

**Hadhramaut English Language Institute – HELI**

## **A Student's Guide**

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## Introduction:

English is one of the most widely used and influential languages in the world for use in the fields of science, technology, scientific research and communications. Thus, it becomes a prerequisite in most universities of the world because it is the language of teaching, or the language of access to knowledge. In addition, it is important in the world of business, that is, the language of **globalization**.

Hence the importance of teaching this language in institutes, schools and universities. Hadhramaut Foundation realized the depth and importance of these programs as a cornerstone of its activities and programs. It opened an institute for English language. It paid special attention to it, and provided it with all the possibilities of modern curricula, a distinguished and qualified staff, an experienced management, and modern techniques, as the basic pillars required to create educational renaissance in the field of teaching and learning English Language in Hadhramaut .

Two institutions have been established in Mukalla and Seiyun. The institutes' staff are keen to complete all programs that achieve the objectives of **Developing Language Skills** in general; and to develop special skills for Conversation, writing and **English for Specific Purposes** such as Medicine, Engineering, Finance, Business and Labor market.

Special importance is also given to the TOEFL Preparation Course as a prerequisite for undergraduate and graduate students as well as for those wishing to join the labor market.

This brief guide includes the advantages of the Institute, which, alongside its scientific uniqueness, has made it an attractive choice for English learners.

## 1: Vision

Providing high quality English language education and training for students and teachers.

## 2: Message

We strive to deliver high quality programs that enable students to acquire English language skills; from listening, speaking, reading, and writing. And qualifying English language teachers in a way that allows them to transfer knowledge according to the approved international standards.

## 3: Objectives

- Developing English language skills for eligible high school graduates to continue their undergraduate studies.
- Assisting undergraduate students in acquiring English language skills, which enables them to pursue graduate studies.
- Providing the opportunity for others to develop their English language skills at the available levels.
- Meeting the requirements of the society and its various institutions in programs in the English language skills for specific purposes (E.S.P).
- Preparing applicants to pass the TOEFL exam.
- Consolidating the relationship with the relevant colleges and institutes internally and externally to exchange views and experiences.

#### 4: Advantages of Hadhramout English Language Institute

1. Total exemption from tuition fees for the top ten graduates of Secondary School at the level of the Republic in Hadhramaut governorate.
2. Deduction of 50% of tuition fees for the top ten graduates of Secondary School at the level of Hadhramaut governorate.
3. A discount (25%) for those who receive 90% or more in high school exams.
4. Deduction (50%) for students who have obtained a 95% or more degree at the end of any course.
5. Deduction (30%) for the students who obtained the concession (90-94%) at the end of any course.
6. The Institute offers different levels of learners (Beginner - Preparatory - Intermediate - Advanced).
7. The Institute offers English language skills (ESL) and TOEFL preparation programs.
8. The Institute provides courses in conversation and language courses for specific purposes (E. S. P.).
9. The Institute has special classes for girls.
10. Teaching staff is distinguished and includes a group of qualified foreign teachers.
11. Tuition fees are symbolic and the Institute is not profitable.
12. The location of the institute overlooking the sea makes it a quiet, beautiful and attractive place.

## Note:

- Total or partial exemptions granted to high school graduates are conditional upon the student obtaining at least 85% at the end of any qualifying course.

## 5: Educational Programs

### Program I:

It is divided into two parts: -

#### 1- Diploma program

The length of this program is 450 hours and it is carried out over 45 weeks at 10 hours per week (Sunday - Thursday).

The program consists of nine courses and consecutive levels. Each level consists of two educational courses (Part A and Part B) as shown in the following table:

No.	Level	Syllabus
١	Beginner	Winner 1
٢	Introductory	INTRO ( A + B )
٣	Intermediate (C)	Interchange 1 (L1) ( A + B )
٤	Intermediate (B)	Interchange 2 (L2) ( A + B )
٥	Intermediate (A)	Interchange 3 (L3) ( A + B )

#### 2- High Intermediate Level Program

The length of this program is 200 hours. It consists of four consecutive courses after the intermediate diploma program. Each level consists of

two courses (part A) and (part B), in which students receive a study in courses deeper than the previous ones with focusing on **Writing**, and **Critical Thinking** skills according to the levels shown in the table below:

No.	Level	Syllabus
١	High Intermediate (B)	Passages 1 (A + B)
٢	High Intermediate (A)	Passages 2 (A + B)

- After this level, the student is awarded a **Certificate of English Proficiency**.
- This level qualifies the student to join the **ESL Skills** course and then the **TOEFL Preparation Course**.

## Program II:

**It consists of two parts:**

1- ESL Skills & TOEFL Preparation Course (ITP):

- The length of this program is about (240) hours of study at the rate of fifteen hours per week.
- This program aims to help students pass the ITP by providing them with the strategies and skills needed to absorb English language skills: listening, speaking, writing and comprehension.

2- ESL Skills & TOEFL Preparation Course (iBT):

- The length of this program is about (300) hours (17.5) hours per week.
- The student receives from this program skills and strategies in English using computer and participates in all events to gain the ability and confidence to increase his/ her rates in any section of the TOEFL test.

