

Student Guide

HISTORY

*The Université Espoir de Calvary Chapel, known by its abbreviation "UEspoir," is a non-profit Christian institution founded by the Calvary Chapel Port-au-Prince in August 2015. It was officially recognized by the Ministry of National Education and Vocational Training (MENFP), **Ministère de l'Éducation Nationale et de la Formation Professionnelle (MENFP)**, in 2019. Initially, it offered only two disciplines: Business Management/Accounting and Computer Science. Later on, two new fields were added to its portfolio: Accounting Sciences and Education Sciences. The professional program, Calvary Christian Professional School (CCPS), provides short-term training in English, Computer literacy, and Plumbing.*

One of the significant milestones in the development of UEspoir was the construction of the Latremblay campus in Croix des Bouquets, which took place during the year 2020 (currently ongoing). Additionally, the introduction of the Coronavirus in the country in March of the same year accelerated the process of transitioning to online teaching for the benefit of the students. Now, classes are conducted both in-person and online. This new situation allows students who are unable to adapt to class schedules to continue their studies, and it enables the university to recruit the best professors (both Haitian and foreign) who may not be physically present at any of its campuses.

VISION, MISSION, AND STATEMENT OF FAITH

Our Vision

Educated and trained young individuals who are spiritually mature, capable of positively impacting their environment for the construction of a harmonious society that upholds ethical and moral values.

Our Mission

The mission of UEspoir is to:

- Provide education that complies with national and international standards.
- Promote Christian, ethical, and moral values.
- Encourage research and production.
- Foster civic awareness.
- Ensure the integration of students into the intellectual and scientific community.
- Provide services to the community through sustainable development programs.

Our Statement of Faith

We believe:

1. In one God, existing in three persons: the Father, the Son, and the Holy Spirit.
2. That the Bible is the inspired Word of God.
3. That we are saved by grace through faith in Jesus Christ, who died and rose again for the salvation of all who believe.
4. That God the Father answers prayers and saves from eternal death all who come to Him through His Son Jesus Christ.

5. That Jesus Christ became man, lived without sin, died on the cross for the forgiveness of our sins, rose on the third day, and is now seated at the right hand of the Father, interceding for believers as the Mediator.
6. That the Holy Spirit convicts the world of sin, righteousness, and God's judgment and bestows spiritual gifts upon believers for the edification of the community.

Our Values

UESpoir promotes:

- A. Fidelity to God
 - B. Love for others
 - C. Cultivation of peace
 - D. Commitment to truth
 - E. Practice of coexistence
 - F. Passion for excellence
 - G. Intellectual honesty
 - H. Sense of duty
 - I. Entrepreneurial spirit
 - J. Respect for human dignity
1. Considering that the vision, mission, creed, and values listed above should guide the actions of the institution's leaders;
 2. Considering that UESpoir should establish management and regulatory structures administered by qualified individuals capable of achieving significant results;
 3. Considering that the achieved results will be evaluated based on objectively verifiable indicators;

The following decisions have been made:

INTERNAL REGULATIONS

I. General Provisions

Article 1: UEspoir is a Haitian university institution. Therefore, it adheres to the laws, rules, and procedures governing higher education in Haiti.

Article 2: Email is the primary means of communication within the university. Therefore, all students are required to have a functional email address and regularly check their inbox.

Article 3: UEspoir advises students to pay attention to correspondences, notices, and announcements posted on bulletin boards.

Article 4: Students are required to inform the administration of any changes to the information provided during their admission process, by visiting the following website: www.uespoir.edu.ht. The notification should include the following details: full name + NIF/CIN + student card number + information to be updated.

Article 5: Students' attitudes and behavior should reflect the values promoted by UEspoir.

Article 6: Students must contribute to respecting privacy, public order, educational activities, and any approved and authorized events by the administration.

Article 7: Students must show respect towards authorities, professors, administrative staff, classmates, and anyone involved in the university's operation.

Article 8: Students should behave respectfully towards faculty members, administrative staff, campus personnel, and their peers.

Article 9: Any disrespectful behavior towards an authority figure, professor, administrative staff, classmate, or any other person involved in the campus's operation will be strictly penalized.

Article 10: Any form of harassment, discrimination, or violent behavior is strictly prohibited and will not be tolerated. Violators of this rule may face expulsion.

Article 11: For all practical purposes, UEspoir may access the exchanges made on the system to regulate, accredit research, and investigate allegations of misconduct or other complaints.

