

F.A.Q (1)

Is the course of Methodologica Universitas open to everyone?

Our courses are open to adults. The participant agrees to be over 18 years of age at the time of pre-registration and regardless of their chosen course. No exception is permitted on this provision. The organizer reserves the right to deny access to training after assessing the career of the registrant.

How do I sign up for a training at Methodologica Universitas?

You can send us your inquiry by email or call us to register for the course of your choice or you can do your registration online on Methodologica Universitas' website.

Is there a schedule established in advance for all courses?

Whether this is a collective or individual class, the schedule is established before classes begin.

This schedule will not be amended and the training ends on time.

What is duration of each course?

A session course includes 55 minutes of instruction without pause.

Can I record the course?

The audio or video recording of the course is not allowed and the courses are part of the intellectual property Methodologica Universitas. In the case of a record by a student of a part of the course, Methodologica Universitas will end immediately the participation of the student through the rest of the training.

What are the tuition fees?

To find out the tuition fees for the course you are interested in, please contact us by email.

Once registered, can I cancel my training? Will I be refunded?

All training started are due in full and no refund or deferment of paid fees will be accepted in any case. No report of class will be accepted except in case of "force major". The exceptional circumstances of force major will be considered by the management of Methodologica Universitas on a case by case basis and must be justified by appropriate official document sent by registered mail.

Can I postpone a distance course at a later date?

Once registration done and the schedule established, it will not be possible to postpone a distance class unless it is because of an exam.

If I cancel my registration, can I replace one of my friends?

You can replace it with one of your friends for the same course. The deadline of replacement is limited to 7 days. After 7 days no application will be accepted.

What are the rules and general conditions?

The rules of procedure include terms and conditions of the training and are communicated to students at registration and must be signed and accepted by all participants. The rules also appear on Methodologica Universitas' website.

What are the benefits of our distance learning programme?

Our distance learning courses present an effective way for students who are located far from our training centre, to be trained at their own rhythm and according to their availability. Furthermore distance learning avoids time and transportation costs.

Are Methodologica Universitas courses only theoretical?

Methodologica Universitas' courses provide theoretical principles while giving you the opportunity to put them into practice. In addition, some sessions are taught by experts who will offer real-life situations during interactive courses that provides practical aspect of distance education.

Do I need to have internet access?

It is vital you have regular internet access throughout your course as this will help you to benefit from the resources available at **UniVirtuelle's portal** which will be available to you at any time, from anywhere.

Some courses will require more frequent access. You will be able to contact your instructors, and your fellow students online and you will be able to access:

- resources from the virtual library,
- information about future course choice,
- services provided by **UniVirtuelle's portal**
- student support and services.

Does Methodologica Universitas provide teaching materials and supplementary course materials for its courses ?

Methodologica Universitas provides teaching materials for all its courses that have been prepared by its faculty. Additional materials may also be provided during training to explore a topic.

How to give a feedback after the course?

At the end of the training, students are asked to give their feedback and Methodologica Universitas with their **permission** can put them on its website.

How long should it take me to complete the distance course?

It depends on the selected. For more information you can consult the programme.

2007

How can I finance the training of my choice?

You can use your personal training account (CPF) which allows any employee to benefit from hours of training credit to make training of their choice. This is valid for France.

Will I benefit from my training personal account even if I'm not working?

Anyone active in the labor market can benefit from the personal training account (CPF) regardless of their status. So private sector employees, people unemployed or not registered at employment center, as well as young people leaving compulsory school system, job seekers can perform training using their CPF.

Is there any financial support available to students?

You can find out about the ways our students finance their courses with their university or employer.

How do I get an invoice?

Once the fees have been paid in full, an invoice will be sent to the student with the training contract.

How can I pay my tuition fees?

There are a number of ways to pay your tuition fees. You can pay the registration fees by bank transfer, check or cash but you must pay the full registration fees before you start your training.

Our e-payment system provides an easy and flexible way to pay your tuition fee.

Is there a final examination or assessment at the end of each course or training?

According to the training there is a final examination or continuous assessment throughout the course.

Is there any assessment level (for language training) before the training?

Before starting a training, Methodologica Universitas conducts an assessment to ensure that you undergo the training corresponding to your starting level.

What type of diploma or certificate is issued by Methodologica Universitas?

At the end of each course a certificate will be issued stating your level acquired. This certificate is in French.

Will I receive a "Certificate of Achievement" for the distance course?

Yes, students who complete the entire course will receive a "Certificate of Achievement" signed by the professor and the directors of the course.

Is my 'distance learning' certificate an academic degree?

No, our certificates are not academic degrees. The title of our certificate is nongovernmental certificate however all of our certificates are official.

Can I become a teacher trainer at Methodologica Universitas? And if so how?

Of course you can become a teacher trainer at Methodologica Universitas and you are invited to send us your application by email at contact@methodologica.fr

In case your application is accepted, Methodologica Universitas offers you to collaborate on project. To do so you will need to be an auto entrepreneur.

What are the components of the application of collaboration?

To send a complete application, you may include the following documents:

- Updated CV in English or French
- Copy of your academic qualifications and trainings
- Cover letter outlining your interest in collaborating with Methodologica Universitas
- Letters of recommendation (optional)
- Course project (for the course you wish to intervene)
- An example of teaching materials prepared by you for the chosen discipline

How is the academic coaching service working ?

During the first meeting we will identify your difficulties both in terms of academic and methodology. This assessment will serve as a starting point for this academic support. A schedule will be set based on the services you will choose.

I need different academic coaching services and I would like to know if my details will remain confidential as well as my projects?

Methodologica Universitas ensure the confidentiality of your file and your details will never be disclosed to a third person outside Methodologica Universitas unless you give your permission.

Who do I contact for academic coaching services?

To start, you will contact the secretariat of Methodologica Universitas who will determine according to your needs which instructor will accompany you.

Will I benefit from this academic coaching service if I am not in Paris?

Of course if you live outside Paris or even abroad, you can send us your request by e-mail at contact@methodologica.fr

Our academic advisors will contact you and explain you the procedure. The academic support service will be therefore a distance service.

What are the services offered by the academic coaching of Methodologica Universitas?

The academic coaching allows students at different stage to ensure the academic quality of their studies and research. Methodologica Universitas provides Master and PhD students the following services:

- Writing advices,
- Writing French-as-a-Second-Language,
- Academic Writing Services,
- Text revision (in French),
- Proofreading of Master and PhD dissertation,
- Methodology revision of texts,
- Translation (English, Arabic, Farsi and Spanish into French).