Philadelphia University

Faculty of Arts

Department of English Language and Literature

Student Handbook
Bachelor Program

2023-2024

1. GENERAL INFORMATION

This booklet contains important general information for students enrolled in the undergraduate program in the Department of English Language and Literature, the program is course to the regulations contained in the university guide. This guide explains these regulations and the advsors base their advisement on them.

VISION

1. Offering quality instruction in English language and literature to all students who join the Departments.
2. Establishing productive interaction with other departments and institutions at home and abroad.
3. Preparing its graduates to occupy respectable and fruitful positions in the market.
4. Establishing fruitful relations with the local community.

1.1 Mission of the Department

This Department is a basic constituent of Philadelphia University, Jordan. Hence it works in line with this University's policies and mission. It provides a B.A. program and an M.A. program. For that purpose, it employs well-qualified and experienced staff. It also makes sure that the staff member keeps in touch with the latest research in his/her field, both in book-form and on the internet.
Staff members also submit papers to the Philadelphia International Conference, which has been a yearly event that attracts researchers for the last sixteen years. The Department has also been active with the local community, making sure that it offers assistance in English language to several schools and other institutions in neighboring towns.

1.2 Core faculty   Dean of the College / Prof. Dr. Muhammad Obaidallah

Head of Department/ Dr. Areen Khalifeh
Faculty Members:
- **Dr. Dima Al-Malahmeh**
- **Dr. Hanan Al Amaireh**
- **Dr. Mohammed Al-Jayyousi**
- **Dr Abdo Al-Qadi**
- **Ms. Nadia Hamdi**

1.3 Advisors

An academic advisor is assigned to students enrolled in the major, and their task is to guide and assist students throughout their studies, especially with regard to the registration of courses and other academic matters.

1.4 Registration

The admission criteria issued by the Council of Higher Education govern all private universities. First-year students must attend university. Registration must be completed on time in the add/drop period. Current students must also register at the specified times during the add-on period. The university's calendar can be found on the university's website http://www.philadelphia.edu.jo.

1.5 Class Schedule

The class schedule is published separately from this brochure and is announced on the university's website. The department strives to meet the students' requirements regarding the academic schedule, but if there are any problems, please check with the academic advisor.

1.6 Use of billboards

Official announcements are posted on the department's bulletin board and the college's bulletin board on the fifth floor. Advertisements are often posted on the university's website. E-mail is widely used to communicate with the university administration and the department and all professors provide students with their e-mail at the beginning of the semester. Most formal information including the student guide, undergraduate program plan, lecture schedules as well as faculty information is available on the English Department's web pages.   . (http://www.philadelphia.edu.jo/)

1.7 Health and Safety at the University

The University's Health and Safety Committee includes representatives of all services provided within the University. This committee is responsible for investigating complaints, potential hazards, and causes of all accidents that may occur, and conducting periodic inspections throughout the university. Once registered, the student must accept the health and safety code of conduct in the university buildings.

1.7.1 Buildings

The college includes two types of buildings: classrooms, all in the main building of the college, and language laboratories in the college building, and   the language center. The buildings are usually open between 08:00 and 8:00 amuntil 4:00 pm from Sunday to Thursday, and according to university policy, smoking is prohibited in all university buildings.

1.7.2 Emergency and Evacuation

Identifying the college buildings and fire exits – which are clearly marked – is the responsibility of each individual.
- When evacuating, please gather well away from buildings and do not close exits.
- Return to buildings is prohibited until officially authorized.

1.7.3 Fire

Fire notices and critical phone numbers are placed on all floors and all faculty, staff, and students should familiarize themselves with this routine. As soon as the sound of the continuous alarm is heard, the building must be evacuated immediately from the nearest exit.

1.7.4 Fire alarm operation

The fire alarm system can be activated by breaking the glass in the red squares located at strategic points throughout the building.

1.7.5 Use of Firefighting Equipment

Fire extinguishing equipment is placed at strategic points throughout the college to deal with fires that can be treated provided there is no personal danger as well as after the fire alarm is triggered.

1.7.6 First Aid

In case of any health emergency, first aid can be obtained from the health center located in the Faculty of Pharmacy.

