

Philadelphia University Language Center (PULC) instructions

Article (1): These instructions are called "Philadelphia University Language Center (PULC) instructions and shall be effective as of ratification date.

Article (2): Unless otherwise indicated, the following words, wherever mentioned herein shall have the following meanings:

The University : Philadelphia University.

The Center : The Language Center.

The President : Philadelphia President.

The Council : The Center Council.

The Director : Te Center Director.

Article (3): The Center is a scientific center reporting to the University presidency.

Article (4): The Center's objective is to make use of the University's linguistic capabilities and expertise, develop its students language skills and abilities, offer training courses and conduct studies and research in language development.

Article (5): Following are Center's missions:

- A- Designing and presenting the University's language requirements and offering language courses.
- B- Holding placement tests in Arabic and English for the students newly enrolled at the University in order to design the course/courses which they should study. The Center shall design and prepare the test in addition to designing, preparing, offering and setting the examinations for the course/courses concerned.
- C- Offering non-degree courses in European Languages (French, Italian, Spanish, German) and oriental languages (Hebrew, Persian, Turkish) and other languages which the University deems necessary.
- D- Preparing and offering Arabic language programs for speakers of other languages.
- E- Holding a placement test in Arabic for speakers of other languages before enrollment at the university in order to design the course/courses which they should study. The Center shall prepare, offer and set the examinations for the course/courses concerned.
- F- Holding placement tests in languages within the capacity of the Center's specialization upon a request by the University faculties, centers and institutes.

- G- Preparing and offering courses in English languages for graduate students in cooperation with the departments concerned.
- H- Participation in the provision of language tuition, which lie within the Center's specialization, for the local community, organized by Philadelphia Center of Consultations and Community Service.
- I- Assuming administrative and technical supervision of the University's Language Labs.
- J- Holding training courses in English and other languages for the university employees and non employees and supervising language and qualification programs leading to TOEFL and IELTS.
- K- Holding seminars, conferences and training courses in language acquisition and teaching methodology.
- L- Doing research and studies in the area of language development and teaching methodology and designing programs and teaching modules.

Article (6): The Center shall have a Council consisting of five members as follows:

- A- The Director, as Chairman and Reporter.
- B- Chairman of the English Department, as Member.
- C- Chairman of the Arabic Department, as Member.
- D- Two members with appropriate experience and expertise from within and outside the University, appointed by the Deans Council on the submission of the Director.

Article (7): The Council shall assume the following tasks:

- A- Ratifying the Center's work plan.
- B- Getting acquainted with and submitting to the President the contracts and agreements concluded by the Center with the beneficiary parties.
- C- Submitting to the president any proposals and recommendations pertinent to the Center's work support, development and promotional activities.
- D- Discussing and submitting to the President the Center's balance sheet project, through the Director for purpose of ratification.
- E- Discussing the annual or any other report(s) submitted by the Director.

Article (8): The Council shall, upon invitation by the Chairman, meet at least once per month.

Article (9): The Center shall have one Director to be appointed by the President, with a rank of a dean with appropriate experience and expertise from within the teaching staff for a term of two years renewable.

Article (10): The Director shall assume the following tasks:

- A- Managing the Center's affairs and directly supervising its execution plan.
- B- Representing the Center with the relevant parties.
- C- Preparing and submitting to the Council the balance sheet for discussion and recommendation.
- D- Preparing the contracts and agreements between the Center and beneficiary parties.
- E- Issuing publications over the Center's objectives and activities.
- F- Recommending the President to entrust persons to conduct studies, training courses and services for the Center.
- G- The full time instructors shall be appointed upon a recommendation by the Center's Council and a decision by the Deans Council, whereas the part time instructors may be appointed upon a recommendation by the Center's Director and a decision by the University President.
- H- The Center's Council may, upon an application by the faculty concerned, decide to second any of its employees to teach or work at any of the University faculties. Its seconded work shall be counted from its teaching quorum.

Article (11): The Center's proceeds shall consist of the following:

- A- Revenues from training courses, studies and publication.
- B- The sums annually allocated by the University's budget.

Article (12): The University shall pay the lectures and trainers fees according to the University's hour fees of part time lectures. A lecturer or trainer may be entrusted to hold a course or program against lump compensation to be decided by the President.

Article (13): Persons entrusted with consultations, studies and services shall receive compensations for their works through a recommendation by the Director and a decision by the President in accordance with the regulations and instructions in force at the University or the concluded agreements.

Article (14):

A- The consultations and studies achieved within the University and through using its property, services or employees shall be dealt with as follows:

- 1- The direct and indirect costs for each consultation or study shall be discounted from the total proceeds.
- 2- The rest shall be distributed as following: 20% to the Center and 80% to the one entrusted with such consultation or service.

Article (15)

A- The Director shall appoint a committee of employees at the Center, presided by it or on its behalf, to determine the cost of every program and subscription fee, on the light of period and cost, provided, however, that in all cases, the total program fees should not be lesser than its direct costs plus 20%.

B- The University shall pay its employees subscription fees if they take part at the Center's courses related to their work, upon the President approval, provided that each of them should obtain the course certificate, otherwise the participant should pay the whole subscription fees. The Center may, with the President approval, hold special training courses for University employees, upon an application by the director concerned, the subscription fees of which shall be covered by the faculties allocations.

C- The sons of the University employees shall be granted 50% discount from subscription fees of the public courses.

Article (16): The fees paid by those wishing to join the Center's programs and courses shall be non refundable, unless with the Director's approval in the following cases:

A- The program was not held on time.

B- The applicant applied for withdrawal before approval over the program has been completed.

Article (17): The Center Director shall, in coordination with the Financial Department Director, entrust a financial employee to receive and deposit the subscription fees at the Center's account. The Financial Department shall follow up the Center's financial transactions regarding collection of the Center's monies and paying the Center's obligations.

Article (18): A miscellaneous expenses advance shall be expended in the name of the Director or on its behalf to expend for the Center's activities and should be duly settled.

Article (19): the Center Director shall be responsible for implementing these instructions and the President shall decide on any matters not expressly mentioned in these instructions.