

King Abdulaziz University English Language Institute



Student Handbook

[Link to Arabic Published Handbook](#)

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Abbreviations

ELI: [English Language Institute](#)

CEA: [Commission on English Language Program Accreditation](#)

MA TESOL: [Master of Arts in Teaching English to Speakers of Other Languages](#)

KAU: [King Abdulaziz University](#)

NCAAA: [National Center for Academic Accreditation and Evaluation](#)

ELI PYP: [English Language Institute's First Year Program](#)

CEFR: [The Common European Framework of Reference for Languages](#)

GPA: Grade Point Average

IELTS: [The International English Language Testing System](#)

TOEFL: [The Test of English as a Foreign Language](#)

ERS: [King Abdulaziz University's Electronic Request System](#)

SLO: Student Learning Outcomes

ODUS: King Abdulaziz University's [On Demand University Services](#)

SEN Students: Students with Special Educational Needs

1 English Language Institute Profile (ELI)

1.1 ELI Administration

The ELI Dean, supported by two Vice-Deans on the Men's Campus, one Vice-Dean on the Women's Campus and two Vice-Deans in Rabigh branch,, leads and manages all ELI administrative and academic operations. Full details of the ELI administration are available on the following ELI website page: [ELI Administration](#)

1.2 Vision, Mission, Goals, and Values

Full details of the ELI's vision, mission, goals, and values are available on the following ELI website page: [Vision, Mission, Goals and Values](#)

1.3 ELI History

Full details of the ELI's history are available on the following ELI website page: [ELI History](#)

1.4 Academic Accreditation

In May 2018, ELI received ten-year academic accreditation by the [Commission on English Language Program Accreditation \(CEA\)](#). Full details of the ELI's Quality Assurance and Accreditation are available on the following ELI website page. [Quality Assurance and Accreditation](#)

1.5 Classroom Locations

ELI campus locations are available on the following ELI website page. [Contact us](#)

2 Academic Programs

The number of newly-admitted full-time KAU students each year is usually between 12,000 to 15,000 students. All students must successfully complete the English course requirement in order to begin their course at KAU unless they are exempted.

2.1 The Academic Year

One academic year is two full semesters. There is usually also a summer session, offered each year during the Annual Summer Break. One full semester is usually 14-15 teaching weeks, while the duration of the summer session does not usually exceed eight weeks.

2.2 ELI Programs

The ELI has the following programs:

- First Year Program (ELI-FYP - 7 Tracks)
- Distance Education Program (unavailable for new students)
- External Education Program (unavailable for new students)
- MA TESOL Program
- Professional Master's Program in English Language Teaching

An overview of ELI Programs, curriculum outlines, student learning outcomes, and National Center for Academic Accreditation and Evaluation (NCAAA) course specifications are available on the following ELI website page. [ELI Programs](#)

2.3 Placement Test

The ELI uses the Cambridge English Placement Test to place students in the correct English level. Details of the Cambridge English Placement Test are available on the following ELI website page: [Placement Test](#)

2.4 Student score validation

ELI ensures reliable and accurate language standards, levels and materials by correlating ELI levels to the The Common European Framework of Reference for Languages (CEFR) and by working with English teaching agencies and authorities. Language proficiency levels of ELI PYP students are validated using an external Proficiency Test.

2.5 Student Learning Outcomes (SLOs)

SLOs are written in terms of observable and measurable language skills. The current curricula for all tracks include course goals, course objectives, SLOs, pacing guides and syllabi.

Each ELI course has an overarching course goal supported by course objectives, which are supported by SLOs. The SLOs are usually classified into six categories: grammar, vocabulary, listening, reading, speaking and writing SLOs. For courses in tracks that focus on Academic English (as opposed to General English), some SLOs are tied to critical thinking as well. All SLOs are compiled with close reference to course materials.

Course learning outcomes can be viewed on the following NCAAA Course Specification documents.

Track and link	Name
<u>ELIS</u>	Academic English (Science Track)
<u>ELIA</u>	General English (Arts Track)
<u>ELIG</u>	Geosciences
<u>ELIC</u>	Communication Studies
<u>ELIE</u>	English for English Language and Literature Majors
<u>ELCA</u>	English Language College of Arts
<u>ELIH</u>	Medical Track

2.6 KAU First Year

All KAU colleges require you to successfully complete all of your required English language coursework. In addition, your performance in English affects your overall Grade Point Average (GPA).

