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Regulations

ITEC ENGLISH IN EXCELLENCE PROGRAM

ITEC English Program Rules and Regulations (Oct 2012)

Attendance:

1. 1.Students must attend *AT LEAST* 80% of lessons in order to sit the final exam.
2. 2.Students more than 15mins late may join the class and study but will be marked absent in the register.

Grading:

1. 1.All tests and assignments must be completed in order to pass the course. **If a test or assignment is missed, it is the student's responsibility to arrange a new test date or extension with the teacher.**

1. 2.The overall passing grade for each course (except IELTS) is 70%

1. 3.Grading Breakdown:

1. a)Final Exam 50%
2. b)Progress Tests 20%
3. c)Speaking Test 15%
4. d)Writing Assignments 15%

1. 4.A 70% overall mark is NOT a guarantee that a student may proceed to the next level. Students who pass tests and assignment yet are still unable to communicate effectively will not be allowed to proceed.

Failing:

1. 1.Students who do not achieve the passing grade will have to repeat the course.
2. 2.Students who fail the course due to absence will not be allowed to proceed and will have to repeat the course.
3. 3.Students who fail a repeat course will be required to **temporarily** cease their academic studies until they are able to pass a new test. This will be **at least** 1 block (Keuka) or 1 Semester (AUT).

Classroom Manner:

1. 1.Each teacher will have their own classroom rules and these must be adhered to at all times.
2. 2.Disrespectful, effortless, non-participating and constant Vietnamese speaking students will be asked to leave and marked absent.
3. 3.If students continue in the above manner, they will be asked to leave the course and possibly the university.