Article 12: The student ID card is mandatory for accessing university premises. Any loan, exchange, or attempted falsification of the card is subject to disciplinary action, including expulsion.

Article 13: The ID card remains the property of the university and may be reclaimed at any time.

II. Admission

Article 14: To be admitted to UEspoir, the following requirements must be fulfilled:

- Pass the admission entrance examination.
- Complete all necessary administrative procedures.
- Pay the tuition fees.
- Read and accept the internal regulations of the institution in writing.
- Submit a medical certificate to the administration, issued by one of the designated physicians at UEspoir.
- Sign the acceptance sheet of the code of conduct.

- Receive a favorable response from the administration after the review of the admission application.

Article 15: Any false declaration or fraud committed during the admission process, discovered at a later time, will result in the rejection of the student's application.

Article 16: Students must complete the re-registration process at the beginning of each session.

The stay

Article 17: On the day of their arrival, the student goes to the administration to receive their badge, room number, and a kit.

Article 18: Each room is equipped with beds, storage space, a shower, a toilet, a sink, a mirror, and cleaning supplies (broom, mop, trash bin, scrub brush, etc.).

Article 19: The student is responsible for the following:

- Providing their own set of dishes, including a bowl with a lid, tableware (spoon, fork, knife), a cup with a lid, and a water bottle.
- Acquiring and maintaining their bedding, including pillowcases, sheets, mattress bags, and other related items.
- Possessing appropriate sports attire.
- Having a personal toiletry kit that includes bath towels, sanitary napkins, soap, toothpaste, and other essential items.

Article 20: The student is responsible for the management of their personal belongings.

The administration bears no responsibility in the event of theft or loss of objects and materials on the campus premises.

Article 21: The student is provided with on-campus accommodation throughout the current session. During vacation periods, they are allowed to return home.

Article 22: The student is allowed to visit their family twice (maximum) during the session. Each visit should not exceed two days. **However, due to the health situation caused by the coronavirus, it is mandatory for them to remain on the campus for the entire duration of the session.**

Article 23: A student who is compelled to leave the campus for valid reasons (such as a family illness or bereavement) is required to submit a written correspondence to the campus administration, accompanied by supporting documentation for their request. Upon their return, they will be required to undergo a minimum isolation period of ten days. This provision applies to the period of the coronavirus.

Article 24: There are designated areas for males and females (bedrooms and toilets). Students are expected to respect the privacy of their peers.

Respect for the environment of UE / Space management.

Article 25: Students are responsible for respecting and preserving the university's heritage. Therefore, they must maintain cleanliness at all times, particularly in their own rooms, as well as in classrooms, the library, and the cafeteria, and ensure the preservation of the provided equipment.

Article 26: The campus premises should be used for activities that align with the university's vision and mission (see the student guide, p. 3).

Article 27: During their stay, it is imperative for students to report any defective items or equipment in their living space to the administration. Additionally, it is their

responsibility to replace any lost or damaged items due to their own fault, such as locks, keys, mirrors, and similar elements.

Article 28: Waste must be disposed of in designated bins or containers.

Article 29: The introduction or transportation of any dangerous, illicit, harmful to health, or contrary to sanitary or public order substances, materials, or instruments is strictly prohibited on university premises.

Article 30: The possession of firearms, sharp or blunt weapons, is strictly prohibited on the institution's premises.

Article 31: Smoking and consuming alcohol or other psychotropic substances are strictly prohibited within the university premises.

Article 32: Any extracurricular activity must be authorized by the administration. The request for authorization must be submitted at least 72 hours (3 days) before the activity takes place.

Article 33: Students' attitudes and behaviors should not disturb the peace and tranquility of those living on the campus (noise, shouting, use of electronic devices, loudspeakers, etc.).

Article 34: Activities begin at 6 a.m. on the campus and end at 9 p.m. Those who wish to continue any activity (reading, laboratory work, research, homework, etc.) may do so discreetly without disturbing the rest or sleep of others. Violators of this rule will face sanctions, including possible expulsion.

Article 35: Eating and drinking are strictly prohibited in classrooms, the library, or any other space reserved for academic activities.

Article 36: Students are encouraged to use water responsibly, avoiding wastage and reporting any leaks or equipment malfunctions.

Article 37: Students should practice energy conservation by turning off lights and electronic devices when not in use.

Organization of studies

Article 37: The study program consists of all the courses (120 credits) that the student must complete to obtain their degree. They may be allowed to take courses in a faculty other than their own, with the prior approval of their Dean if those courses are not part of their faculty's program.