2.6.1 ELI Courses Offered

ELI offers the following English language courses in the KAU First Year:

Track	Track	COURSE LEVEL	CEFR Level	Credit Points
General	ELIA 110	Beginner	A1	3
	ELIA 120	Elementary	A2	3
Academic	ELIS 110	Beginner	A1	3
	ELIS 120	Elementary	A2	3
English Majors	ELIE 110	High-Elementary	A2+	3
	ELIE 120	Pre-Intermediate	B1	3
Geo-Sciences	ELIG 110	Beginner	A1	3

	ELIG 120	Elementary	A2	3
Communication and Media	ELIC 101	Beginner	A1	3
	ELIC 102	Elementary	A2	3
Faculty of Arts and Humanities	ELCA 101	Low-Beginner	Low-A1	3
	ELCA 102	Mid-Beginner	Mid-A1	3
Health Sciences	ELIH 110	Pre-Intermediate	B1	3
	ELIH 120	Intermediate	B2	3

2.6.2 Other Required First Year Courses

Students taking the ELI PYP are also required to study other university courses. These courses are mandatory. Students following the KAU Science Track are required to take the following courses:

Subject	Domain of Knowledge and Skills
ELI	All ELI Courses
CHEM 110	Chemistry
STAT 110	Statistics
PHYS 110	Physics
CPIT 100	Computer Skills
BIO 110	Biology
MATH 110	Mathematics
COMM 101	Communication Skills

Students following the KAU Administration and Arts Track are required to take the following courses:

Course	Domain of Knowledge and Skills
ELI	All ELI Courses
STAT 111	Elementary Statistics

ARAB 101	Arabic
CPIT 100	Computer Skills
MATH 111	Mathematics
BIO 110	Biology
COMM 101	Communication Skills

2.7 Exemption Policies

Exemption means that you do not have to study English at the ELI because you have the required [IELTS](#) or [TOEFL](#) English test score. Exemption information is available on the following ELI website page: [Exemption Policies](#)

2.8 Transfer between the Academic and General Tracks

2.8.1 Transfer from the General Track (ELIA) to the Academic Track (ELIS)

You can apply to change from the general track to the academic track using the Electronic Request System ([ERS](#)). Send the ERS request to the registrar. If you update your major to a course that requires the academic track (ELIS), you must transfer to the academic track the following semester. You will be put in Level 1 of ELIS when you transfer from ELIA.

2.8.2 Transfer from the Academic Track (ELIS) to the General Track (ELIA)

You can apply to change from the academic track to the general track using [ERS](#). Send the ERS request to the registrar. If you update your major to a course that requires the general track (ELIA), you have the option to stay in the academic track or to switch to the general track in the following semester.

If you wish to switch to the general track, you will automatically be placed in the next level as long as you passed the previous level with a 70 or more in the academic track. If you pass with less than a 70, or if you failed the level in the academic track, you must take the placement test again for proper placement in the general track.

2.9 Attendance Policy

You can find attendance policy information on the “Course Information and Updates” page of your *Blackboard* course. Links to the pages embedded in *Blackboard* are available below.

[ELIA Course Information and Updates](#)

[ELIS Course Information and Updates](#)

[ELIE Course Information and Updates](#)

[ELIH Course Information and Updates](#)
[ELIG Course Information and Updates](#)
[ELIC Course Information and Updates](#)
[ELCA Course Information and Updates](#)

Use the [Electronic Request System \(ERS\)](#) if you need to submit a note about sick leave or a reason why you missed an exam.

You can send your sick note or other reasons up to 5 days after you were absent. Notes sent later than 5 days after your absence will be rejected.

2.10 Student Class Schedules

Your class schedule is generated by the Deanship of Admission and Registration. Class schedules show the number of credits per course, times and places of courses, course codes and section numbers. You can download your schedule via [ODUS](#).