1.7.7 Personal Difficulties

Please inform the department head or advisor of any difficulties that the department can help you overcome.

2. PRESENTATION OF THE PROGRAM

2.1 Program Objectives and Learning Outcomes

The Department of English, which is distinguished by the excellent quality of teaching and the rich learning environment it provides to students, awards a bachelor's degree in 4 years.

2.1.1 Objectives

The bachelor's program in the Department of English aims to use modern means through face-to-face, electronic and integrated lectures with the aim of:
1. Enable students to master the four core language skills in the context of the diverse functions of communicationandlanguage use.
2. Introduce students to the concepts, modes of analysis, and theoretical frameworks of the linguistic sciences and their different schools and introduce them to English literature, including some knowledge of a wide range of genres, such as poetry, novel, story, and drama as well as the main schools of literary criticism.

3. Introduce students to the linguistic differences between Arabic and English, which will have a direct impact on practical skills, such as translation.
4. Train students to conduct critical analyses of linguistic and literary texts and place them in their historical, philosophical, cultural, social and global context.
5. Help students understand other cultures and their relationship to them through analysis, criticism, agreement, and/or opposition.
6. Develop students' practical, professional, intellectual and research skills in teaching methods necessary for further study and success in their future careers.

2.1.2 Learning Outcomes

Learning outcomes describe what you should know and be able to do if you take full advantage of the learning opportunities we offer you .

1. S1 Use English to communicate fluently, mastering the four core skills: reading, writing, listening and speaking.
2. S2 Analyze literary texts in English, distinguish literary genres and literary eras, and read texts through their historical context.
3. S3 Distinguish and analyze the grammatical structure of the English language, and acquire knowledge and skills related to branches of linguistics such as: linguistics, discourse analysis, pragmatism, semantics, and others.
4. S4 Master the use of research methods and information technology, to develop critical and analytical thinking in the field of English language and literature.
5. S5 efficiently translate from English to Arabic and vice versa.
6. K1 Identify literary theories, and master their use in critical and intellectual analysis.
7. K2 Develop critical and analytical thought gained from the analysis of literary texts in English.
8. K3 Recognize modern methods in teaching English as a foreign language.
9. C1 Acquire cultural transparency that enables the student to respect cultural differences, and appreciate cultural diversity and its impact on literary and cultural production.
10. C2 Commit to professional and academic ethical standards.
11. C3 Develop teamwork and constructive professional personality.

Philadelphia University
Faculty of Letters and Arts
Matrix linking the objectives of the Bachelor's programs (English Language and Literature) with the program's learning outcomes

Program Objectives	Program Learning Outcomes										
	S1 Use English to communicate fluently, mastering the four core skills: reading, writing, listening and speaking.	S2 Analyze literary texts in English, distinguish literary genres and literary eras, and read texts through their historical context.	S3 Distinguish and analyze the grammatical structure of the English language, and acquire knowledge and skills related to branches of linguistics such as: linguistics, discourse analysis, pragmatism, semantics, and others.	S4 Master the use of research methods and information technology, to develop critical and analytical thinking in the field of English language and literature.	S5 efficiently translate from English to Arabic and vice versa.	K1 Identify literary theories, and master their use in critical and intellectual analysis	K2 Develop critical and analytical thought gained from the analysis of literary texts in English .	K3 Recognize modern methods in teaching English as a foreign language.	C1 Acquire cultural transparency that enables the student to respect cultural differences, and appreciate cultural diversity and its impact on literary and cultural production.	C2 Commit to professional and academic ethical standards.	C3 Develop teamwork and constructive professional personality.
Enable students to master the four core language skills in the context of diverse functions of communication and language use.	X	X	X		X						

Introduce students to the concepts, modes of analysis, and theoretical frameworks of the various linguistic sciences and their schools and introduce them to English literature, including some knowledge of a wide range of genres, such as poetry,novel, story , and drama as well as the main schools of literary criticism.		X	X	X		X	X		X			
Introduce students to the linguistic differences between Arabic and English, which will have a direct impact on practical skills, such as translation.	X			X	X				X	X		
Train students to conduct critical analyses of linguistic and literary texts and placethem in their historical, philosophical, cultural, social and global context.	X	X		X	X	X	X		X	X		
Help students understand other cultures and their relationship to them through analysis, criticism, agreement and / or opposition.		X				X		X	X	X	X	X
Develop students' transferable, practical, professional, intellectual and research skills necessary for further study and success in their future careers	X	X	X	X	X	X	X	X	X	X	X	

