

REGULATIONS FOR STUDENT CONDUCT AT THE DEPARTMENT OF FOREIGN LANGUAGES

Attendance

- **Attendance is compulsory at our University.** Any absence may have a negative effect on student learning and progress so our expectation is that students are in class regularly. Students should not miss classes except for valid reasons, such as illness, accidents, or participation in officially approved university activities.
- When students are absent from one or more classes in Latin, it is their responsibility to inform the dean's office of the reason for the absence so that they could be given the permit note (**dopusk**) in order to be present in class. An absence should be authorized within two weeks. Students are required to present the permit note to their instructors and to arrange to make up missed assignments and class work insofar as this is possible.
- In case of excused absences, students will be expected and allowed to make-up missed work in a reasonable amount of time (15-20 minutes). The instructor will decide when make-up work is due. In case of an unexcused absence students make up the full 90-minutes class.

Arriving and leaving

- **Students are expected to arrive on time for a class.** Students are required to come 10 minutes before classes begin to prepare the board (it should be tidy), to have the duster (sponge) wet and the classroom aired. Windows are not allowed to open wide. Students may put them only into airing position if necessary. There should be the leader in each group who must appoint a person on duty in class and be responsible for the order in the group. A student on-duty is expected to get ready the blackboard for the class and clean it after it.
- Students have to be polite and greet the lecturers of our department and of other departments as well.
- We do not have bells at our University. Classes may start at different time. **So students should be respectful for other students and not make noise and interrupt their classes.**
- Each class lasts for two academic hours. Between two parts of a lesson students have a 10 minutes break. **Students are not allowed to be late for the second part of their class.**
- An individual's dress, personal appearance, and cleanliness, as well as student's behavior, demonstrate his/her sensitivity to and respect for others. **Students are supposed to be appropriately dressed.** Dress and grooming should be clean, not indecent. No coats, jackets, and outdoor-wear garments may be worn in class. **Students are expected to leave their over clothes in the cloak room.** Students may be sent home if their attire is deemed inappropriate by staff. No special uniforms are required at our department.

- **Students can leave only at the end of their class** when the instructor gives the permission.
- **Students must be careful not to leave their belongings in class.** If this has happened they have to ask the staff about the left things. Left and found things are kept in room 412.

In class

- Students should act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience. Any conduct which interferes with the instructional process will not be tolerated, and any student who causes or takes part in a disturbance will be subject to disciplinary action. **All students will be accountable for their behavior, and appropriate conduct will be expected from all.**
- **No personal cell phones are allowed in class:** students are expected to keep them on silent or off and put the phone into their bag or pocket. No sending messages are allowed. Emergency calls to parents should be made only in the front entry area of the department.
- **Students are expected to keep their places clean in class.** Students are not allowed to leave any unwanted things in the classrooms. No food in the classroom. No chewing gums as well.
- **Students are to bring book, notebook, pen, pencil, and paper to class each day.**
- **Students must be well prepared for classes.** They are required to do all homework on Latin.

Head of Department



Ya. V. Razvodovskaya