

# STUDENT REGULATIONS

## Associate Degree, Bachelor's Degree, and Continuing Bachelor's Degree Programs (Revised Edition 2026)

### Article 1: Enrollment

A student of the Logos Foreign Language Institute (hereinafter referred to as "LIFL student") is a person who has officially registered as a student in accordance with the rules and principles established by the Logos Foreign Language Institute.

#### Conditions for becoming an LFI student (Institute Admission Qualifications):

- 1) Must have completed upper secondary education or equivalent, hold a Higher Diploma, or hold a Bachelor's degree in another field (High School Graduate or equivalent, Higher Diploma, or another BA program);
- 2) Must pass the entrance examination based on the score criteria set by LIFL. In the case of students wishing to transfer credits from another educational institution to continue studying at LIFL in a similar field of study, they must submit all relevant documents to request credit transfer approval in accordance with the regulations;
- 3) Must be in good health, free from contagious diseases, and have no physical condition that would hinder study in the relevant field;
- 4) Must be of good character, with no history of misconduct (no prior criminal record) during study or while working in a local organization before enrollment.

### Article 2: Students' Duties

- 1) To study and conduct research in order to complete the education program as prescribed;
- 2) To diligently cultivate revolutionary ethics and morality, preparing to serve as a good citizen of the nation in the future;
- 3) To actively comply with all rules, regulations, announcements, and directives issued by all levels of LIFL's organization;
- 4) To proactively participate in extracurricular activities organized by LIFL each academic year. (Students who complete the required number of credits in any LIFL extracurricular activity will receive a certificate from the LIFL Student Affairs Department. This certificate may be submitted to request bonus points to compensate for weak or failing subject scores, subject to the review and approval of the responsible unit.)

### Article 3: Rights and Responsibilities of Class Representatives

#### 1) Rights of the Class Representative:

- The class representative acts as an assistant and advisor to teachers (homeroom and subject teachers) to deepen political awareness, advise, promote, and encourage learning, monitor discipline compliance, and regularly lead members in inspecting the classroom.

#### 2) Duties of the Class Representative:

- Under the guidance of teachers (homeroom and subject teachers), assist teachers in monitoring education and training, and disseminate laws, policies, and announcements of LIFL to class members; organize activities, social work, and other matters;
- Lead class members in protecting and maintaining communal property in good condition and ensuring maximum use; convene class members at least once per month and regularly report all matters to the homeroom teacher and the relevant department;
- Collect attendance statistics, report absent students to subject teachers, record financial contributions, and manage their use for necessary class activities.

## Article 4: Students' Behavior

- 1) All students must conduct themselves with politeness and courtesy, respect staff and teachers, and show humility and mutual respect;
- 2) All students must protect communal property, protect nature and the environment, and maintain cleanliness and tidiness in classrooms and public spaces where they operate;
- 3) All students must conduct themselves as good citizens, respect the law, uphold the nation's good customs and traditions, protect and promote the nation's arts and culture, and strengthen ethnic solidarity within the Lao national family as well as international solidarity.

## Article 5: Student Dress Code

During class hours, when visiting the school on official business hours, or at official ceremonies, all students must wear the LIFL student uniform correctly as follows:

### 1) For Female Students:

- Black or dark blue skirt with a hem width of 15-20 cm; not too tight and not too short;
- White short-sleeved or long-sleeved shirt bearing the LIFL logo and LIFL tie; shirt must always be tucked in;
- Lao-style metal belt or black leather belt, no wider than 3 cm, with a simple buckle without excessive decoration;
- Black or dark brown closed-toe shoes with heel height no more than 4 cm;
- Hair styled in a bun, tied, or braided neatly; dyeing hair and wearing hair loose are prohibited.
- **Female students are strictly prohibited from dressing like male students when coming to study.**

### 2) For Male Students:

- Black or dark blue long trousers made from plain fabric;
- White short-sleeved or long-sleeved shirt bearing the LIFL logo and LIFL tie; shirt must always be tucked in;
- Black or dark brown leather shoes or canvas closed-toe shoes, without excessive decoration;
- Black leather belt, no wider than 3 cm, with a simple buckle without excessive decoration;
- Standard short haircut; dyeing hair, wearing earrings, and unkempt hair are prohibited;
- Decorative or patterned clothing, jeans, and shorts are not allowed.
- **Male students are strictly prohibited from dressing like female students when coming to study.**

### 3) LFI Dress Code Compliance:

- All LIFL students must wear the shirt bearing the Institute's logo to class on Mondays;
- Students who are members of the three mass organizations (Youth, Women, Labor Union) may wear their organization's uniform to class on Wednesdays;
- Students may wear LIFL polo shirts on Tuesdays through Fridays;
- Students who are government employees are prohibited from wearing their department's uniform when attending class.