* K P: **Knowledge**, S P: **Skills, C P: Competencies**

2.2 Program structure overview

The study system followed at Philadelphia University is the semester system that adopts credit hours. Each academic year consists of two semesters, and an optional semester, the summer semester/session. Each course may have one or more prerequisites. The curriculum includes university requirements, college requirements, and department requirements, in addition to elective university requirements, elective college requirements, and elective department requirements, and each course has 3 hours per week. However, there are some courses supported by seminars and continuous assessment. Each student must successfully complete 44 courses (132) credit hours, which can be summarized as follows:
- 9 courses (University Requirements) (27 credit hours) (20.45%)

 - 6 courses (college requirements) (18 credit hours) (13.63%)

- 24 courses (compulsory department requirements) (87 credit hours) (65.90%)

- 3 courses (Supporting Requirements) (9 credit hours) (6.82%)

- Two courses (elective department requirements) (6 credit hours) (4.55%)

These courses will be mentioned in the following sections. The information provided here is taken from the specifications of the bachelor's degree program and is published separately on the department's website. It can be viewed on the department's website at this link: http://www.philadelphia.edu.jo/article.asp .

2.3 Organization of the course

2.3.1 Estimation of hours

In the course system, there are no requirements from one academic year to another. However, the total number of hours you successfully use only to rank you in the corresponding year of study as shown below: Completed

First year less than 30 credit hours
Second year between 30-72 credit hours
Third year between 72 – 102 credit hours
Fourth year between 102-132 credit hours

When registering for the course, you must follow the guidance plan prepared for you by the department. In fact, you can register for any course only if you have taken the prerequisite, but if you are in the graduation class, you can register for the course and the prerequisiteis excluded.
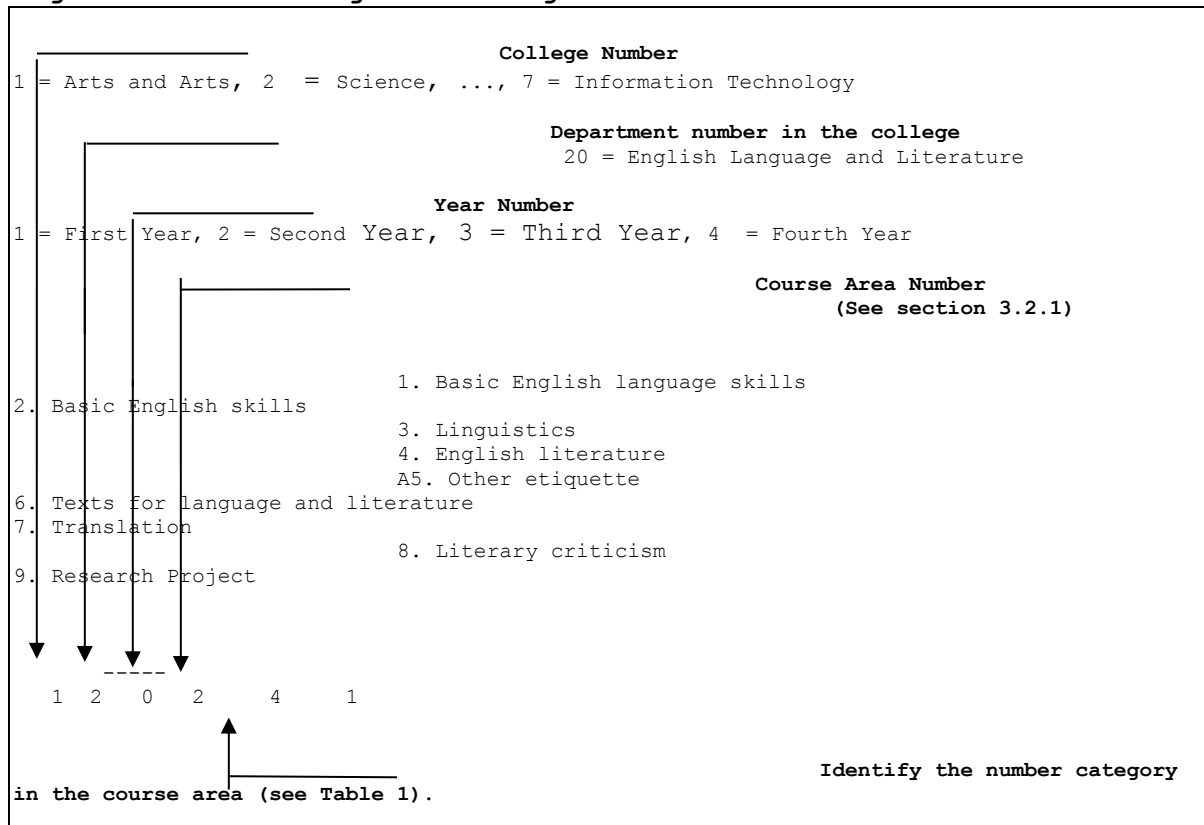Each semester, you can register a minimum of 12 credits and no more than 18 credits. However, in the semester where you are expected to graduate, you can record 21 hours.
Appendix A of this manual contains the four-year guidance plan.

