

ELC Rules and Regulations

Dear students,

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

I. Attendance:

- All classes are 3 hours long, and they run three times a week. The ELC provides morning and afternoon classes. The morning classes start at 8:30, 8 on Tuesdays and end at 11:30 a.m. while the afternoon classes start at 11:00 and end at 2:00 p.m.
- You are obliged to attend in the group assigned to you when registering in the ELC.
- Attendance will be counted starting Day One of the term regardless of the date of the course registration in coordination with your academic advisor.
- It is important that you hear your name called by your instructor at the beginning of each class, and that you answer back “**Present**” in a clear and loud voice so that your instructor can mark you as present. The same applies to 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, resulting in not allowing you to sit for the final exam.
- It is important for you to check the ELC bulletin board for warnings. The bulletin board is located on the first floor of the Faculty of Business and Administration Building (Building D) where the ELC is located. Warnings will also be posted regularly on the ELC section of Pharos University website.
- If you come to class without a course-book and/or a workbook, you will be considered absent.

II. Punctuality:

- You are expected to be in class on time (i.e. at 8:30 a.m. for the morning classes EXCEPT Tuesday for you have to attend at 8 or 11:00 a.m. for the afternoon ones)
- If you come between 15 to 30 minutes late (8:46-9:00 on Sundays and Thursdays, 8:16 on Tuesdays, 11:16 on Mondays, Tuesdays and Wednesdays), the class will count as half presence. Bear in mind that every 2 half absences count as ONE class absence.
- If you come to class after 30 minutes (9:01 on Sundays and Thursdays, 8:31 on Tuesdays, 11:31 on Mondays, Tuesdays and Wednesdays), it will be counted as an absence. You will have the choice to stay or to leave the class after being informed that the day is counted as an absence. You will have to sign next to your name that you have been informed of counting you as absent.
- The class break is 20 minutes. You have to adhere to the time allowed for the break. But if you come 10 minutes later after break time, a half presence will be deducted. You will have to sign next to your name that you have been informed of counting you as half absent.

III. Excuses:

- You are neither allowed to skip the class nor leave in the middle of it. If you leave the class to attend any other class than English, the day will be counted as an absence or half absence depending on the time when you leave.
- If you are a graduating student or taking English (repeating the course) at a later term than your fellow students, then you will need to coordinate your class schedule with the Director of the ELC. In case conflict cannot be resolved, you will be advised to drop your English class and take it at a later time.
- You will not be allowed early leaves unless it is an emergency. All emergency leaves need to be approved first from the instructor then the Director of the ELC.
- You will be excused for your absence only in case of presenting a written medical excuse from the University Clinic. All medical excuses approved by the University Clinic should be presented directly after your return to classes to the Student Affairs Representative. Otherwise, you may be subject to receiving a warning.

- 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.

IV. Testing and assessment

- These are the quizzes you are required to take during the summer semester:
 1. Quiz 1 (5 marks)
 2. Quiz 2 (15 marks)
 3. Listening quiz (10 marks)
 4. Writing quiz (10 marks)
 5. Speaking quiz (10 marks)
 6. Finals exam (50 marks)
- All quizzes will be conducted at a certain point in the semester and you will be notified ahead of time by your teacher.
- In the case of absence during a quiz, you will need to provide a written excuse for the makeup quiz.
- Plagiarism is denounced worldwide. Hence, you are not allowed to copy any published or online work or a colleague's. If proven that you have plagiarized your answer, the whole mark of the exam will be deducted.

V. Books:

- All books are available in the Copy Center located on the ground floor of the Faculty of Business and Administration Building (Building D).
- Once you register for your English course in the ELC, you will not be allowed to attend the class without both books (course-book & workbook).
- If you enrolled for the courses in 2012 or earlier (e.g. 2011 or 2010), you will need to confirm first with the ELC that your name is in the Copy Center register, so you could pay for the books.

VI. Code of Conduct and Ethics:

- You are strictly prohibited from smoking inside both the classroom and 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 the break time.
- You are to switch your mobile phone off or to silent mode during lecture time. In case of emergencies, you can use it outside the classroom only with permission from the teacher.
- Any misconduct or immoral behavior will be met with an appropriate penalty by the ELC according to the degree of each case.

VII. Complaints:

- If you encounter a problem in the classroom, which may affect your learning performance, kindly communicate your complaint to your instructor in order to overcome it rapidly and continue learning with restored fine performance.
- If you would like to make a complaint (or even a suggestion to improve your class or the like) anonymously, you can write it down on a piece of paper and place it inside the ELC **Suggestion / Complaint Box**.
- In case of urgent or imminent complaints that your instructor could not give aid about, you are entitled to make a complaint to the Director of the ELC, whether orally or even better in a written form in Arabic or English. However, after delivering your complaint, you will have to await the response at the date and time given to you.