



## ELC Fall 2020 Student Rules and Regulations

Dear ELC students,

**It is important you read through the following rules and regulations in order to get familiar with the ELC rules and regulations.**

### **Blackboard class**

- You are obliged to attend and work in the group assigned to you on Blackboard.
- You will need to check your Blackboard class daily and turn in assignments on time; otherwise they will not be corrected.
- You will need to check the deadlines of your assignments on Blackboard before you submit them.
- It is important to reach out to your teacher if you have questions. But make sure to ask respectfully, and give the teacher enough time to answer because teachers have other work besides your class.
- If you have any technical problems or questions related to registration or attendance, send an email to [adminregistration.elc@pua.edu.eg](mailto:adminregistration.elc@pua.edu.eg)
- It is important that you do all the assignments in the order of the weeks and the sessions so that you are able to understand and connect lessons.

### **Attendance:**

- All classes are two and half hours long (for E0-E3), and they run twice a week, once face to face inside the university campus according to the group you registered in and the other session is online on Blackboard. The ELC provides morning, afternoon and evening classes. The morning classes start at 8:30 a.m. and end at 11:00 a.m., The afternoon classes start at 12:30 p.m. and end at 3:00 p.m. while the evening classes start at 3:30 p.m. and end at 6:00 pm.
- As for E4 and E5, the classes are two hours long, either from 8:30 to 10:30 or from 12:30-2:30, and they run twice a week, once face to face inside the university campus according to the group you registered in and the other session is online on Blackboard.
- You are obliged to attend in the group assigned to you at registration.

- It is important that you hear your name called by your instructor at the beginning of each class, and that you answer “Present” in a clear and loud voice so that your instructor can mark you as ‘present’. The same applies when the Student Affairs Representative comes to class to call your name once again. In case you do not reply, you will be considered absent for this class.
- A first warning will be issued when you are absent for 3 classes.
- A second warning will be issued if you are absent for 6 classes.
- A denial (DN) will be issued if your absence exceeds 6 classes, i.e. 7 classes and above.
- It is important for you to check the ELC bulletin board for important announcements. The bulletin board is located on the first floor of the Social Studies and Humanities Building (Building D) where the ELC is located. Warnings will also be posted regularly on the ELC section of Pharos University website or power campus.
- If you come to class without a course-book and/or a workbook, you will be considered absent.

### **Punctuality:**

- You are expected to be in class on time (i.e. at 8:30 a.m. for the morning classes, 12:30 a.m. for the afternoon ones or 3:30 for the evening classes)
- If you come between 15 to 30 minutes late (8: 46-9:00 in the morning sessions, 12:46 to 1:00 in the afternoon sessions, or 3:46 to 4:00 for the evening sessions), You will be counted half absent. Bear in mind that every 2 half absences count as ONE class absence.
- If you come to class after 30 minutes (9:01 in the morning sessions, 1:01, in the afternoon sessions or 4:01 for the evening sessions), you will be counted absent. You will have the choice to stay or to leave the class after being informed that you are counted absent.

### **Excuses:**

- If you leave the class before an hour and a half of the lecture, you will be counted completely absent. If you leave the class after an hour and a half of the lecture, you will be counted as half absent.
- If you are a graduating student or repeating the course at a later term than your fellow students, you will need to coordinate your class schedule with the Director of the ELC. You will not be allowed early leaves unless it is an emergency. All emergency leaves need to be approved by the Director of the ELC.
- You will be excused for your absence only in case of sending an appeal with a medical excuse from the University Clinic. All medical excuses should be presented directly after your return to the University doctor.

- You will also be excused for your absence in case you are traveling abroad. However, you will need to present your passport to prove your departure and arrival dates.

### **Course work distribution:**

These are the quizzes you are required to take during the Fall semester:

1. Quiz: Week 5 (5 marks)
  2. Midterm: week 8 (15 marks)
  3. Listening quiz: weeks 10 or 11 (10 marks)
  4. Writing quiz: week 12 (10 marks)
  5. Speaking quiz: week 13 (10 marks)
  6. Finals exam: week 15 (50 marks)
- All quizzes will be conducted as announced by your teacher in their agreed on time slots in the semester and you will be notified ahead of time.
  - In the case of absence during a quiz, you will need to provide a written excuse for the makeup quiz, submitted to PUA Vice President for Student Affairs. Then the ELC receives either an approval or a refusal of your request.
  - Plagiarism is denounced in the ELC. Hence, you are not allowed to copy any published material or a colleague's work. If proven plagiarized answers will be cancelled and the whole mark of the exam will be deducted.

### **Books:**

- All books are available in the Copy Center located on the ground floor of the Social Studies and Humanities Building (Building D).
- Once your payment is confirmed for your English course, you will not be allowed to attend the class without both books (course book & workbook).

### **Code of Conduct and Ethics:**

- Smoking is completely prohibited inside both the classroom and on the ELC floor.
- You are not allowed to eat or to drink any beverages, except for water, inside the classroom during lecture time.
- You are accountable for the cleanliness of your desk and classroom, notably, if you eat or drink in the classroom during break time.
- You are to switch your mobile phone off or to put it on silent mode during lecture time. In case of emergencies, you can use it outside the classroom only with permission from the teacher.
- Any misconduct will be met with an appropriate penalty by the ELC according to the degree of each case.