

ELPI Attendance Policy

ELPI出勤条例

Dear Student:

亲爱的同学:

Please read this information very carefully. After you have read this form, please sign it and give the bottom part to your teacher.

请认真仔细阅读以下信息，读完后签署上自己的名字，并将底部签名的这个部分交给你的老师

Attendance is important to your language learning because most of the learning takes place in the classroom. Canadian Immigration policy **requires that people who have a study permit must attend classes.** If you are absent often, you will not learn as much. You may be asked to leave the program if your attendance is poor as explained below:

针对你的语言学习而言，出勤非常重要，因为学习的主要部分是发生在你的课堂教室内。

加拿大移民政策要求持有学习签证来加的学生必须到班级上课。如果经常缺席，你将达不到足够的学习要求，你可能会因为较差的课程出勤状况而被要求离开此项目：

Poor Attendance:

较差的出勤包含下列情形：

- ❖ If you **miss 20% of your core classes**, you will be expelled from the program.
- ❖ 如果你应学的必修课缺席达到 20%，你将会被开除

- ❖ If you are more than 10 minutes late, you may be marked “absent.”
- ❖ 上课迟到 10 分钟以上，会被标注为“缺勤”

- ❖ A student who misses five (5) consecutive days of 1 or more core classes per day for 5 days in a row including electives (or 4 consecutive days of 1 or more core classes per day plus Super Electives) will be expelled from the program.
- ❖ 如果有学生连续 5 日每日缺席一门或多门必修课包括选修课（或连续 4 日每日缺席一门或多门必修课和超级选修课）将会被开除。

- ❖ Elective Classes: A student who has four unexcused absences from an elective will be deregistered from that elective and will receive a grade of “0” for that elective.
- ❖ 选修课：学生无故缺席达到 4 次，将被取消该课程的注册，学生的该门选修课成绩将得到“0”分。

- ❖ No absence is excused unless a doctor’s note has been submitted or a student is observing a religious holiday.
- ❖ 除非递交医生出具的休假条或者纪念宗教节日，除此之外任何的课堂缺勤都视为无故缺勤。

Important Notes:

- ❖ Not participating in class, behaving in way which is threatening or disruptive to others, and/or cheating (or plagiarizing) as defined in the University of Victoria Calendar, could lead to expulsion from the program.

- ❖ 不上课，个人行为涉及恐吓或影响他人，及欺骗（或抄袭）等符合维多利亚大学校历中所定义的行为，都可能导致被项目开除。
- ❖ If this is your third time in a level and you do not pass, you will not be permitted to register in another English Language Centre course.
- ❖ 如果有学生第三次重复在同一个水平级别学习并且没有通过，将不被允许注册语言中心的课程。
- ❖ If you need to be absent from class for a religious holiday, please inform your teachers at the beginning of the session.
- ❖ 如果你需要缺课去出席一个宗教节日，请在学期开课初始通知老师。
- ❖ Students who plan to complete the program should not depart before their final electives class and final exams.
计划完成此项目的学生必须参加选修课的全部课程包括学期最后一堂课，以及完成全部的期末考试。
- ❖ If you are withdrawing from the program, please inform your teachers and the Registration Staff on the 2nd Floor of CST.
- ❖ 若想退出此课程项目的学习，请通知你的任课老师并且通知 CST 二楼的项目教务注册人员。
- ❖
- ❖ You are responsible for updating your e-mail address with us as it will be used for communication purposes.
- ❖ 学生需要及时向我们更新自己的邮件地址，该邮件地址将作为学校与学生之间的沟通用途。

✂ _____

我已经阅读并明白此ELPL出勤条例

Name (please print): _____

姓名（请用印刷体书写）：

Signature: _____

签字：