GUIDELINES FOR ALL ADDITIONAL LANGUAGE COURSES

Attendance
Generally, illness is the only reason to miss classes. Other cases should have your instructor’s prior approval. In case of illness preventing attendance at classes, students must present a doctor’s note or other acceptable documentary evidence.

*Every student is expected to attend a minimum 80% of classes, even taking illness and approved absences into account. As a rule, for a semester totaling 42 hours of classes (14 weeks x 3 hours), the total amount of absences per semester cannot exceed 9 hours.*

Also, **it is not the responsibility of your teacher** to remind you about your attendance and/or warn you if your attendance is low. **It is your own responsibility.**

Lateness
Students are also expected to be punctual in attending all classes. Late coming will be noted and lateness of more than **15 minutes** at the start of each session or after the break will result in you being marked absent from that half of the class.

Assessment policy
Any student who fails to be present at an assessment because of illness will be given one further opportunity for assessment, provided there is sufficient documentary evidence justifying his/her absence and it is administratively possible. Only in cases approved by the class instructor and the Head of the CEAL, will students be allowed to take a make-up assessment.

Students who disagree with the awarded grade for any assessment should meet with their instructor and **make a formal appeal** within **5 working days** after receiving the disputed grade. Appeals made after this time are not likely to be entertained. When making an appeal, justification for a change of mark should be presented.

**Late submission Penalties** (particularly for credit-bearing classes)
For each assessment, there are deadlines. Five percent (5%) of the total possible mark will be deducted for submission each day (including public holidays) after the due date. This penalty applies to all work that is not submitted on the due date without prior approval and/or failure to produce supporting evidence such as a doctor’s certificate in the case of illness.

Non credit-bearing **Unsatisfactory grades:**
An **Unsatisfactory** grade will be given to students who do not meet the attendance requirement or who miss assessments or who do not meet the course requirements. **Please note that an Unsatisfactory grade will not affect your GPA, but will appear on your transcript.**
Plagiarism

Please read carefully this important message from the University:

“[You should] be aware of the University regulations about dishonest practice in course work and the possible consequences as stipulated in the Regulations Governing University Examinations.”

Plagiarism is the use of other written or Internet sources without permission or acknowledgement of the author or source. This includes copying, semi-copying, re-working, or re-phrasing without acknowledgement of the author or source. The university handbook specifies harsh penalties for plagiarism. If plagiarism is demonstrated, the student concerned may receive a zero mark on that assignment. Should any students have any doubts about a piece of submitted work, they should discuss the work with the instructor before officially submitting it.