

Policy on Classroom and Assessment Feedback

In alignment with our commitment to fostering a global learning environment, the following policies are implemented to ensure the consistent use of the English language within our classrooms:

I. Language of Instruction:

Teachers: All faculty members are required to conduct instruction and communicate with students exclusively in English during class sessions.

Students: Students are encouraged to communicate in English during class discussions, group activities, and interactions with faculty and peers.

II. Assessment Feedback

To maintain transparency and timely feedback on student performance, the following guidelines are established:

Timeliness: Faculty members must release examination scores to students within one month after the examination date.

Method: Scores must be communicated through the approved channels as defined by the academic department or administration.

III. Grievance Procedure

Should students have concerns or complaints regarding the implementation of these policies, the following procedure must be followed:

Immediate Supervisor: Students may schedule an appointment with the immediate supervisor of the department, typically the chairperson, to discuss their concerns.

Academic Affairs Office: If the issue is not resolved at the departmental level, students may escalate their complaint to the Academic Affairs Office.

IV. Compliance and Enforcement

Failure to comply with these policies may result in appropriate action as determined by the administration. Faculty, staff, and students are expected to adhere to these guidelines to ensure a cohesive and productive learning environment.

V. Review and Amendments

This policy is subject to periodic review and amendments as deemed necessary by the administration. Any changes to this policy will be communicated through official channels.