

Guide de rédaction

Titres

Les titres peuvent prendre la forme d'un groupe nominal ou d'un nom verbal :

- Dining room reservations
- Storing your bicycle at the University

Employer des majuscules à l'instar d'une phrase dans le corps du texte :

- ✗ Regulations Governing International Students in Part-Time Employment in France
- Regulations governing international students in part-time employment in France

Les titres ne devraient pas prendre la forme d'une question :

- ✗ How do I recycle in student accommodation?
- Recycling in student accommodation
- How to recycle in student accommodation

Éviter toute autre redondance idiomatique dans un titre :

- ✗ I'd like information on recycling waste in my accommodation – how can I do this?

Intitulés des parcours et modules

Employer des majuscules au début de chaque mot, sauf and, for, in, to.

- Library Management
- Graphic Design for Freelancers
- ✗ Introduction To Buddhist Philosophy

Décrire les caractéristiques de divers parcours

Pour résumer les cas principaux, utiliser l'adv. typically:

- Students typically undertake a research project in a branch of organic chemistry that they studied in their penultimate year.

Pour résumer la plupart de cas tout en reconnaissant des cas divergents :

- Students typically spend one year full-time or two years part-time on campus, but this period may be longer in some circumstances, such as if a placement period is a requirement of the course.

Lorsque les parcours diffèrent à tel point qu'un résumé serait trop long, utiliser le v. vary :

- The cost of pharmaceutical courses varies.

Lorsque un facteur particulier détermine le caractéristique de divers parcours, introduire ce facteur par depending on :

- *characteristic varies depending on factor*
- The year-abroad options for modern-language degrees vary depending on the particular language combination.

Décrire la modalité des parcours

Pour résumer la modalité d'enseignement et d'évaluation dans la plupart des sciences humaines :

- The course comprises a combination of compulsory and elective modules, assessment through individual projects, group projects and examinations, and a final-year dissertation.

Pour résumer la modalité d'enseignement et d'évaluation dans la plupart des sciences physiques :

- The course comprises a combination of compulsory modules and supervised research, assessment through individual projects and examinations, and a final-year research project.

Dans le cas d'une période à l'étranger:

- Students will spend *period activity* in *location*.
- Students will spend *six months working in an EU body* in *Brussels, Luxembourg or Strasbourg*.
- Students will spend *an academic year on an active expedition* in *Egypt*.
- Students will spend *between five and seven months employed as an intern* in *an English-speaking country*.

Décrire la durée des parcours

Une indication de durée se compose du nombre d'années, de mois ou de semaines et du rythme hebdomadaire que l'étudiant doit respecter :

- one year full-time
- three to four years part-time
- Students typically spend one year full-time or two years part-time on campus.

Une indication de durée peut être utilisée de manière adverbiale après le verbe last :

- A master's degree in Egyptology lasts three years full-time or five years part-time

Aider un étudiant potentiel à comprendre si un parcours particulier lui serait approprié

Pour indiquer qu'un parcours est ouvert à tout étudiant potentiel, quelles que soient ses études précédentes :

- *course* is open to all
- The *Graphic Design for Freelancers short course* is open to all.

Pour souligner qu'une certaine qualité ne sera pas prise en compte, utiliser regardless of :

- *course* is open to all, regardless of *factor*.
- Our *master's degree in European Politics* is open to all, regardless of whether they have a formal qualification in politics.

Pour préciser un profil particulier :

- *course* is aimed at *students*
- This *course* is aimed at *students having already studied a modern language*

Pour préciser un débouché particulier :

- *course* is designed for *students*

- Library Management is designed for students looking to occupy a managerial role as a librarian, document technician or archivist.

To explain the nature and level to a prospective student still unsure of the difference between a bachelor's degree, master's degree and doctorate studies:

- Master's degrees are designed to further develop knowledge in a subject studied at undergraduate level.