Article 38: UEsplor operates on a credit system. A credit is defined as a unit that measures the workload required to achieve the objectives set for a course.

Article 39: The academic year generally consists of two regular sessions, each lasting 15 weeks, and a summer session reserved for organizing seminars and other activities included in the program.

Article 40: UEsplor assigns 3 credits per week to the majority of courses. The required number of hours for a course is therefore 45 per session. Some activities (sports, laboratories, practical work, etc.) may require 2 or 4 credits per session.

Article 41: The number of credits required for a full-time student ranges from 12 to 15 per session (up to a maximum of 5 courses). The approval of their Dean will be required if the number of credits exceeds the allowed average.

Article 42: A minimum of 3 credits per session is required for a student enrolled part-time in a study program.

Article 43: Students who wish to drop a course must notify the administration in writing. They must then fulfill all the necessary procedures with the administration, which will follow up with the professor and the Dean of their faculty.

Article 44: A student who drops a course is not entitled to any refund of session fees.

Article 45: Students who wish to change their program must notify the administration in writing. They must then fulfill all the necessary procedures with the administration, which will follow up with the Deans of the relevant faculties.

Article 46: If the request is accepted, they will not have to pay new tuition fees. This provision applies only if the request is made before the deadline indicated in the academic calendar.

Article 47: The request for a program change may be rejected if the student's abilities do not meet the requirements of the new program.

Article 48: Students who wish to temporarily close their file must notify the administration in writing. They must then fulfill all the necessary procedures with the administration, which will follow up with the Dean of their faculty.

Article 49: The form must be accompanied by documents justifying the request.

Article 50: The request will be evaluated based on the student's performance and the duration of the program suspension period.

Article 51: If the request is accepted, the student is not entitled to any refund of session fees.

Article 52: A student whose file has been closed according to the prescribed standards is allowed to submit a new admission request for the same program in writing.

Article 53: The duration of the closure must not exceed one year. After this period, the student must renew their request and provide the administration with new supporting documents.

Article 54: This provision does not apply to students who have commenced studies at another educational institution.

Article 55: Students who resume their studies must take into account any new provisions adopted by the administration during their absence.

Article 56: The professor is responsible for the management of their classroom. They may make any decisions necessary to ensure the smooth running of the ongoing session.

Article 57: Students must be in the classroom when the professor arrives. Any unexcused lateness is considered an absence.

Article 58: Three instances of lateness during a session are considered an absence. After three unexcused absences, the student is considered absent for the entire session.

Article 59: Absences must be reported in writing. A medical certificate is required for cases of illness.

Article 60: Letters notifying an absence are limited to two per session.

Article 61: Means of communication (phone, radio, walkie-talkie, etc.) must be silenced during classes, in reading areas, in laboratories, or any other space reserved for learning activities.

Article 62: Tablets and computers may only be used during classes if permitted by the professor.

Article 63: UEspeir prioritizes formative assessment. To this end, it encourages the completion of all sections included in the evaluation grid.

	Labs (20%)	Midterm Exam (30%)	Final Exam (40%)	Participation (10%)	Final Grade (100%)
Students 1					
Students 2					
Students 3					

Article 64: The passing grade is 65/100 for general subjects and 70/100 for subjects specific to the student's chosen field of study. Any student (except for scholarship recipients) who obtains a grade between 55 and 64 is entitled to a retake.

Article 65: UEspoir scholarship recipients are required to pass all the courses they have chosen at the beginning of a session. Otherwise, they will lose the benefit of their scholarship, whether it is partial or full.

Article 66: Retake sessions are organized by the professor before the start of each session. After this deadline, the student must register again for the course.

Article 67: The retake grade must not exceed 70/100.

Article 68: The student's grades are assessed according to the scale indicated in the following table:

Letters	Numbers	Appreciation
A+	$95 \leq N \leq 100$	Excellent
A-	$90 \leq N \leq 94$	Very good
B+	$85 \leq N \leq 89$	Very Good
B-	$80 \leq N \leq 84$	Good
C+	$75 \leq N \leq 79$	Good
C-	$70 \leq N \leq 74$	Fairly well

D+	$65 \leq N \leq 69$	Not too bad
D-	$60 \leq N \leq 64$	Retake
E	$50 \leq N \leq 59$	Retake
F	$40 \leq N \leq 49$	Fail
I	$20 \leq N \leq 39$	Incomplete
W	$0 \leq N \leq 19$	Drop/Withdraw

Article 69: UEspoir organizes internship programs for students who demonstrate outstanding performance and exemplary discipline within the community. Those who do not meet these criteria must seek and organize their internships themselves.