The English program covers the following areas:

1.   Language skills.
2.   Phonetic studies.
3.   Literary studies.
4.   Cultural Studies.
5.   Methods of teaching English.

Table (1) shows the courses studied in each field, where each course is identified by the course number, which consists of six digits according to the numbering followed at the university. For example, the number of the course "Introduction to Literature" is 120251. The numbering plan is shown in Figure 1.

Figure 1   Numbering and Coding Plan

```
        _____                      College Number
1 = Arts and Arts, 2  = Science, ..., 7 = Information Technology

            _____             Department number in the college
                                            20 = English Language and Literature

        _____             Year Number
1 = First Year, 2 = Second Year, 3 = Third Year, 4  = Fourth Year

            _____                     Course Area Number
                                                    (See section 3.2.1)


                            1. Basic English language skills
2. Basic English skills
                            3. Linguistics
                            4. English literature
                            A5. Other etiquette
6. Texts for language and literature
7. Translation
                            8. Literary criticism
9. Research Project



        _____
   1  2  0  2    4    1

                                            Identify the number category
in the course area (see Table 1).
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2.3.2 Availability of course

The courses described here and in the catalogue of undergraduate study are those we offer each year. However, it may be cancelled if selected by too few students or for other necessary reasons. Materials are reviewed each year, but this does not guarantee that they will be available next year or in subsequent years.

2.4 Registration of Courses

The Bachelor's degree in English Language and Literature offers students the opportunity to choose their own course of study that reflects their change and growing interests. It aims to develop their abilities in the field of language, literature and translation,and gives students

the opportunity to expand their interests in each of these fields. After graduating from this program, the graduate will have a good knowledge of the English language, a good understanding of English literature, as well as the basics of the art of translation. The graduate is also expected to achieve all the overall objectives of the program which are mentioned in Section 2.1.1.

2.4.1 Choice of Courses

You can choose a course if you have taken all the previous requirements and this must be under the supervision of the academic advisor. The initial selection is made before or at the time of registration in the department. You can choose the courses according to their level and as follows:

Faculty of Arts
Advisory Plan for Students
Bachelor Program in English Language Department 2022/2023
First Year

figure	Chapter One		figure	Chapter Two	
	Material Name	Article Number		Material Name	Article Number
1	Reading Comprehension	0120113	1	Advanced Reading	0120214
2	Writing 1	0120115	2	Advanced Typing	0120216
3	Listening & Speaking	0120118	3	Communnication skills (English 1)	0116107
4	University/College Requirement	----	4	University/College Requirement	----
5	University/College Requirement	----	5	University/College Requirement	0111100

Second Year

figure	Chapter One		figure	Chapter Two	
	Material Name	Article Number		Material Name	Article Number
1	Linguistics	0120220	1	Phonetics	0120234
2	Rules (built-in)	0120227	2	Western thought and culture	0111138
3	Communication and Communication Skills (English 2)	0116108	3	English Literature	0120253
4	Introduction to literature	1202510	4	University/College Requirement	----
5	University/College Requirement	----	5	University/College Requirement	----
6	University/College Requirement	-----	6	University/College Requirement	----

Third Year

figure	Chapter One		figure	Chapter Two	
	Material Name	Article Number		Material Name	Article Number
1	Phonology	0120335	1	Discourse Analysis	0120424

				(built-in)	
2	Novel	0120356	2	Morphology	0120337
3	Writing about literature	0120350	3	Poetry	0120353