Indiquer les conditions d'admission académiques

Obligation absolue :

- Applicants must v.
- Applicants must have completed three years of tertiary-level study.
- Applicants must be familiar with the world's main legal systems.
- Applicants must have prior professional experience in this field.

Préférence :

- Applicants should have v.
- This course normally requires n.

Cas exceptionnels :

- Exceptionally, candidates who do not meet this requirement but who have significant professional experience will be considered.

Pour indiquer les qualifications académiques préalables :

- *qualification type* with at least the equivalent of *classification* in *subject*
- a bachelor's degree with at least the equivalent of a 2:1 (hons) in a related subject
- a master's degree with at least the equivalent of a merit in economics, business management or politics
- an international baccalaureat with at least the equivalent of a 'very good' grade in mathematics

Indiquer les conditions d'admission linguistiques

Pour indiquer les compétences linguistiques nécessaires, sans préciser par quel moyen le candidat doit en justifier:

- demonstrate a high level of proficiency in English

Pour indiquer les compétences linguistiques nécessaires et préciser par quel moyen le candidat doit en justifier:

- an overall IELTS score of 6.5, with no less than 6.0 in any component
- C1-level proficiency in French as certified by ...

Indiquer quand l'étudiant doit poser sa candidature

Par courrier effectivement reçu avant une certaine date limite :

- We must have received your paper application by *day month* at the latest.
- ✗ We must have received your paper application on *day month*.

Par le biais du portail de candidature, avant une certaine date limite :

- You must have submitted your online application by *day month* at the latest.

- ✕ You must have submitted your online application on *day month*.

Par le biais du portail de candidature, dans un certain délai après avoir reçu les résultats dont sa candidature dépend :

- You must have submitted your online application within *period* of receiving the results of your *examination*.
- You must have submitted your online application within *six weeks* of receiving the results of your baccalaureat (or equivalent examinations).

Guider le candidat lors de remplir un formulaire en ligne

Adopter un point de vue international, neutre quant à la nationalité du candidat :

- ✕ If you were born abroad ...
- If you were born outside of France ...
- ✕ Enter your social-security number.
- Enter your French social-security number (numéro de sécurité sociale).
- ✕ To upload a certificate issued by an body not recognised by the national education system ...
- To upload a certificate issued by an body not recognised by the French education system ...

Privilégier des instructions affirmatives:

- ✕ Select not more than one course module per term.
- Select only one course module per term.

Privilégier des instructions à la seconde personne :

- ✕ I briefly describe my professional experience.
- Briefly describe your professional experience.

Éviter des formules de politesse ou des instructions auxiliaires :

- ✕ Please upload a copy of your residency permit.
- Upload a copy of your residency permit.
- ✕ You should now enter your full postal address.
- Enter your full postal address.

Privilégier un verbe plus précis pour indiquer l'action à effectuer ou le but d'une action :

- Provide your full name as it appears on your passport.
- Type your full name as it appears on your passport.
- Adjust your profile image if desired.
- Slide the edges of the frame to trim your profile image.
- Click to retrieve your previous application.
- Click to prefill the form with information supplied in your previous application.

Remplacer les expressions as appropriate, as applicable et accordingly par des indications plus utiles si possible, ou sinon les éliminer :

- ✕ Select your civil status as applicable.
- Select the civil status that best applies to your current situation.
- ✕ When the status appears as 'accepting applications', fill in the online application form accordingly.
- When the status appears as 'accepting applications', fill in the online application form.

Offrir des alertes utiles en cas de saisie mal formatée :

- ✗ Incorrect format
- International phone numbers should take the format +441134961588

Pour indiquer une condition :

- If *condition*, *instruction*.
- If **you do not have the nationality of an EU or EEA member state**, you must hold a residency permit before starting your course.

