



**Dear ELC students,**

It is important that you read the following rules and regulations carefully.

- Your classes run twice a week. You are expected to attend both even though one is face to face and the other is online. **Attendance is taken on both sessions separately.**
- As mentioned above, one of your sessions is **face to face** (on campus, in one of the ELC classes) and the other is **online** (on Blackboard).

**Note: You can submit your answer to the Blackboard task at any time during the specified day.**

- If you are registered in group **A**, then session **1** is face to face and session **2** is on Blackboard.
- If you are registered in group **B**, then session **1** is on Blackboard and session **2** is face to face.

### **A) Face-to-Face sessions**

**You are obliged to attend in the group that assigned to you in ELC registration process.**

You can know the place and time of your class by visiting your powercampus dashboard.

### **B) Online Classes**

You are enrolled on **TWO** different English language classes on Blackboard:

#### **1- Collective Class: -**

In this class, you will attend the recorded session and you will have an exercise after the session. **In your weekly Blackboard assignments, if you press "save and close", your answer will not be submitted and you will be considered absent. Please make sure you press submit and see this message "Your submission was successful" to avoid being considered absent.**

#### **2- Your Group Code Class - Writing Assignments:**

In this class, you will find your writing assignments. Please make sure you submit them before the deadline; otherwise they will not be corrected.



## **Punctuality and Attendance:**

- You are expected to attend your sessions once you register.
- Your classes run according to the announced schedule, so you have to refer to your timetable on PowerCampus to make sure you are not missing any of your classes.
- Absence Warnings will be published via PowerCampus.
- Always check the ELC bulletin board, PUA website and your Blackboard for important announcements.

## **Face-to-Face sessions**

- You **MUST** be in class on time and stay till the end of the session.
- If you are 15-30 minutes late for the face to face session, you will be considered half-absent.
- If you are more than 30 minutes late for the face to face session, you will be considered absent.
- It is important that you hear your name called by your instructor at the beginning of each class, and make sure you answer "Present/Yes" in a clear and loud voice.

**Forced withdrawal (FW) is applied if your absence reaches 25% or more in the face-to-face sessions.**

## **Online sessions**

- If you fail to submit the answer to the task in due time, you'll be considered absent.

**Forced withdrawal (FW) is applied if your absence reaches 25% or more in the online sessions.**



### **Excuses:**

- You will be excused for your absence only in case of sending an appeal through your academic advisor. All excuses should be followed up on through your academic advisor.
  
- 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 through Blackboard. You can always visit the PUA website and the ELC bulletin board for exam schedules.
  
- In the case of absence during a test, you will need to provide a written excuse for the makeup test through your academic advisor, submitted to the PUA Office of Admission and Registration.
  
- Once the ELC receives the approval, you will be scheduled for a makeup quiz/exam.
  
- Plagiarism and cheating are intolerable at the ELC. Hence, you are not allowed to copy any published material or a colleague's work. If proven, an incident report will be issued and the whole mark of the exam will be deducted.



## **Books:**

- All books are available according to the announced schedule. Please check the PUA website for the place and time of distribution.
- Once you pay your course fees, you must receive your book and you have to attend all your sessions with your book. If you fail to do so, you will be considered absent.

## **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.
- You have 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 management according to the degree of each case.
- You can reach out to your teacher if you have any questions via BB messages, but make sure to ask respectfully, and give the teacher enough time to answer. If you have any questions related to Blackboard, send an email to [followup.elc@pua.edu.eg](mailto:followup.elc@pua.edu.eg)