## Article 6: Class Attendance Hours (Revised)

All students must comply with classroom attendance rules as follows:

- 1) All students must enter the classroom at the designated time, arriving 5-10 minutes before the teacher to check attendance. When the teacher enters, all students must stand and greet them, and the class representative must report the number of absent students to the teacher;
- 2) Students wishing to leave the classroom early must obtain permission from the subject teacher;
- 3) Before entering or leaving the classroom, asking questions, or answering the teacher in class, students must raise their hand to request permission first.

#### **4) Late arrival penalties:**

- Late by 5-10 minutes: 1/3 of the attendance score for that session will be deducted;
- Late by 11-20 minutes: 2/3 of the attendance score for that session will be deducted;
- Late by 21 minutes or more: 3/3 of the attendance score for that session will be deducted (considered absent).

### **Article 7: Absence Request (Revised)**

Any student with a genuine need to be absent from school may submit a request for leave to the relevant department, and the responsible unit will consider each case based on the following reasons:

- Health reasons: Illness, medical appointments, recovery from injury, or the need to be absent to care for a sick family member;
- Family reasons: Loss of a family member, attendance at a wedding of a key family member, or other emergency situations;
- Religious reasons: Attendance at important religious ceremonies that require participation;
- Academic opportunity reasons: Field trips, participation in competitions, extracurricular activities, or short-term exchange study programs;
- Personal circumstance reasons: Court appearances, relocation to a new residence, or other unavoidable personal obligations.

### **Article 8: Absence Request Consideration and Grading Impact (Revised)**

#### **1) Leave request consideration process:**

- Requests for 1-5 days of leave will be considered by the Head of the Academic Affairs Department (request must be submitted at least 1 day in advance);
- Requests for 6 days or more will be considered by the LIFL Director (request must be submitted at least 2 days in advance);

(In the case of sudden illness or emergency accident, the class representative or guardian must notify the department and submit a leave request on behalf of the student within 3 days, or submit a retroactive request within 3 days after returning to normal study.)

#### **2) Principles for considering absence requests:**

- Consideration based on attached documents or interviews;
- Advance submission of the request (indicating a definite plan to take leave);
- Reasonable grounds for absence;
- Frequency of requests submitted;
- Academic standing (academic performance);
- Impact on academic assessment (i.e., requesting absence during midterm or final exams);
- Confirmation from guardian and compliance with LIFL policies.

#### **3) Grading impact for absences:**

- Students absent without approved leave will have 100% of the attendance score for that session deducted;
- Students absent with approved leave will have 0-50% of the attendance score deducted, subject to objective and subjective consideration by the responsible committee.

#### **4) Disciplinary action for absenteeism:**

- Students absent for 19-30% of total class hours in any subject will not be eligible to sit the exam (will receive an F, failing grade) for that subject; to upgrade from F, the student must re-register for 15-30 hours;

- Students absent for 31% or more of total class hours in any subject will not be eligible to sit the exam (will receive an I, incomplete grade) for that subject; to upgrade from I, the student must re-register for a full semester.

## **Article 9: Distance Learning (Online Learning)**

In cases of natural disasters, pandemics, or conditions unfavorable to in-person teaching and learning, with official announcements to suspend in-person classes from the Ministry of Education and Sports or relevant authorities, all students must study and take exams through distance learning (online format) as announced and guided by LIFL from time to time. Distance learning may take longer or shorter than in-person learning to ensure that all students complete the required number of credits as specified in the curriculum and can complete their studies according to the academic calendar of each academic year.

## **Article 10: Use of AI for Learning**

AI (Artificial Intelligence) is a tool that helps explain, expand knowledge, analyze problems, or search for information easily. However, students must also analyze information from other reliable sources. LIFL students' use of AI must be under the guidance of the subject teacher, who will determine or permit students to use AI in specific cases such as: researching information for reports, homework, exercises, or other tasks — all in order to prevent misuse.

## **Article 11: Tuition Fee Payment and Withdrawal**

### **1) Tuition Fee Payment:**

- Students must register and pay tuition fees to the Finance Department on the designated dates and times. Students who register and pay late may not be able to continue to the next semester and will not be eligible for scholarships (in the case where the student ranks among the top academic performers in the class);
- For payments made through the banking system, students must submit proof of payment along with details such as: full name, class, year of study, and student ID number as notified by the LIFL Finance Department, in order to have an official payment receipt issued;
- Students with genuine financial hardship may register to pay 50% of one semester's tuition fee, and must pay the remaining 50% (total 100%) before the midterm examination.

### **2) Tuition Fee Withdrawal:**

Once tuition fees have been paid, they are generally non-refundable, except in special cases where a student may submit a request for consideration in the following circumstances:

- Death of the student;
- Serious contagious disease;
- Serious accident;
- Other necessary cases approved by the LIFL Board of Directors.

The maximum refundable amount is 80% of the tuition fee for the semester (the request must be submitted before the new semester opens). If the request is submitted more than 2 weeks after the new semester opens, LIFL will consider it on a case-by-case basis; however, if submitted after that deadline, no refund will be possible.