2.11 Faculty Members' Office Hours

You can see your teacher during office hours if you have a question about your English course. Teachers will tell you when their office hours are.

2.12 Academic Calendars

The University Academic Calendar is available on the following KAU website page: [Deanship of Admission & Registration Calendar](#)

The following ELI student academic calendars are available on *Blackboard*.

[ELIA](#) [ELIS](#) [ELCA](#) [ELIE](#) [ELIC](#) [ELIG](#) [ELIH](#)

2.13 Study Selection after the First Year.

More information on KAU college and department options is available on the following KAU website page: [Deanship of Admission and Registration](#)

3 Instructional Materials

3.1 Details of Instructional Materials

Course instructional materials can be viewed on the following NCAAA Course Specification documents.

[ELIS](#) [ELIG](#) [ELIE](#) [ELIA](#) [ELCA](#) [ELIC](#) [ELIH](#)

3.2 Digital Material

During your English course, you will complete various assessments on *Blackboard*, our learning management system. Details of assessments are on the following course information pages which are embedded into the *Blackboard* home page of your course.

[ELIA Course Information and Updates](#)
[ELIS Course Information and Updates](#)
[ELIE Course Information and Updates](#)
[ELIH Course Information and Updates](#)
[ELIG Course Information and Updates](#)
[ELIC Course Information and Updates](#)
[ELCA Course Information and Updates.](#)

3.3 Copyright

The ELI strictly adheres to Saudi Arabian copyright laws. You are not allowed to photocopy or scan any textbooks.

4 Student Assessment

Details of the assessments in your course are available on your Course Information and Updates page on *Blackboard*.

[ELIA Course Information and Updates](#)
[ELIS Course Information and Updates](#)
[ELIE Course Information and Updates](#)
[ELIH Course Information and Updates](#)
[ELIG Course Information and Updates](#)
[ELIC Course Information and Updates](#)
[ELCA Course Information and Updates](#)

4.1 Students' Access to Scores

You can see your raw scores of assessments completed on *Blackboard* by clicking on 'My Bb Grades'.

The ELI Grades portal shows your scores for each assessment. It is available on [Blackboard](#) and on the following ELI website page: [ELI Grades Portal](#)

You can log in to see your final grades after the end of the semester on ODUS. [On Demand University Services \(ODUS\) website.](#)

4.2 Grading Scale

KAU uses the following grading scale:

Range	Points	Grade	Meaning
95 to 100	5.0	A+	A+ Excellent
90 to less than 95	4.75	A	A Excellent
85 to less than 90	4.5	B+	B+ Very Good
80 to less than 85	4.0	B	B Very Good
75 to less than 80	3.5	C+	C+ Good
70 to less than 75	3.0	C	C Good
65 to less than 70	2.5	D+	D+ Pass
60 to less than 65	2.0	D	D Pass
less than 60	1.0	F	Fail

Based on the above grading scale, you need a score of 60% or above to go to the next ELI level.

4.3 Other ODUS Codes

Grade	Meaning	Explanation
IP	In Progress	You are currently doing this course
IC	Incomplete	You did not finish this course
DN	Denied	You did not attend the required hours of classes in the semester.
NP	No Grade Pass	
NF	No Grade Fail	
W	Withdrawn	

4.4 Plagiarism and Cheating Policy

Plagiarism is presenting somebody else's work as your own. It doesn't matter whether the material is copied from a published or unpublished source or whether it has been memorized and reproduced from memory. ELI strictly adheres to KAU rules and regulations regarding plagiarism and cheating.

Cheating includes copying from another student, copying from a paper you have brought with you into the classroom, and writing something you have memorized instead of writing based entirely on your own work.

Assignments with plagiarism percentages over 25% will get 0.

4.5 Academic Transcripts

If you need a printout of the details of the courses you have been enrolled in or a printout of your final grades, go to the Deanship of Admission and Registration.

5 University Academic Regulations

5.1 Student Code of Conduct

Information about student rights and responsibilities is available on the following KAU website page: [Deanship of Student Affairs](#)

5.2 Student Violations and Dismissals

University regulations clearly describe acceptable standards for ethical and academic conduct and penalties for their breach or violation.

