

European Global School



Student Handbook



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Introduction

This handbook contains general rules related to Students at the European Global School, Paris - France of the programs offered and also with expectations concerning participant “ethical and professional conduct, and academic performance.

Each participant is required to familiarize himself/herself with the University’s policies and to act in accordance with them. The participant must know that ignorance of rules, regulations and guidelines is not a defense.

Participants are advised in their best interest to keep this important document “Participant Handbook” as book of guidance during their academic career at the European Global School

The document is intended as a guide and not a substitute to notifications periodically issued by the University. The rules mentioned in this handbook are valid at present. University reserves the right to amend any policy at any time.

About Us

European Global School, France offers its students a unique opportunity for attaining a qualitative education and also ensure that their students have access to quality program which brings greater visibility, flexibility, autonomy and accessibility. Our well designed programs support our students for building their career and in their professional development. We have built our reputation through sustained success in the field of research and teaching.

European Global School, Paris - France focuses mainly on the development of the student's logical abilities and skills and their demonstration in real life and practice. Students will acquire a variety of study, communication and practical skills which they can use in building their personal and professional career.

European Global School, Paris - France was founded with the goal to offer its students with high quality education at an affordable price. Our academic programs are designed and developed by the team of experts with extensive experience in their areas of concentration. They are committed to the success of their students. As a pioneer in blended learning, European Global School, Paris - France offers flexible programs that give students the opportunity to acquire their degree while allowing each student to plan his or her studies around other obligations.

European Global School, Paris - France comprises of following programs graduate and undergraduate programs:

- Art and Design
- Business and Management
- Engineering Technology

- Humanities
- Educational
- International Relations
- Petroleum Studies
- Science and Technology
- Medicine and Health Sciences

Students Rights and Obligations

European Global School, Paris - France always wants to build a strong relationship between students and their fellow students, and between students and the academic staff through the strong educational process. Subsequently, students, at the same time are enjoying all their rights and privileges, and they are also expected to respect their duties and commitments. Some of the rights and privileges are listed below:

- Students must take full responsibility for their actions and behavior within the university.
- Students are expected to fully understand and comply with the university rules and regulations.
- Students must respect the rights and privacy of other fellow students.
- Students must raise any concerns at an early stage and seek to resolve them through the appropriate channel of the University
- Students must strive to maintain the University's good reputation and image at all times.
- We offer Scholarships to help students through their financial constraints. Every year nearly 90% of our students qualify for our Scholarship Program.

Tips for E-Learners

To be a Successful learners you will have to interact frequently with the fellow students during course activities. As an online student or a regular student key to success is effective communication, but that can be difficult in the case of E-Learning. As without the face-to-face conversation in a traditional classroom style, written communication becomes paramount. Since written communication lacks the non-verbal communication expressions i.e. facial expressions, tone of voice and other non-verbal cues seen or heard during face-to-face communication, the following tips are recommended:

- Identify course and section in the subject line of email.
- When asking a question, be specific and provide details about what you are trying to communicate
- Figure out instantly about what you don't understand.
- Always identify yourself in the message.
- Keep your communication clear and concise.
- Avoid using jargon and overusing "big" words.
- Use concrete, specific words rather than vague, general words.
- Write professionally, but as you would talk.
- Avoid "texting" language, foul language or slang.
- Vary your sentence length, but avoid very long (run-on) sentences.

- Write in a positive tone.
- Do not respond in anger.
- Always edit and proofread your work before you send it.
- Check spelling and grammar.

Orientation Courses

The Orientation courses are offered to students, who intend to pursue their education at European Global School. These orientation courses aim at helping students develop proper study habits and skills, and to better prepare themselves for the initiation of their university work. The orientation is consisted of two core subjects, English and Mathematics.

Placement Tests

The university administers placement tests in English language and Mathematics. Those Students who pass these exams are exempted from the orientation program.

Class Attendance

Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. A minimum of 80% attendance is required for a participant to be eligible for the final examination/assessment. The course shall be repeated in case of short attendance. Students with less than 80% of attendance in a course shall be awarded grade „SA“ (Short attendance) and shall not be allowed to take end term exams or assessments.

