



**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 (if you registered via power campus).

### **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. **If you fail to submit the answer to the task in due time, you'll be 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 Face-to-Face sessions will be held starting from the third week of the current semester.
- 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 your online class was held on an official holiday, the deadline will be extended to an additional day. **Check your BB announcements for more details.**
- **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 with a medical excuse from the university Clinic. All medical excuses should be followed up on through room D101.

□ You will also be excused for your absence in case you are traveling abroad. However, you will need to show your passport to prove your departure and arrival dates and write an appeal via your faculty academic advisor.

### **Course work distribution:**

These are the academic assessment tasks you are required to take during the semester:

- 1. Midterm exam: (20 marks)**
- 2. Listening test: (10 marks)**
- 3. Writing test: (10 marks)**
- 4. Speaking test: (10 marks)**
- 5. Final exam: (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 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 PUA Vice President for 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.
- ▯ Students who forget to bring their books are 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)