Avoid the following violations:

- Ethical violations
- Behavioral violations
- Plagiarism and cheating on examinations
- Theft or damaging KAU's properties
- Impersonation and identity theft

Disciplinary actions may include one or more of the following:

- Denial of credits or grades in one or more courses
- Denial of one month's grants/allowances
- Assigning students an 'F' in one or more courses
- Suspension from the University for one or more academic semesters
- Denial of University housing
- Dismissal from the University
- Fines
- Recording of the violation in your academic record

Dismissal from the university can result from the following cases:

- Failing to successfully complete the entire First Year course within a maximum period of three semesters

- Scoring a minimum GPA of 2.0 by the end of the First Year despite completion of all courses
- Failing to complete graduation requirements in the maximum time frame allotted by designated colleges.

5.3 Leave of Absence or Postponement of Study

You are not usually permitted to suspend your studies during the foundation year. However, in exceptional circumstances, you can apply for a withdrawal to the Deanship of Admission and Registration. More information is available on the following KAU website page: [First Year](#)

6 On-Campus Services

6.1 Financial Aid

6.1.1 Monthly Stipends

KAU offers unconditional monthly stipends to all students. Students on the Administration and Arts Track receive a monthly amount of SR850 (US\$227) and students on the Science Track receive SR1,000 (US\$266) a month. Stipends are deposited directly into students' bank accounts each month. SR10 is deducted from the stipend to support the Student Fund, a social program for the support of needy students.

To be eligible for the stipend, students must be:

- Saudi or the sons or daughters of a Saudi mother or non-Saudis on a KAU scholarship
- Registered on full-time status
- Not employed off-campus

The stipend may be suspended if students:

- Fail to achieve a GPA of above 2 out of 5 in any given academic semester;
- Withdraw from or postpone any academic semester;
- Fail to complete the program study plan in the specified period set by the colleges.

6.1.2 Allowances, Rewards, and Certificate of Excellence

Students who demonstrate academic excellence may receive an award. Students with disabilities are entitled to financial aid. More information is available on the following KAU website page: [Allowances, Rewards, and Certificate of Excellence](#)

6.2 Student Housing

KAU owns furnished housing buildings for students from outside of Jeddah. There are three on-campus buildings for single men and women, one off-campus complex for single men (Residence 200), and one off-campus complex for married couples (Residence 300).

The Deanship of Student Affairs, Office of Student Housing is in the Academic Square on the Men's Campus. More information is available on the following KAU website page:

[Deanship of Student Affairs](#)

6.3 Food and Beverages

Cafeterias are available on ELI campuses, providing snacks.

Lunch and dinners are served at central on-campus KAU restaurants and in-residence halls from 11:30 AM to 08:30 PM. The men's campus restaurant is at the following location: [KAU Restaurant](#)

6.4 University Online Services

Free Wi-Fi access is provided to all KAU students. Log into the KAU-INTERNET network using your KAU student number and password.

KAU provides the following online services:

Name	Purpose
KAU Website	The official gateway for all KAU services.
ELI Website	ELI news, history, administration, ELI student links, English Learning Resources
ELI Twitter	ELI news, English language learning resources for students
On Demand University Services (ODUS)	View schedules of classes View transcripts For more information about ODUS, visit the following website: Deanship of Admission and Registration
Electronic Request System (ERS)	Request a placement test Request a make-up exam Appeal a grade Submit an absence excuse Link to ELI ERS tutorials
Electronic Exams on QuestionsMark	QuestionMark software may be used in your course. For tutorials, visit the following KAU website page. Deanship of e-Learning and Distance Education
Blackboard	Contact your teacher (Bb course messages)

	<p>Complete online activities For <i>Blackboard</i> tutorials, visit the following KAU website page. Deanship of e-Learning and Distance Education View files shared with you in the student resources folder about assessments.</p>
<p>MyKAU Application (available in Arabic only)</p>	<p>Send and receive messages from your teacher. Check your lesson schedule Course Schedule View your transcript Inquire about your transactions Communicate with your teacher View support and communication View News View Contacts Check the University Map</p> <p>For more information about MyKAU Application visit the following KAU website page: MY KAU</p>
<p>KAU Google account</p>	<p>KAU email accounts are managed by Google. For more information and tutorials, visit the following KAU website. Deanship of Information Technology Store resources on Google drive</p>
<p>Licensed software library</p>	<p>Licensed software is available for students at the following KAU website page. Deanship of Information Technology</p>
<p>DeepKnowledge</p>	<p>View online journals. Mobile applications are also available.</p>

6.5 Transport and Parking

Free parking is available on campus. The University also provides a shuttle bus service connecting student residence halls to other campuses' locations.