Semester Freeze

A student may freeze his/her semester due to any plausible reason for a maximum period of one year (two semesters in a four/five year degree program and once in a two year degree program). However, freezing of first two semesters is not allowed for four/five year's degree program and first semester in two years program.

During the “freeze period” the applicant shall lose his/her student status with University and shall not be entitled to avail University facilities. A student shall rejoin in the next semester after paying semester fee. The right to use all university facilities shall be resumed upon rejoining. Freezing the semester(s) is a matter of choice and such student shall not qualify for any relaxation in semester course load or towards maximum time specified for completion of the degree. Leaving more than two semesters without an official approval will lead to the suspension of admission and participant can only resume the program by paying re-admission fee subject to meeting the academic criteria.



Cancellation & Refund Policy

The Application Fee is nonrefundable except in instances when applicants withdraw their application for admission before an admissions decision is made. Applicants may write a formal request for a refund of the Application Fee to their personal advisor. If approved, refunds will be available to the applicant within 30 days of the submission of the formal request and the refund will be issued using the same payment method used by the applicant to pay the fee.

Withdrawal from the Program

Students who remain in their course beyond the course withdrawal deadline are not eligible for a refund of the program fee. The tuition fee is only refundable in instances where the University has canceled a student's course or if the student's work was not assessed at all during the course.

Program Duration

The duration for the completion of bachelors and master's degree is appended below:

SN	Degree Program	Minimum Duration	Maximum Duration
1	4 years Undergraduate Program (BBA etc)	2 years after Associate	04 Years (after HSD)
2	4 years Program (Engineering etc)	2 Years (after Associate)	04 Years (after HSD)
3	Post Graduate Program	1 year after Bachelors	2 years after Bachelors
4	Doctoral Degree Programs	2 years with Masters and having 3 years of working experience	5 years with Masters and having 3 years of working experience

Inter-School/Institute Program Change

A student may change program on the approval of Director of both parent and destination Program. Program change shall only be allowed for students who meet the admission criteria of the program to which they want to change.

For further information participant may contact the concerned office. A fee shall be charged as program change fee. All policies and fee structure will be applicable as per new program schedule and any previous paid fee will be adjusted in the fee of the new program as per policy.

Internal Credit Transfer Policy

A student can apply for transfer of credits to any other program subject to meeting the criteria of required degree program. A student is required to submit an internal credit transfer form duly approved by the relevant department. The applicant shall have to study if any deficient course(s) within the stipulated time for the completion of his/her degree. The credits transferred are counted towards the courses required for completion of a degree program and calculation of CGPA.

Undergraduate Degree Transfer Admission

The university accepts undergraduate program applicants transferring from other recognized institutions of education.

Transfer applicants are eligible for consideration for admission subject to meeting the following conditions:

- Passing the English language proficiency requirements, if required.
- Submission of a copy of the official transcripts of the courses studied with the syllabi and course description from the previous institution of higher education.
- Submission of a leave letter from transferring institution (stating reason for discontinuation). Transfer applicants attempting to transfer credits earned from their previous institution of higher education may be granted credits for courses required in their new academic program at European Global School, Paris - France according to the University transfer of credits rules and regulations which are in line with the Higher Education Council transfer of credits regulations.

Dismissals

A student shall be dismissed from the University on following grounds:

As per academic probation policy.

- Degree time-barred.
- As per course repeat policy.
- Not met the admission criteria, in case of provisional admission.
- Violation of disciplinary rules



Registration Procedure, Examination and Grading

Student Identity Card

After completing the admission process, students are issued with university ID card containing their name, photo, college and program. Students must be prepared to present their ID card at any point within the various departments of the university.

