

Gap Rules

The Gulf Arabic Programme is located within a cultural setting which will be unfamiliar to most of the students in the programme. It is very easy for a student to convey the wrong impression or even offend by doing something that is normal or acceptable in his or her home culture. Please adhere to these procedures to avoid negatively impacting your own or the other students' language learning.

All students will be required to sign a copy of these rules to indicate their acceptance of them.

I. Dress

In the Arabian Gulf people dress modestly. To avoid offense, ***students must observe the following dress code while they are in the institute.***

Men:

Must wear long trousers, but may wear short sleeves as long as the shoulders are covered.

Women:

Must wear long dresses or skirts of appropriate length (between the calf and ankle). Women may also wear trousers with a long top that completely covers the hips. Sleeve length must be at least $\frac{3}{4}$ (i.e. below the elbow) or long sleeves.

II. Contact Details

GAP will retain contact (and other) details on each student. There may be occasions where GAP needs to contact the student at short notice or may need to contact the student's home or company in emergency. ***It is the student's responsibility to notify GAP of any changes*** to his/her personal arrangements so that we can update their contact details appropriately. GAP cannot be held responsible for any failure to contact the student or others due to inaccurate contact details or network problems.

III. Teachers

As mentioned earlier, the culture here differs markedly from that which many students will have experienced before. To contradict or 'suggest an alternative' to the teachers is considered disrespectful. ***The students must respect the teachers at all times.***

If the student does not like something that is being done in class or would like to suggest a change or something new, he or she will not communicate this with the teacher. These will be brought to the director of curriculum for discussion and possible implementation. During the course of language learning you will be frustrated, annoyed, confused etc. Please do not allow these emotions to result in any rudeness or other negative interaction with the teacher.

It is the director's job to be available for those who wish to proffer suggestions, express frustration or just shout at someone.

Students will not employ GAP teachers as language helpers. In certain exceptional circumstances this may be allowed but only if it is organised through GAP.

IV. Term Fees

Each term's fees must be paid in full, within the first week of term. Please ensure that this is arranged in time. Refunds are only given during the first two weeks, including transfer to private classes. Please

ensure that you receive a receipt for the payment. Without this we cannot confirm that your payment has been made and you may be obliged to pay a second time.

V. Class Attendance

Students will attend all the classes, unless unavoidably detained from doing so. It is important for the class dynamic that students do not come and go as they please. The programme consists of both class-time at the institute, homework and practice. Students will be expected to do an average of 4 hours a day of language work outside of class-time. This includes preparation and revision of classwork as well as getting speaking and listening practice by visiting locals. The institute does not expect students to visit locals every day (though this may be desirable in the later terms), however students should aim to visit locals at least three times a week.

Except in the case of illness, if a student is away from class for two consecutive days or more they may be asked to sit a brief exam (for colloquial and Modern Standard Arabic) covering the material they have missed before being allowed to rejoin the class. They are not allowed to use class time to review what the rest of the class covered in their absence.

If a student continually comes to class unprepared or struggles because they are not spending enough time outside of class-time in homework and visiting, they will be encouraged to work harder. If they fail to heed this encouragement, steps will be taken to ensure that their lack of motivation does not impede the rest of the class.

If a student continually comes to class unprepared or struggles despite spending 4 hours a day on homework and visiting, GAP will render to them such help and support as is needed to help them to learn Arabic.

VI. Beliefs

It is expected that students at GAP will come from a variety of backgrounds and will hold a number of different religious convictions. GAP encourages free discussion of religious beliefs but would ask that this take place off of the institute premises to avoid detrimentally affecting the process of learning Arabic. Obviously this restriction would not extend to instances where the class agrees to discuss an issue as a part of learning Arabic, e.g. a subject for topical discussion.

VII. In Class

An important aspect of the learning process is the class dynamic. As classmates get to know each other they will learn to work together and become less shy of making mistakes in front of each other. Please make an effort to be civil to your classmates. If there is an aspect of someone's behaviour that you just cannot tolerate then discuss this with them personally or with the director, please do not resort to a less laudable responses (e.g. sarcasm, ridicule).

Visitors to the class upset the class dynamic. Some students will feel uncomfortable with an 'audience'. For this reason, visitors will only be allowed to sit in on classes in exceptional circumstances and with the director's permission.

Mobile phones must be switched off or set to silent during class time. Please do not have telephone conversations during class time unless it is an emergency.

Eating in the classrooms is not permitted, please keep to designated common areas. Drinking is permitted but students are responsible for clearing up any spillage immediately.