Pour mentionner des conditions secondaires qui peuvent être résumés en moins d'une douzaine de mots, mettre entre parenthèses dans le flux du texte, immédiatement après la condition principale :

- If *condition* (and if *secondary condition*), *instruction*.
- If **you are a national of a country that does not have English as an official language** (and if you have not already completed a university-level course taught in English), you must complete Section III.
- ✗ If you are a national of a country that does not have English as an official language (unless you have already completed a university-level course taught in English), you must complete Section III.
- ✗ If you are a national of a country that does not have English as an official language you must complete Section III. You do not need to do so if you have already completed a university-level course taught in English.

Pour offrir la possibilité de consulter des informations disponibles ailleurs (par manque d'espace ou gérées par un organisme tiers), mettre leur désignation entre parenthèses et y ajouter un hyperlien :

- Select the degree class (table of equivalences between national systems).
- ✗ Select the degree class (for a table of equivalences between national systems, see [here](#)).

Demander des justificatifs

Pour une copie dématérialisée d'un ou plusieurs justificatifs :

- Upload a good-quality, colour copy of each of the supporting documents listed below.

Pour demander une traduction assermentée de justificatifs qui ne sont ni en français, ni en anglais :

- If an English or French version does not appear on the document, upload both the original supporting document and a certified translation.

Comme introduction dans les cas où l'étudiant n'a pas terminé les études donnant lieu à une qualification :

- If you have not yet completed your current course, ...

Comme introduction dans les cas où l'étudiant n'a pas reçu le certificat de la qualification :

- If you have not yet received the results of the course that you have recently completed

Pour demander des lettres de recommandation académique :

- ... the contact details of two references having taught you (or supervised your studies) at your most recent academic institution.

Diriger l'étudiant potentiel vers d'autres sources d'aide

Intégrer l'hyperlien dans le terme résumant les informations disponibles :

- A [full list of our programmes](#) is available online.
- ✕ A full list of our programmes can be found [here](#).
- Select the degree class ([table of equivalences between national systems](#))
- ✕ Select the degree class (for a table of equivalences between national systems, see [here](#))

Conclure le processus de candidature en ligne

Si l'étudiant a bien rempli le formulaire en ligne et transmis les données et fichiers associés:

- Thank you for completing the online application form. We have received all the information and files required at this stage.

Pour prévenir le candidat d'un entretien ou une épreuve systématique

- In order to assess your application from all angles, you may be invited to ...at approximate time.
- In order to assess your application from all angles, you may be invited to undertake a test in late November or early December.
- In order to assess your application from all angles, you may be invited to attend an interview a two or three weeks after submitting your application.

Demander du travail académique

Pour demander du travail que le candidat a déjà réalisé :

- In order to better assess your potential as a student of *course*, we would like you to send us *work*.
- In order to better assess your potential as a student of *course*, we would like you to send us two samples of written work.
- In order to better assess your potential as a student of *course*, we would like you to send us a portfolio of your graphic-design work.

Pour préciser le type de travail qui devrait être envoyé :

- You should choose work that
- You should choose work that you have already submitted as part of your studies.
- You should choose work that best demonstrates your ability to analyse a historical event from several perspectives.

Inviter le candidat à un entretien ou à une épreuve

Objet du courriel :

- UIAC application: invitation to interview

Pour inviter le candidat à un entretien en présentiel :

- In order to better assess your potential as a student of *course*, we would like to invite you to an in-person interview.

Pour inviter le candidat à un entretien à distance :

- In order to better assess your potential as a student of *course*, we would like to invite you to a interview, which will be held as a live video call.

Pour inviter le candidat à entreprendre une épreuve :

- In order to better assess your potential as a student of *course*, we would like to invite you to undertake tests.
- In order to better assess your potential as a student of *course*, we would like to invite you to undertake a linguistics test.

Inviter le candidat à passer une épreuve présentielle

Objet du courriel :

- UIAC application: invitation to an in-person test

Résumer les sujets de l'épreuve :

- This test will assess *skill assessed*.
- This test will assess your logical reasoning.