- The student ID cards are also used as an identity for using the exam entry, library access, etc. Students are not allowed to give their ID cards to anyone else, inside or outside the university.
- The ID card is non-transferable, must be carried at all times, and presented upon demand by a University official.
- If the ID card expires or becomes unusable due to wear and tear, it shall be reported to the concerned office immediately. Similarly, lost and stolen cards must also be reported promptly to the office.
- The concerned office shall issue a new ID card upon submission of ID issuance application and deposit slip of non-refundable ID card replacement fee payable by cash.
- The card is void upon termination or interruption of enrollment.
- The student is supposed to surrender the ID card upon the request of a University official or in case of breach of the university code of conduct.
- The student must submit student ID card to the concerned office at the time of clearance.

Student Email

Upon admission, each student is issued a unique University email which will be used as the official means of communication between the student and University faculty and administrative staff. Please note that it is mandatory to use the University email and that personal emails will not be used as an official mean of communication by the University. All students must therefore check their University email on a regular basis.



Credit Hour System

Courses are weighted in terms of credit hours. One semester credit hour is equivalent to 15 lecture hours per academic semester, or from 30 to 45 laboratory or training hours. Courses are designated by an index of three numbers.

The first number refers to lecture hours per week, the second to laboratory hours and the third to credit hours. Thus, if a course is indexed with (3-2-4) for example, this means that 3 stands for lecture hours per week per semester, 2 stands for laboratory hours per week per semester, and 4 is the sum of lectures and laboratory hours in terms of credits.

Grading Systems

The university adopts a letter grading system that includes plus (+) and minus (-) indicators. The following table, which should be used as a guideline, shows each letter grade with its equivalence in terms of grade points and percentage:

Challenge of Grade

Students have the right to challenge their grades if they find any ambiguity in it but they have to submit the stipulated fee for the Challenge-of-Grade Form and make sure that the deadline to challenge has not been exceeded.

The deadline for challenging a grade is the end of the subsequent semester to the semester in which the challenged grade was awarded. We didn't count summer session in it upon being officially informed of the challenge of grade by the Directorate of Admission and Registration, each department, under supervision of its chairperson/Dean, sets up an ad hoc committee of three faculty members to review the challenged grades.

Grades may be raised or kept unchanged at the discretion of the committee and all grades reviewed accordingly are final, i.e. not subject to further review.

Scholarships and Discounts other than Merit and Alumni

Scholarships, Discounts are offered to help students through their financial constraints. Every year nearly 90% of the students qualify for Student Scholarship Program. The scholarships are given on the basis of student needs and/or qualifications. Additionally, European Global School, Paris - France offers scholarships for specific countries and regions all over the world. The scholarship program is completely managed by School's Scholarship Committee and if you successfully qualify for our scholarship, you can get a substantial reduction in your tuition fees.

Who Can Qualify For A Scholarship?

This scholarship program is applicable to different people like:

1. Working Adults
2. Home-school Students
3. Job Seekers
4. Veterans

Kinship Policy:

The kin of alumni and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver (for Research Based degree programs only) as given below:

Sr #	Relationship with the Employee	Scholarship
1	First Kin	5% Tuition fee waiver
2	Second Kin	10% Tuition fee waiver
3	Third Kin	15% Tuition fee waiver

Corporate Group Discount

A group discount upto 30% waiver in tuition fee of each student for organizations nominating minimum three candidates.

Presidential Fellowship

The President of European Global School, Paris - France always welcomes outstanding candidates to apply for our Ph.D. program by Research program for consideration as Presidential Fellows. The fellowship allows for a \$1000 fee discount for the entire program. Eligible candidates are expected to have outstanding academic background and exceptional promise for success in research in their chosen discipline.



Le savoir Scholarship (for Syrian Refugees only)

This scholarship is available to students enrolled in our online program and were born in Syria. Currently they must be residing in Iraq, Lebanon, Turkey, or Jordan. The scholarship allows for a \$1500 fee discount for the entire program. Successful candidates are expected to have demonstrated outstanding academic accomplishments and exceptional promise for success in research in their chosen discipline. For more details, contact the Admissions Office.

