



Rules and regulations for online classes and assessments semester 2, Academic year 2020 – 2021

As you know, due to the restrictions caused by the COVID 19 pandemic, American European Education through all its academies switched to online teaching and assessment for the safety of their students, lecturers, and personnel, except the practical classes. Because of inconsistencies in class development and conduct, we would like to reinforce the following:

- Students have the duty of participating in the online classes, considering the Attendance policy in force.
- Lecturers have the duty of teaching their respective classes and create the proper teaching, learning and assessment environment.
- The midterm grade is the average of all the 6 quizzes, that take place in days 2,3,4,5,6. The unit final grade is the weighted average of the midterm and the final assessments, according to the unit handbook. Both elements of assessment (i.e., midterm and final) should be passed to consider a unit passed and be granted with the number of credits allocated to the unit.

Thus:

- The attendance requirements remain the same: 85% of the total number of classes, that is 1 missed session. If the students do not participate in class, they do not have the right to participate in the quiz either. Exceptional Factors are still available.
- If students have 2 or more absences, they cannot have a final grade in the midterm assessment and cannot participate in the midterm retake either. However, students can take the final assessment if they choose to do so. This will lead to the retake of the unit, its payment to the number of credits, the next year it is organized, with the mention that they will attend the missed assessment, either the retake, or the final, or both, if applicable.

Conduct during online classes for students and lecturers:

- They can be maximum 15 minutes **late** to the class. If more than that, students will be allowed to enter the meeting, as they have the right to receive the information in due time, however they will be marked absent and the day's quiz will not be taken into consideration.
- They will make sure they have a strong enough **internet connection** so that it is not interrupted during classes.
- They will have a **decent attire** during classes and assessments, have the video camera on permanently and contribute to the classes, every time they are prompted. If students are prompted during class and do not respond, they are marked absent and the day's quiz is not taken into consideration.
- They **do not answer their phones** during classes so that they are not ejected from the respective zoom meeting as it is extremely disruptive to continuously allow students back in.
- They will **NOT** smoke, drive, do other activities that disrupt their attention to the class. They will be in an upright position, preferably taking notes, actively participating in class, the same way they would do in an onsite class.
- According to Manchester Metropolitan University, Assessment Rules and Regulations, no grade can be appealed on the grounds of student dissatisfaction. <https://www.mmu.ac.uk/student-case-management/guidance-for-students/academic-appeals/>

The Department of Academic Operation