WELCOME GUIDE & STUDENT HANDBOOK

Everything you need to master French with native faculty coaching, modern digital tools, continuous assessment, and international certification.

1. Message from the Academic Directorate

Chers étudiants, Bienvenue à Lola Languages Institute ! We are honored to welcome you into our global language learning family. Our pedagogy is founded on three pillars: **communicative immersion**, **rigorous continuous assessment**, and **interactive live coaching** with expert native tutors. Whether you are preparing for international relocation (TEF, TCF, DELF/DALF), advancing your career, or fulfilling a passion for world languages, our curriculum is engineered according to the Common European Framework of Reference for Languages (CEFR / CECRL).

This handbook is designed as your indispensable road-map. Please review it carefully to understand how your dashboard operates, how assignments are graded, and the academic integrity policies that protect your learning journey.

Live Coaching	Immersion Drills	CEFR Certification
Interactive virtual classrooms with certified instructors covering spoken dialogues and pronunciation.	Structured video modules, audio listening dictations, and weekly grammar assignments with AI feedback.	Official verifiable certificates with cryptographic verification upon scoring 70%+ aggregate.

2. How to Use the Digital Learning Platform

Your student portal at **www.lolainstitute.com/dashboard** is your all-in-one virtual campus. Below is a step-by-step walkthrough of each core feature:

A. Accessing Your Course & Curriculum Modules

- **Weekly Syllabus**: Modules unlock sequentially as you progress. Each module contains video lectures, downloadable cheat-sheets, and vocabulary vocabulary builders.
- **Audio Dictation & Listening Exercises**: Practice native oral comprehension using our embedded high-fidelity audio player with playback speed controls.
- **Progress Tracking**: Your dashboard dynamically tracks completed units and keeps your overall course completion percentage up-to-date.

B. Attending Live Interactive Classes

- **Schedule & Reminders**: Live session dates and times are displayed under your active course card. You will also receive email reminders 24 hours and 1 hour prior to each class.
- **One-Click Join**: When a class is scheduled, click the green *'Join Live Class'* button on your dashboard to enter the private Google Meet or Zoom lecture room.
- **Recordings & Summaries**: Class recaps and key vocabulary handouts are uploaded to the respective module within 24 hours after each live session.

C. Homework, Written Submissions & AI-Assisted Feedback

- **Submitting Assignments**: Navigate to the *'Assignments'* tab. You can submit responses directly in the text editor or upload PDF/Word files.
- **Rubric & Scoring**: Faculty tutors grade submissions based on grammar accuracy, vocabulary variety, coherence, and syntax.
- **Instant AI Diagnostic**: Written exercises provide immediate grammatical analysis and constructive suggestions alongside official tutor marks.

D. Broadcast Announcements & Instant Alerts

- **Multi-Channel Updates**: Faculty announcements, schedule changes, and study resources are instantly dispatched across your student dashboard notification bell, email inbox, and community channels.
- **Student WhatsApp & Telegram Communities**: Join our dedicated cohort groups for daily speaking drills, peer discussions, and instant administrative notices.

■ **Student Success Tip:** Spend at least 20 minutes daily on listening drills and speaking aloud. Join our official WhatsApp student group for daily conversational prompts.

3. Academic Evaluation & Grading System

To guarantee that your credential represents genuine spoken and written competence, Lola Languages Institute employs a dual continuous evaluation model:

Assessment Component	Weight	Description & Requirements
Continuous Assessment (CA)	**67%**	Weekly module quizzes, written assignments, audio dictations, and live class participation.
Final Examination	**33%**	Comprehensive end-of-term evaluation testing listening comprehension, reading, and writing proficiency.
Total Score	**100%**	**70.0% aggregate required** to qualify for the official Certificate of Mastery.

4. Payment Plans & Monthly Subscription Policy

Lola Languages Institute offers both single upfront payments and flexible monthly installment subscriptions:

- **Full Upfront Plan**: Grants uninterrupted access for the entire course duration with no monthly renewal deadlines.
- **Monthly Installment Plan**: Each monthly payment activates **30 calendar days** of full platform access and live class participation.
- **Grace Period & Reminders**: Automated reminders are dispatched 5 days and 2 days before monthly expiration. A 3-day grace period is provided before dashboard locking occurs.
- **Re-Activation**: Completing your pending monthly installment immediately unlocks all archived progress, assignments, and lesson access without penalty.

5. Certification & Credentials Verification

Upon fulfilling the 70% threshold and completing all mandatory coursework, your official certificate is automatically issued with a unique verification code and QR identifier. Employers, academic institutions, and embassies can verify your credentials directly at **www.lolainstitute.com/certificates/verify**.

6. Code of Conduct & Academy Terms of Use

All students enrolled at Lola Languages Institute agree to uphold our community standards and academic guidelines:

A. Virtual Classroom Etiquette

- Treat instructors and fellow students with dignity, patience, and mutual respect.
- Keep your microphone muted when not speaking to ensure clear audio for all participants.
- Punctuality is essential: join virtual sessions 5 minutes prior to start time.

B. Academic Honesty & Plagiarism

- While language translation tools are valuable learning aids, homework submissions and examination essays must represent your own authentic work. Unattributed automated translations will result in a zero grade.

C. Intellectual Property & Privacy

- All course videos, worksheets, audio drills, and examination questions are the proprietary intellectual property of Lola Languages Institute. Sharing, redistributing, or recording sessions for public dissemination is strictly prohibited.

7. Academic Helpdesk & Faculty Directory

Our academic advisors, technical engineers, and tutor faculty are here to support you at every milestone:

Channel / Department	Contact Details & Community Links
Official WhatsApp Community	https://chat.whatsapp.com/DXEwjUO52by9iqsSiY5GQA (Join for instant class updates)
Academic Inquiries & Faculty	academic@lolainstitute.com • Mon – Fri, 9:00 AM – 6:00 PM (WAT)
Admissions & Billing Support	billing@lolainstitute.com • admissions@lolainstitute.com
Telegram Community & Bot	t.me/lolainstitute_students (Daily Practice & Live Reminders)
Official Website & Portal	https://www.lolainstitute.com

Bienvenue à bord ! (Welcome aboard!)

We wish you a rewarding, transformative journey towards speaking French with fluent confidence.