6.6 Medical Services

All ELI students are provided with free healthcare at clinics on each campus. [Men's Main Campus Clinic location](#)

Go to the clinic on your campus with your KAU student ID card. You will complete a form and they will give you a green card with your medical file number on it. Take your medical card each time you go to the clinic.

Clinics at the medical center on the Men's Campus are open from 8:00 PM to 10:00 PM Sunday to Thursday. Blood tests for men and women are available at the men's main campus clinic.

There are two clinics on the Women's Campus. One is in Building 17 and the other is in the First Year Campus, building 235. Both clinics are open from 8:00 AM to 3:00 PM, Sundays to Thursdays.

24-hour emergency medical care is provided at KAU hospital. You need a separate file if you need medical treatment at the university hospital. The hospital is at the following location: [KAU Hospital](#)

Basic medication at all medical facilities on campus is provided free of charge.

Details of the departments and medical services are available on the following KAU website page: [KAU Hospital](#)

6.7 ELI Student Activities

ELI student activities information is available on the following ELI website page: [Student Activities](#)

6.8 KAU Social and Recreational Activities

Information about KAU student activities, competitions and sports facilities is available on the following KAU website page: [Student Affairs](#)

6.9 Libraries

KAU has a central library in the academic square on the Men's Campus and in Building 14 on the Women's Campus. You can use your KAU student ID card to access electronic resources on the KAU [DeepKnowledge](#) website. More information is available on the following ELI website page: [Deanship of Library Affairs](#)

6.10 Student Services and Support

Information about the Academic Support Unit's services and how to book a remedial class is available on the Student Support page of the ELI website, which is also available on *Blackboard*. [Student Services and Support](#)

6.11 Academic Writing Center

ELI has Academic Writing Centers on both campuses (Men's Campus Building 535, Room 430, and Women's Campus Building 237, Room 1230).

The centers offer academic writing support to the KAU community, including ELI students. The center specialists provide workshops, training courses, consultations, tutoring, thesis coaching, proofreading, editing, revising, and one-to-one academic writing guidance.

The centers can help with all stages of the academic writing process from brainstorming and organizing to producing drafts and 'polishing' final products.

The centers are open daily and students can walk-in or go online to get appointments.

[Academic Writing Center](#)

6.12 Special Needs

If you have a special educational need, please let your teacher know at the beginning of the semester (so they can register you).

All classrooms, bathrooms and facilities are wheelchair accessible. There is also wheelchair accessible parking. Individual attention is provided to special needs students in examinations.

Information about the services and support for SEN students at the ELI is available on the Student Support page of the ELI website, which is also available on *Blackboard*.

[Student Services and Support](#)

More information about SEN support is on the following KAU website page:

[Deanship of student affairs](#)

6.13 Smoke-free Campus

KAU has a smoke-free campus policy for everyone.

7 Student Rights, Surveys, Complaints and Queries

7.1 Student Rights and Responsibilities

Full details of KAU student rights and responsibilities is on the following KAU website page:

[Student Affairs](#)

7.2 KAU Student Evaluation

You will be asked to complete KAU student satisfaction surveys on topics such as evaluating faculty members, exams, curriculum, and the classroom environment. Please complete the surveys because the results will help us to improve the services provided to you.

7.3 Electronic Request System (ERS)

If you wish to make a complaint, make a suggestion, appeal an academic or administrative decision, you should first talk to your teacher. If further action is required, make a request via [ERS](#).

Information about how to use ERS is available on the following ELI website page and in the announcements section of your *Blackboard* course:

[ELI ERS Information and Procedures](#)

If you have a question about another topic not covered in this handbook, first ask your teacher. If further action is required, send your query on [ERS](#).