Once the request is approved, LIFL will consider the student's enrollment as terminated. Should the student wish to return, they must re-register and sit the entrance examination according to the regulations.

## **Article 12: Suspension, Abandonment, and Change of Program**

### **1) Suspension of Study:**

LIFL students with a genuine need to temporarily pause their studies must submit a request to suspend studies, subject to review and approval by the LIFL Director.

- Associate Degree and Continuing Bachelor's Degree students may suspend studies once (for 1 year or 1 academic year) throughout their entire program;
- Bachelor's Degree students may suspend studies twice (each time for 1 year or 1 academic year) throughout their entire program.

## **2) Abandonment of Study:**

- 1) A student who abandons study or stops studying on their own for 1 semester without an approved suspension document, but wishes to return to study or retain student status at LIFL, must submit a request for a temporary suspension (retroactive suspension). In such a case, the student will be required to pay a fine of 200,000 LAK;
- 2) A student who abandons study or stops studying for 2 semesters or more (1 academic year) without an approved suspension document will be considered by the Institute as having abandoned their studies, and their student status will be terminated. LIFL will not issue a student certificate or any other certifying document to that person, and all previous academic records will be erased. If the student wishes to return, they must re-register and sit the entrance examination according to the regulations.

## **3) Change of Program:**

Students wishing to change their field of study or program within LIFL (tuition fees depend on each program's rate) may do so only during their 1st year of study. The student must submit a request for tuition transfer before the semester opens or during weeks 1 to 4 of the new semester to transfer 80% of the paid tuition to the new program. After week 5 of the new semester, the right is forfeited and no transfer or refund of tuition fees is possible under any circumstances.

## **Article 13: Student Appreciation**

Students who excel academically, perform outstandingly, and serve as good role models in following the announcements, rules, and regulations of all levels of LIFL 's organization will be considered for recognition by the relevant LIFL bodies in the following appropriate forms:

### **1) Scholarship:**

For students who study well, perform excellently in examinations, follow the regulations, are active in assisting with the Institute's activities, and meet the scholarship conditions set by LIFL, they are eligible to receive a scholarship as stipulated in the relevant agreement.

### **2) Certificate of Appreciation:**

For students who volunteer, participate in extracurricular activities, are dedicated learners, and demonstrate good manners and virtuous character, the LIFL Academic Council will consider awarding a Certificate of Appreciation and recording their name in the Institute's history book, or they may receive a scholarship as appropriate.

### **3) First Class Honors:**

Students who complete their studies with a grade point of 3.00 or above in each subject, a semester GPA of 3.50 or above, a cumulative GPA of 3.85 or above, and who meet all other relevant conditions set by LIFL, will receive a First-Class Honors Diploma (Red Diploma).

## **Article 14: Prohibitions for Students**

- 1) Romantic relationships of an improper nature that violate customs, traditions, and national law are prohibited, especially within LIFL premises;
- 2) All forms of gambling within LIFL premises are prohibited;
- 3) Playing sports in areas not designated by LIFL is prohibited;
- 4) Forming factions or dividing unity is prohibited;

- 5) Bringing in, buying, selling, or possessing weapons and all types of narcotics is prohibited;
- 6) Consuming intoxicants and causing a disturbance or quarrel within LIFL premises is prohibited;
- 7) Writing or drawing obscene or defacing content anywhere on LFI premises is prohibited;
- 8) Destroying books or any notices/boards belonging to LIFL is prohibited;
- 9) Causing disturbances or disorder is prohibited; if an accident or damage occurs within LIFL, the responsible party must be held accountable;
- 10) Posting announcements, photos, videos, or other content related to LIFL on social media or other channels in a negative manner that could cause damage to LIFL is prohibited;
- 11) During class hours, conducting online business activities involving buying or selling goods with delivery/pickup within LIFL premises - which disrupts class time and obstructs movement within LIFL - is prohibited;
- 12) Copying or assisting fellow students in cheating during examinations is prohibited;
- 13) The use of mobile phones during class is prohibited, except when permitted by the subject teacher.

## **Article 15: Discipline and Penalties**

Any student who behaves improperly, violates LIFL 's rules and regulations, or violates national laws and customs and traditions, will be subject to disciplinary action appropriate to each case as follows:

- 1) Verbal warning;
- 2) Written self-examination report along with score deduction, or a fine based on the value of the damage in each case;
- 3) Erasure of academic results for one semester or one academic year as appropriate; if the student wishes to retake, they must re-register;
- 4) Suspension or erasure of examination results, or revocation of the right to receive a diploma;
- 5) Termination of LIFL student status;
- 6) Termination of LIFL student status along with submission of a legal case to court.

## **Article 16: Effectiveness**

This set of regulations shall take effect from the date of signing by the Director of the Logos Foreign Language Institute onward.

**Director**  
Logos Foreign Language Institute