Indiquer l'heure d'arrivée nécessaire au lieu de l'heure de commencement :

- For this in-person test, you must arrive no later than *time* on *day month* at *address*.
- ✕ This in-person test will take place at *time* on *day month* at *address*.

Préciser le matériel que le candidat doit apporter à l'épreuve :

- You will need to bring *equipment* to this test.
- You will need to bring *a scientific calculator* to this test.
- You will need to bring *a bilingual English-Arabic dictionary (without any markings)* to this test.

Approuver une candidature

Pour approuver une candidature et satisfaire à leur souhait de date de commencement :

- We are delighted to inform you that your application to study *course* was successful.

Pour demander au candidat, à son tour, d'accepter cette offre :

- To accept this offer, please log into the application portal at *url* and click in the *section* by *time* on *day month* at the latest.

Approuver une candidature sous conditions

Pour approuver une candidature sous réserve d'une date de commencement différée :

- We would like to offer you the opportunity to study *course*, but with a deferred start date in *month year*.

Pour approuver une candidature sous réserve d'un parcours autre que celui sélectionné dans la candidature :

- We would like to offer you the opportunity to study *course* instead of your original choice of *course*.
- We would like to offer you the opportunity to study *European Law* instead of your original choice of *International Humanitarian Law*.
- We would like to offer you the opportunity to study *Algebraic and Differential Geometry* instead of your original choice of *Geodesy*.

Pour demander au candidat, à son tour, d'accepter cette offre :

- To accept this offer, please log into the application portal at *url* and click in the *section* by *time* on *day month* at the latest.

Rejeter une candidature

Prononcer la décision avant de motiver cette décision :

- We regret to announce that your application to study *course* was unsuccessful. After carefully considering all aspects, we decided that *reason*.
- We regret to announce that your application to study *Quantum Physics* was unsuccessful. After carefully considering all aspects, we decided that you would lack the necessary foundational knowledge.

Motiver cette décision sans directement critiquer l'étudiant :

- This is due to an exceptional number of strong candidates applying.
- We believe this would better match your ambitions in the legal profession.
- We believe this would better match your strengths in pure mathematics.
- ✗ This is because of your poor performance in the Medieval Latin test.

Expliquer les principes régissant l'attribution de logements

Engagement général

- We aim to provide students with accommodation that best corresponds to their wishes expressed in the accommodation application form.

Engagement spécifique pour certains étudiants

- We guarantee that students with disabilities will be allocated accommodation that takes their requirements into account.

Engagement spécifique pour certains étudiants sous réserve de respecter une condition:

- We guarantee that *students* will be allocated *accommodation with special characteristics* provided that the Student *condition*.
- We guarantee that *students with disabilities* will be allocated accommodation suitable for their requirements provided that the Student *indicates these requirements in the accommodation application form*.
- We guarantee that *international students with families* will be allocated a self-contained family-sized flat provided that the Student *is enrolled on a master's course or pursuing doctoral studies*.

Exprimer une obligation contractuelle

Le verbe auxiliaire must devrait précéder l'action (commençant par un v.) qu'une partie est contractuellement obligée d'effectuer :

- *party* must *action*.
- *The Candidate* must *provide proof of their right to study in France*.
- ✗ *The Candidate* shall *provide proof of their right to study in France*.
- ✗ *The Candidate* should *provide proof of their right to study in France*.

Exprimer une interdiction contractuelle

Le verbe auxiliaire must not **devrait précéder l'action (commençant par un v.) qu'une partie est contractuellement interdite d'effectuer :**

- *party* must not *action*.
- The Student must not sublet their rented accommodation to a third party (including another student).
- ✕ The Student shall not sublet their rented accommodation to a third party (including another student).
- ✕ The Student should not sublet their rented accommodation to a third party (including another student).

Exprimer une permission contractuelle

Le verbe auxiliaire may **devrait précéder l'action (commençant par un v.) qu'une partie peut choisir d'effectuer :**

- *party* may *action*.
- The University may require the Student to pay all or part of the cost of replacing laboratory equipment that the Student damages.