Laureate Scholarship

If you are accepted in any of our online program or self-paced / research based learning program but cannot qualify for our other designated scholarships, you may apply for a Laureate Scholarship. This scholarship is created to help students that are still in financial need because, for one reason or another, they were unable to successfully utilize the other funds or financial tools we have available.

The scholarship allows for a \$500 fee discount on each semester. In order to continue to receive your scholarship, you must maintain a level of Satisfactory Academic Progress. Your scholarship will be at risk if you are placed on Academic Warning and may be withdrawn if you are placed on. If you return to Good Academic Standing, please be aware that this scholarship shall not again be made available to you. For more details, contact the Admissions Office.

Refund Policy

Application fee is only refundable when the admission form is not processed. Applicants will have to write a formal request for the refund of the Application Fee to their program advisor. If approved, refunds will be available to the applicant within 30 days of the submission of the request. Payment of the refund will be paid with the same method followed for the submission.

Students who remain in their course after the course withdrawal deadline are not eligible for a refund of the program fee. The tuition fee is only refundable in instances where the University has cancelled a student's course or if the student's work was not assessed at all during the course.

Disciplinary System

The European Global School Disciplinary System provides for procedures under which alleged violation of the University's Code of Student Conduct and Code of Academic Integrity and other policies, rules and regulations are investigated.

The Code of Student Conduct sets forth the responsibility of all students at the University to exhibit responsible behavior and good conduct on university premises and wherever and whenever they are representing the university. The Code of Academic Integrity sets forth standards of integrity, honesty and discipline that should be adhered to in all academic activities. Punishment or Penalty for Acts of indiscipline



Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/punishment:

Minor Punishments

- Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action
- Fine
- Withholding of character Certificate
- Removal of Privileges: Deprivation from the privileges enjoyed by the Student
- Grade: Award of “F” grade in a course.

Major Punishments

- Expulsion: Expulsion from the class for a specific period with a maximum period of one semester.
- Exam Result: Cancellation of examination(s) result.
- Degree: Non-conferment of degree/transcript.
- Relegation/ withdrawal from course, program
- Other sanctions or a combination of above-mentioned punishments as are deemed appropriate.

Relationship between the Student and Faculty/Staff

The University considers that close, intimate and/or exclusive relationship between faculty/staff and the student whom they teach, assess or are otherwise responsible for; raise serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research.

There is a danger that such relationships exploit the relationship of authority and trust that is inherent in the relationship between members of staff and participant. Amorous relationships and relationships which demonstrate disrespect for others or lack of professionalism in interpersonal conduct between faculty/staff members and participant are strictly prohibited. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and shall not be tolerated by the university. These include, but are not limited to, the following:

- Exchange of personal information, such as Phone numbers, pictures, personal email IDs.
- Be-friending on social media (including but not limited to: Facebook, Twitter, Instagram, Snapchat, Messengers, MySpace, Google+, WhatsApp, Viber).
- Communications done via any means other than the university issued email IDs is strictly prohibited.

- Social gatherings outside of university premises, at homes, hostels, cafes, restaurants, parks, etc.
- Sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation.
- Discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- Requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand.
- Grading/evaluation on factors unrelated to performance, effort, or level of achievement.
- Unnecessary delay in posting of grades or delay in evaluation of assessments.

Code of Conduct

Greetings

Students are advised to adopt the habit of greetings others using culturally accepted methods. This is an important aspect of civilian etiquette and obligation that University would like to promote.

Good Conduct

Participants are required to observe the following guidelines in their interactions at the Campus and University Sponsored Events/Activities:

- Adhere to the University rules, regulations and disciplinary standards.
- Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department/office.
- Meet all deadlines mentioned in any notice(s) displayed from time to time or given by University officials.
- Ask for explanation and seek clarification of what has been communicated to them in writing only from the issuing authority and not to assume or conclude anything from a procedure, rule or regulation themselves.
- Contact and convey to chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures.
- Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- Inform Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.
- Protect and safeguard their personal belongings, books and other items at all times.



Acknowledgement

I have read and understood the details given in the Student Handbook and agree to abide by the rules and regulations.