

LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace – Independence – Democracy – Unity – Prosperity

Ministry of Education and Sports
Department of Higher Education
Logos Institute of Foreign Language
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No. **067**/LIFL
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STUDENT REGULATIONS

Diploma, Bachelor's and Continuing Bachelor's Programs (Revised Edition 2026)

(Unofficial English translation)

Article 1: Enrolment

Students of the Logos Institute of Foreign Language (hereinafter "LIFL students") are persons who have been duly registered as students in accordance with the principles set by the Logos Institute of Foreign Language.

Admission qualifications for LIFL students (Institute Admission Qualification):

1. Have graduated from upper secondary school or equivalent, or hold a higher diploma or a bachelor's degree in another field (High School Graduate or equivalent, Higher Diploma or another BA program);
2. Have passed the entrance examination according to the criteria set by LIFL. Students who wish to transfer credits from another educational institution to LIFL in a similar field must submit the relevant documents to request approval of the credit transfer, according to the rules and regulations;
3. Be in good health, with no contagious disease and no physical disability that would hinder study in the chosen field;
4. Have good moral conduct and no record of misconduct (never having committed an offence) during previous studies or while working in a local organization before enrolment (Good attitude and never had a bad history before).

Article 2: Students' Duties

1. Study diligently to complete their education according to the prescribed curriculum;
2. Strive to train themselves to have good qualities, revolutionary morality and discipline, and be ready to fulfill their duties as good citizens of the nation in the future;
3. Strictly comply with the rules, regulations, notices and orders issued at all levels of LIFL;
4. Actively take part in the extracurricular activities organized by LIFL in each academic year. Students who take part in LIFL extracurricular activities and complete the required number of credits (Extracurricular Activities) will receive a certificate from the LIFL Student Affairs Division. This certificate may be used to request additional points to make up for a course with weak or failing grades, subject to the consideration and decision of the responsible unit.

Article 3: Rights and Duties of the Class Committee (Responsibilities of Class President)

1) Rights of the class committee:

The class committee assists and advises teachers (homeroom teachers and subject teachers) in raising political awareness, warning, promoting and encouraging learning, monitoring compliance with discipline, and leading class members in regular self-criticism and class criticism.

2) Duties of the class committee:

- Under the leadership of the teachers (homeroom teachers and subject teachers), help teachers monitor and educate students, disseminate the rules, laws, policies and notices of LIFL to class members, and organize activities, social work, etc.;

- Lead class members in protecting shared property so that it stays in good condition and is used to the greatest benefit; hold a class meeting at least once a month; and report on all matters to the homeroom teacher and the department regularly;
- Keep attendance records of class members, report absent students to the subject teacher, record the class fund, and manage its use for necessary class activities.

Article 4: Students' Behavior

1. All students must behave politely and in an orderly manner, respect staff and teachers, and be humble and help one another;
2. All students must protect shared property, national assets and the environment, and keep classrooms and the public places where they are active clean and tidy;
3. All students must behave as good citizens, respect the law, preserve the fine customs and traditions of the nation, protect and promote the nation's culture, and preserve and promote solidarity among the ethnic groups of the Lao national family and international solidarity.

Article 5: Dressing

During class hours, when contacting offices during working hours, and at official ceremonies, all students must wear the correct LIFL student uniform as follows:

1) For female students:

- A black or dark blue skirt, 15–20 cm below the knee, without a slit and not too tight;
- A white short- or long-sleeved shirt bearing the LIFL logo and the LIFL badge, tucked into the skirt;
- A belt with a Lao pattern, or a black leather belt no wider than 3 cm, with a buckle that is not too decorated;
- Closed black or dark brown shoes with heels no higher than 4 cm;
- Hair styled neatly, tied up or braided; dyed hair and loose, untidy hair are not allowed;
- Female students are strictly prohibited from dressing like male students.

2) For male students:

- Plain black or dark blue trousers;
- A white short- or long-sleeved shirt bearing the LIFL logo and the LIFL badge, tucked into the trousers;
- Closed black or dark brown shoes, or plain lace-up shoes, without excessive decoration;
- A black leather belt no wider than 3 cm, with a buckle that is not too decorated;
- A plain, neat haircut; dyed hair and earrings are not allowed, and hair must be kept tidy;
- No flashy clothing; torn jeans and shorts are not allowed;
- Male students are strictly prohibited from dressing like female students.

3) Implementation of the LIFL dress code:

- All LIFL students must wear the shirt bearing the Institute's logo on Mondays;
- Students who are members of the 3 mass organizations (Youth Union, Women's Union, Trade Union) may wear their organization's uniform on Thursdays;
- Students may wear the LIFL T-shirt (polo shirt) as normal from Tuesday to Friday;
- Students who are civil servants are prohibited from wearing the uniform of their own agency in class.

