration fees will be retained. After this period, tuition and registration fees will be fully retained.

In the event of course interruption, early departure or absence, no refund will be made for the missed courses.

You can check the [program cancellation policy](#).

9. I have created an account, but I didn't get my password. What should I do?

If you clicked on the "VALIDATE" button after creating an account, you should be redirected to a confirmation page. If not, please try again.

If you have been redirected to the confirmation page, but did not receive any email, please check your spam folder. Some mail servers (Yahoo for example) may identify as a spam the emails sent from our platform.

If after checking the previous steps, you still have not received it, please [contact us](#) to retrieve your password.

10. I have lost and/or forgotten my password. How can I retrieve it?

Please [contact us](#) to retrieve your password.

11. I have created an account, but I made a mistake / information is incorrect. What should I do?

If the mistake concerns your name or e-mail address, please create a second account and let us know that you will not be using the first one. In any case, please use an email address that you use frequently.

If the mistake concerns your birth date, you may contact us.

12. Can I start filling in my application form and finish it later?

Yes, you can click on "SAVE" at the bottom of the page and come back later to complete your registration.

13. I have submitted my application! What shall I do now?

After submitting your registration form, all you have to do is wait! Our team will review your application and get in touch with you in a timely manner, in order to schedule the placement test, confirm your registration or help you finalize it in case it is incomplete (documents or information missing).

DURING THE HYBRID and/or ONLINE PROGRAM

1. When do I start classes?

All courses start on Monday. Prior to the start of the session, you will receive an email with detailed information about your schedule and practical information to access the online courses.

2. What do I need to attend the online course? (Please check your equipment very carefully before registration)

- A powerful Internet connection
- A good quality Webcam
- A good quality microphone
- Most recent version of any web browser like Google Chrome, Mozilla Firefox, Microsoft Edge, Ecosia, Opera etc. For security reasons, please avoid using Internet Explorer.

3. Which digital tools will I have access to in order to join the online course and study on my own?

In order to join every online course, you will be invited to use Microsoft Teams (also named Teams). You may download the desktop application at the following link: <https://teams.microsoft.com/download> or access through your favorite browser at <https://teams.microsoft.com/>. For security reasons, please avoid using Internet Explorer.

You will also get access to our e-learning platform called Moodle: <https://moodle.epf.fr>
Login and password will be available and sent by email at least one week before the course starts.

All browsers are supported by Moodle and Teams, but we recommend using the latest versions for security reasons.

4. I didn't get the practical information to access the online lesson, how can I retrieve it?

if you didn't get the practical information at least 24 hours before the course starts, please send an e-mail to your EPF/ESTP contact.

5. I am having connection issues, what should I do?

In case of any connection issue or problem, using the digital tools (Teams or Moodle); please contact our IT support at support@epf.fr.

EXAMS AND CREDITS

1. Will I be evaluated during or after the course?

Yes. Our teachers evaluate the students' written and oral skills on a regular basis. This way, our students can identify their progress as well as their difficulties which is very stimulating for them.

2. Do I have to take the exams?

Yes, at the end of their participation, students take a final exam to assess the level achieved in French.

3. When will the final exam take place?

The final exam will take place during the last week of your participation. You will receive a convocation notice by email with all practical information.

4. What happens if I cannot take the exam on time?

Each situation is different and may be analyzed differently according to the circumstances but keep in mind that the final exam is mandatory and that your participation will be required. If you can't take the exam on time, please let us and your teacher know.

5. Will I get a transcript of records?

Yes, you will get a transcript at the end of the program, which will include your grades and the level achieved in French.

6. Will I receive a certificate for my participation in the program?

Yes, at the end of the course, you will receive a certificate of attendance indicating the level achieved in French.

7. Will I receive academic credits for my participation in the program?

Yes, upon success, students may obtain 1 academic credit (ECTS) per week. Success will depend on student's attendance and participating in the exams.

8. Are credits transferable towards my home university?

We provide a transcript of records at the end of the program. The courses taken and validated may be transferred to your home institution in the form of academic credits (ECTS). For more information, please check your home institution's transfer policy.

Thank you for your attention and welcome to our French Intensive Program!

Team FLE EPF-ESTP 2021