Exprimer un résultat dans le cadre d'un processus défini

Le verbe auxiliaire will **devrait précéder l'action (commençant par un v.) qui s'effectuera :**

- Exams will take place in the final two weeks of the Spring Term.
- Teaching will be suspended in the event of a major incident that endangers the health and safety of students and teaching staff.

Renvoyer à une autre partie du document

Remplacer les termes juridiques à base de here- (comme hereby ou hereinafter) par une phrase (souvent comprenant this) qui cible plus transparentement la partie concernée du document :

- ✕ ... hereinafter referred to as the 'Establishment'
- ... referred to as the 'Establishment' in subsequent provisions
- ... referred to as the 'Establishment' from this point onwards
- ✕ The candidate selection process will be governed by the principles herein.
- The candidate selection process will be governed by the principles in this Protocol.
- ✕ The Student hereby declares that they have not engaged in any plagiarism or unfair practices.
- In signing this agreement, The Student declares that they have not engaged in any plagiarism or unfair practices.
- Under this agreement, The Student declares that they have not engaged in any plagiarism or unfair practices.
- ✕ ... the damage shown in the photos herewith.
- ... the damage shown in the photos enclosed with this letter.

Citer une loi dans un contrat

Pour citer une loi française pour la première fois :

- French *translation of original title (original title)*

- The French Employment Code (Code du travail) prevents Students from ...
- ... in accordance with French data protection legislation (Loi Informatique et Libertés)

Pour citer une loi française ultérieurement :

- French *translation of original title*
- The French Employment Code requires Students to ...

Pour citer une directive européenne :

- Directive 2004/38/EC
- ✕ Directive 2004/38/CE

Pour citer une disposition d'une directive européenne :

- Article 3.2.a of Directive 2004/38/EC
- §3.2.a of Directive 2004/38/EC

Fournir des exemples dans un contrat

Ajouter un exemple (entre parenthèses, précédé de for example) pour aider l'Étudiant à mieux comprendre les dispositifs de son contrat et les champs d'applications typiques :

- The Student may interrupt their studies if they have experienced or are experiencing exceptional hardship (for example, the loss of a family member, chronic physical illness or mental-health issues).

Ajouter des exemples impliquant un calcul peut être particulièrement utile :

- You must provide notice in writing to us two calendar months before the date when you intend to vacate your accommodation (for example, if you intend to vacate your accommodation on 17 June, we must have received your notice by 17 April at the latest).

Ces informations ne doivent pas permettre leur interprétation comme une liste exhaustive.

- ✕ The University may terminate the Student's learning contract in exceptional circumstances (abusive or disruptive behaviour, poor attendance, misuse of University resources).

Avertissement initial

Commencer par exposer le fondement de l'avertissement :

- We have received complaints from a number of local residents concerning the noise from your student accommodation.

Second avertissement

S'il s'agit d'un manquement comportemental, rappeler le fondement de l'avertissement initial :

- We sent you an initial warning on *day month* concerning *issue*.
- We sent you an initial warning on *12 June* concerning the noise from your student accommodation.

S'il s'agit d'un manquement de paiement, rappeler le fondement de l'avertissement initial :

- We sent you an initial warning on *day month year* concerning *amount* of outstanding rent. If you fail to pay by *day month year* at the latest, we will seek to evict you from your accommodation in accordance with *provision*.

- We sent you an initial warning on 13 January 2024 concerning €955 of outstanding rent. If you fail to pay by 20 February 2024 at the latest, we will seek to evict you from your accommodation in accordance with Article 13.2 of your rental contract.

Avertissement final

Préciser le dispositif pour contester cette décision :

- If you wish to appeal this decision, you must *action* by *day month year* at the latest.
- If you wish to appeal this decision, you must *initiate the formal procedure* by 2 June 2024 at the latest.