Article 6: School Hours (revised)

All students must observe class times as follows:

1. All students must come to class at the set time and enter the classroom 5–10 minutes before the teacher, so that attendance can be checked. When the teacher enters the classroom, all students must stand to show respect, and the class committee must report the number of absent students to the teacher;
2. Students who need to leave class before the end of the lesson must obtain permission from the subject teacher;

3. Before entering or leaving the classroom, and before asking or answering questions in class, students must raise their hand to ask the teacher's permission first;
4. Students who arrive late to class will have points deducted as follows:
 - 1) 5–10 minutes late: 1/3 of the attendance score is deducted;
 - 2) 11–20 minutes late: 2/3 of the attendance score is deducted;
 - 3) 21 minutes or more late: the full attendance score (3/3) is deducted (counted as absent).

Article 7: Absence Request (revised)

Any student who needs to be absent from class may submit a request for leave to the relevant unit. The responsible unit will consider each case based on the following reasons:

1. Health reasons: illness, a medical appointment, recovery from illness, or the need to take leave to care for a sick family member;
2. Family reasons: the death of a family member, attending the wedding of an important family member, or other important family events;
3. Religious reasons: attending an important religious ceremony that must be attended;
4. Academic opportunities: study visits, competitions, extracurricular activities or short-term exchange programs;
5. Personal circumstances: a court summons, moving house, or other personal obligations that cannot be avoided.

Article 8: Absence Consideration and Grading Impact (revised)

1) Consideration of leave requests, in each case, shall proceed as follows:

- Leave of 1 to 5 days will be considered by the Head of the Academic Affairs Division (the request must be submitted 1 day in advance);
- Leave of 6 days or more will be considered by the Director of LIFL (the request must be submitted 2 days in advance).

(In case of sudden illness or an emergency, the class committee or the guardian must inform the department and write the leave request on the student's behalf within 3 days, or the student must submit a retroactive request within 3 days of returning to class.)

2) Principles for considering absence requests:

- Consideration based on the attached documents or an interview;
- Submission in advance (showing that the leave was planned);
- A reasonable reason for the leave;
- The timing (frequency) of requests;
- Academic standing (study results);
- The impact on assessment (i.e. absence during the midterm or final examinations);
- Confirmation from the guardian and compliance with LIFL policy.

3) Grading impact:

- Students who are absent without permission will lose 100% of the attendance score for that class period;
- Students who are absent with permission will lose 0–50% of the attendance score for that class period, depending on the transparent and fair consideration of the responsible unit.

4) Disciplinary action for absenteeism:

- Students who are absent for 19–30% of the total class hours of a course will not be allowed to sit the examination (grade F, fail) in that course. To make up an F grade, the student must re-register for 15–30 hours of that course;

- Students who are absent for 31% or more of the total class hours of a course will not be allowed to sit the examination (grade I, incomplete) in that course. To make up an I grade, the student must re-register for the course for one full semester.

Article 9: Online Learning

In the event of a natural disaster, an epidemic or any other situation that does not allow face-to-face teaching, and where the Ministry of Education and Sports or the relevant authorities have announced a suspension of face-to-face teaching, all students must study and take examinations online according to the notices and guidance of LIFL issued in each period. Online learning may take longer or shorter than face-to-face learning, to ensure that students receive the full number of credits specified in the curriculum and can complete their studies according to each academic year's calendar.

Article 10: Use of AI for Learning

AI (Artificial Intelligence) is an intelligent technology and a tool that helps to explain, expand knowledge, analyze problems and search for information easily. However, students must also verify information against other reliable sources. The use of AI by LIFL students must be under the guidance of the teacher of each subject, who will set rules for or permit its use in specific cases, such as searching for information for reports, homework and exercises, in order to prevent misuse.

Article 11: Tuition Payment and Refund

1) Tuition fee:

- Students must register and pay tuition to the Finance Division by the set date and time. Any student who registers and pays after the deadline may not be able to attend classes in the following semester and will not be eligible for a scholarship (where this relates to scholarships for students with outstanding results in their class);
- When paying tuition by bank transfer, students must send the payment receipt and their details (full name, class, year and student ID) as announced by the LIFL Finance Division, so that an official receipt can be issued according to the regulations;
- Students with financial need may register by paying 50% of one semester's tuition, and must pay the remaining amount in full (100%) before the midterm examinations.

2) Tuition refund (Tuition fee withdrawal):

Once tuition has been paid, it cannot be refunded, except in special circumstances. Students may submit a request for a refund in the following cases:

- The student has died;
- The student has a serious illness;
- The student has had a serious accident;
- Other necessary cases that have been considered and agreed by the LIFL Directorate.