Article 70: The intern must request and obtain a certificate and a final report from the hosting institution upon completion of the internship.

Article 71: Students must engage in community service during their period of study, with at least one project per semester.

Article 72: The following are considered as community service projects:

- Teaching someone to read and write
- Performing unpaid tasks at the university
- Assisting a professor during a session
- Undertaking a good deed that has a lasting impact on the university
- Any other action deemed necessary by UEspoir.

Article 73: UEspoir grants a degree to the student who has:

- Completed the 120 credits
- Fully paid the tuition fees
- Participated in seminars and other activities specified in the program (Article 57)

- Achieved the required average for each course (Article 47)
- Fulfilled the administrative formalities required by the administration by submitting a written request and a request form available on the university's website or in paper form at the administration.

Article 74: The student must:

1. Participate in the seminars specified in their faculty's program
2. Take part in Cultural and Academic Exchanges (ECA)
3. Develop and present the final project of their academic cycle
4. Carry out community service projects.

Use of social media

Article 75: Students must exercise discernment and respect when using social media, avoiding any defamatory, offensive, or harmful content that could negatively impact the university's image.

Article 76: Confidential or sensitive information related to the university should not be disclosed on social media without authorization.

Article 77: Students should be authentic in their posts and not create fake accounts or misleading identities. They should also exercise discernment when sharing information, verifying its accuracy and avoiding the spread of rumors or fake news.

Offenses and disciplinary sanctions

Article 78: Offenses are classified as minor or major.

Article 79: Minor offenses are defined as attitudes and behaviors that do not disrupt the university's functioning, pose a danger to the life and property of others, or contribute to the degradation of university equipment and facilities.

Article 80: Major offenses are defined as attitudes and behaviors that impede the functioning of the university, endanger the life and property of others, or contribute to the degradation of university equipment and facilities.

Article 81: Students whose behavior is deemed reprehensible by the competent authorities are subject to sanctions as provided in the following articles.

Article 82: Any disrespectful behavior towards an authority, professor, administrative staff member, peer, or any person involved in the functioning of the university will be severely sanctioned.

Article 83: Acts of physical or verbal violence will not be tolerated. Any violator of this rule is subject to expulsion.

Article 84: Sanctions are classified as minor or major.

Article 85: Minor sanctions include:

- Temporary expulsion from a course (one session)
- Warning (verbal or written)
- Sending an apology letter to the offended person

Article 86: Major sanctions (depending on the severity of the case) include:

- a. Prohibition from entering university premises for a specified period
- b. Prohibition from attending one or more courses for a specified period
- c. Prohibition from taking an evaluation test
- d. Prohibition from participating in an academic activity
- e. Cancellation of assignments or exam papers
- f. Expulsion

Article 87: In the case of a major offense, the final decision will be made by an ad hoc commission composed of three members (one member of the Board of Directors, a professor from the relevant faculty, and the Dean) based on a dossier prepared for this purpose. Witnesses (if any) are encouraged to provide their testimonies in the dossier.

Article 88: The offender is summoned to be heard by the commission at a suitable time for all parties. The commission decides on the appropriate sanction. This procedure does not apply to cases of flagrant offenses.

Article 89: The Dean ensures the follow-up of the dossier with the administration. They sign the related documents and ensure strict implementation of the sanction as provided by the regulations.

Article 90: In cases of flagrant offenses, the Dean applies the most appropriate sanction with the agreement of two members of the Board of Directors.

Article 91: If the student is not satisfied with the decision, they may exercise the right of appeal by submitting correspondence and attaching any new evidence to the dossier.

Article 92: If upon re-examination of the dossier, the new evidence provided does not shed new light on the situation, the commission reserves the right to impose a stronger sanction on the individual than the first one.

Article 93: Major disciplinary sanctions must be made public within the university.

Article 94: In the event of rule violations, disciplinary procedures may be initiated.

Sanctions may include warnings, suspensions, or expulsions, depending on the severity of the violation.

Student involvement and signature

I, the undersigned, identified by the number (NIF/CIN) and registered under the number
-----, acknowledge having read and accepted the regulations as
stated in the code of conduct of La Tremblay campus. I commit to abiding by them.

Signature: _____

Date: _____