## Program III:

This program includes courses for specific purposes (ESP) as follows:

- **Conversation Course** for those who wish to improve their conversational skills. This program has three levels (basic - average - above average) and the duration of each of these courses (40) hours.
- **Writing Course** is (40 hours), and it focuses on improving and developing the writing skill of the students by providing them with basic skills.
- Courses for the requirements of students of Medicine (**English for Medicine**), Engineering (**English for Engineering**), Trade (**English for Commerce**), and Business (**English for Business Management**) and the duration of each of these courses is (60) hours.

## 6: Certificates

By passing the aforementioned programs, the Institute will grant the following certificates:

- 1- **Diploma:** This certificate is awarded after completion of the student successfully a course of 400 hours.
- 2- **Certificate of Proficiency:** This certificate is awarded to any graduate of the Institute on the condition that he successfully completes the courses he has passed for any level.
- 3- Conversation Certificate.
- 4- Writing Certificate.
- 5- Certificate of English for Specific Purposes (**ESP**) in Medicine, Engineering or Commerce.
- 6- Certificate of **TOEFL** preparation course.

## 7: The system of Admission, Registration and Facilities

### Admission and Registration Mechanism:

- 1- The applicant is subject to a **Placement Test** to be placed at the appropriate level for his/ her linguistic abilities, and thus:
  - The applicant is registered at the appropriate session according to his/ her desired (morning or evening), if appropriate capacity is available to meet this.
  - The applicant shall pay the fees due for the course and its written books.
  
- 2- After the regularity of the applicant in his/ her program:
  - The student may not switch from one group to another group at the same level of the course.
  - Students may not withdraw from the course before the deadline.
  - The student is prohibited from taking the final exam if the percentage exceeds 40% of the hours specified for the course.
  - The student moves to the top level if he achieves a success rate of 60% and more.

## 8: Students Rights

### Students have the following rights:

- Providing air-conditioned classrooms and comfortable seats.



- Providing modern audio and visual aids.
- Providing a qualified educational staff.
- Once a course starts, it should be completed.
- Providing prescribed educational textbooks.
- Delivering their certificates at the end of their learning from each course ending.
- Giving confirmation to students if they so wished.
- Listening to their complaints and paying attention to them.
- Providing students with suitable rest areas.
- Using the Institute's library for reading and borrowing.

## 9: Students' Duties

- Adhere to Institute regulations.
- Preservation of the Institute's properties, its seats, and so on.
- Pay tuition fees according to schedule.
- Students must adhere to schedules regularly and without delay.
- Respect the teaching staff and the administrative staff as well.
- Behave well with his/ her classmates and others.
- Work very hard.
- The appearance of the student in the proper manner and with the appropriate respectable clothes.
- Show the Institute card and bring it permanently.
- Refrain from smoking throughout the Institute and the building.

## 10: Absence and Deprivation

- The student has the right to be absent for two days only. After that, any absence shall be dealt with by deducting half a mark for each day with an excuse and a mark deduction without excuse.
- The delay is calculated for any two days in the absence of one day.
- The student is not allowed to take the final exam if the percentage of his absence exceeds 40%.

## 11: Stop Enrolment

A student has the right to suspend his registration on the condition that he completes the course at which he is studying. And can continue the subsequent study and re-enrollment without testing the determination of a level in a period not exceeding three months from the suspension of registration.

## 12: Enrolment Cancellation

**The Enrollment is canceled in the following cases:**

- 1- If the student withdraws from his or her own desire.
- 2- If the student has not pass the final test within two terms.
- 3- If the student is dismissed from the Institute for any reason stipulated in the regulations of the Institute.

## 13: Enrolment Transfer

Any student who completes any course may attend the parallel course at the Institute's branch in Seiyun or vice versa.

## 14: Dismissal

The student shall be dismissed in the following cases:

- 1- If he is sentenced in an honorable case and he is not acquitted.
- 2- If he misbehavior with the administrators or with a teacher or with his mates.
- 3- If the student does not fulfill his/ her homework, or classroom activities repeatedly.
- 4- If the student is proven to be cheating on short or long exams.
- 5- If the student commits or repeats the breach and fails to comply with one of the duties stated above.

## Refund of Tuition Fees

Students' fees will be refunded if the course is suspended or postponed by the Institute's administration.

## 16: Fines

Student will be fined the following:

No.	Case	Amount
١	Absence from a Quiz	YR ٢٠٠
٢	Absence from an Exam	YR ٣٠٠
٣	Damaging a borrowed book	Its cost
٤	Losing a borrowed book	Its cost

٥	<b>Destruction of any property of the Institute</b>	<b>Double cost</b>
٦	<b>Losing the Registration Card</b>	<b>YR ٢٠٠</b>

## General Instructions

### A student must:

- 1- Be aware of and familiar with the regulations and laws of the Institute, as those who do not know the law is not exempt from liability.
- 2- Abide by the registration dates and academic calendar determined by the Institute.
- 3- Keep the registration card from damage and loss to its importance and need for it constantly, and highlighting it on demand.
- 4- not commit any violation, or he/ she will be held accountable to the Institute authority.
- 5- Avoid placing any advertisement or poster on the Institute building and walls without the approval of the Institute's administration.
- 6- Take care of general health and environmental safety by preventing smoking and Qat chew at the Institute.
- 7- The mobile phone is closed during lectures.
- 8- The headquarters of the Institute shall not be a place for any kind of promotion or publicity.