The maximum refundable amount is 80% of the tuition set for each semester (the request must be submitted before the new semester begins). If the request is submitted within 2 weeks after the new semester has begun, LIFL will consider it as appropriate; if it is submitted after that period, no refund will be made.

Once the refund request is approved, LIFL will consider the person's student status at LIFL to have ended. If the person wishes to return to study, he or she must register for the entrance examination according to the regulations.

Article 12: Suspension of Studies, Abandonment of Studies and Change of Program (Drop, neglect of school and move to another program)

1) Suspension of studies: LIFL students who need to stop studying temporarily must submit a request for suspension of studies, to be considered and approved by the Director of LIFL.

- Students in the diploma and continuing bachelor's programs may suspend their studies once (for 1 year or 1 academic year) during the whole program;

- Students in the bachelor's program may suspend their studies twice (each time for 1 year or 1 academic year) during the whole program.

2) Abandonment of studies:

1. Students who abandon or stop their studies on their own for 1 semester without an approved suspension document, but who wish to return to study or keep their LIFL student status, must submit a retroactive request for suspension of studies. In this case, the student must pay a fine of 200,000 kip;
2. Students who abandon or stop their studies on their own for 2 semesters or more, or for 1 academic year, without an approved suspension document will be considered by the Institute to have abandoned their studies, and their student status will end. LIFL will not issue a student certificate or any other certifying documents to them, and all their previous study results will be cancelled. If they wish to return to study, they must register for the entrance examination according to the regulations.

3) Change of program: Students who wish to change to another field of study or program within LIFL (the tuition amount depends on the tuition of each program) may do so only in their first year. The student must submit a request to transfer tuition before the semester begins or between week 1 and week 4 of the new semester; the tuition may then be transferred to the other field of study at 80% of the amount paid. From week 5 of the new semester onward, the right is forfeited and the tuition cannot be transferred or refunded in any case.

Article 13: Appreciation

Students who study well, have outstanding study results and are good role models in complying with the notices, rules and regulations of all levels of LIFL will be considered for recognition by the relevant organization, with appropriate rewards as follows:

1) Scholarship:

Students who study well, have good examination results, follow the regulations, are active in helping with the Institute's work, and meet the scholarship criteria issued by LIFL are eligible for a scholarship according to the relevant decision.

2) Certificate of Appreciation:

Students who volunteer, take part in extracurricular activities, are dedicated to their studies, have good manners and have made contributions recognized by the LIFL Academic Council will be considered for a certificate of appreciation, have their names recorded in the Institute's history book, or receive a scholarship as appropriate.

3) First-class honors:

Any student who graduates with a grade of 3.00 or above in every course, a semester average of 3.50 or above and a cumulative average (GPA) of 3.85 or above, and who meets the other relevant LIFL criteria, will receive a first-class honors diploma (red certificate).

Article 14: Prohibitions for Students

1. Romantic relationships that are contrary to custom and tradition or that violate the laws of the country are prohibited, especially within LIFL premises;
2. All forms of gambling are prohibited within LIFL premises;
3. Playing any kind of sport in places not designated by LIFL is prohibited;
4. Forming cliques and causing division are prohibited;
5. Bringing in, buying, selling or possessing weapons and drugs of any kind is prohibited;
6. Drinking alcohol and causing disturbances or quarrels within LIFL premises are prohibited;
7. Writing or drawing graffiti that makes LIFL premises dirty is prohibited;
8. Damaging LIFL books or notice boards is prohibited;
9. Creating disorder or chaos is prohibited. If an accident or damage occurs within LIFL, the person concerned will be held responsible;

10. Posting notices, photos, activities or other material related to LIFL on social media or other channels in a negative way that could cause damage to LIFL is prohibited;
11. During class time, students are prohibited from doing business or buying and selling goods online with deliveries of goods to LIFL premises, as this distracts from studying and disturbs the atmosphere within LIFL;
12. Copying from other students during examinations is prohibited;
13. Using mobile phones in class is prohibited, except with the permission of the subject teacher.

Article 15: Discipline and Penalty

Any student who behaves badly or violates the regulations or rules of LIFL, or violates the laws and customs of the country, will be disciplined as appropriate to each case, as follows:

1. A warning;
2. A written self-criticism, together with a deduction of points or a fine based on the value of the damage in each case;
3. Cancellation of study results for the semester or academic year, as appropriate. If the student wishes to continue studying, he or she must re-register;
4. Suspension or cancellation of examination results, or loss of the right to receive a diploma;
5. Termination of LIFL student status;
6. Termination of LIFL student status and legal action.

Article 16: Effectiveness

These regulations take effect from the date they are signed by the Director of the Logos Institute of Foreign Language.

Director
[Seal of the Logos Institute of Foreign Language (Individual Enterprise) and signature]
Dr. Jinsul CHUNG