4	Grammar	0120325	Sociolinguistics	Drama	0120354
5	Specialization Elective Requirement	----	4	University/College Requirement	----
6	University/College Requirement	----	5	University/College Requirement	----
7	University/College Requirement	----	6		

Fourth Year

figure	Chapter One		figure	Chapter Two	
	Material Name	Article Number		Material Name	Article Number
1	Semantics	0120426	1	Sociolinguistics	0120328
2	American literature	0120458	2	Methods of Teaching English (2)	0120463
3	Methods of Teaching English (1)	0120462	3	General Translation (built-in)	0120372
4	Introduction to Literary Theory and Literary Criticism	1204840	4	Research Project (Integrated)	0120498
5	Specialization Elective Requirement	----	5	University/College Requirement	----
6	University/College Requirement	----			

2.4.2 Modifying the Choice of Courses

After you have prepared your study plan and registered the courses as described in Section 2.4.1, you can change your chosen course as follows:
Each semester, a week after the start of classes (three days in the summer semester), you can add or withdraw coursework. Typically, changes after these dates are only allowed for withdrawal as listed below.
In the first place, any plan to change the course should be discussed with the course professor. You should check that the new course you wish to study is the right choice for your program and see if any conflict in your schedule is likely, as this may prevent you from changing the course.

2.4.3 Research Project:

The final year project is an important and integrated course of study that calls for the application of all the knowledge, skills, and academic ability of a specific problem or issue in one of the areas covered by the program. This project requires skills in research, documentation, and oral and written expression, and encourages you to tackle topics that

appeal to you. However, you should discuss the topic with the professor and department before proceeding with the project.

3. TEACHING, LEARNING AND ASSESSMENT

3.1 Work and attendance

The student guide for the academic year 2021/2022 lists the university's regulations that regulate students' work and attendance, as all lectures and language laboratories and any scheduled lessons should be fully attended, and assignments and research should be completed and delivered on time. Student attendance is also monitored and recorded, as they are required to attend about 50 hours of study per week; each course requires an average of 3 hours of special study and some of you may need much longer than this. Attendance is mandatory for every full-time student which means no absences are allowed for holidays while studying. The department's experience confirms that no-shows lead to academic problems. However, if you have problems you should consult a professor or academic advisor. In addition, no-shows can eventually result in the university disqualifying the student from taking the exam. Therefore, it is the duty of the lecturer to constantly review the work of the students he is teaching and attending. If a student's absence exceeds 15% of the credit hours in any course without any acceptable justification, this will result in the student being dismissed from the course. However, if the Dean of the College accepts the justifications for the absence, the student is considered withdrawn without refunding the registration fees. The problem of any student whose work and attendance was unsatisfactory is formally addressed. The problem is solved in direct ways by the lecturer as follows:
He may choose toenclose it with an "unofficial" warning, in a precisely defined format that enables him to restore the situation. If this is proved to be unsatisfactory, an "official" warning shall be given. And this is also in a certain format. But failure to restore the situation at this stage leads of course to dismissal from the course. A copy of this correspondence is kept in the student's file.

3.2 Rating

3.2.1 Evaluation

In each semester, there is an hour-long mid-term exam and a two-hour exam at the end of the semester. In the mid-term exam, one week after the exam time, the teachers return the answer sheet corrected and appended with feedback for your advice, while the final exam is not visible, and you can get your marks from the Admission and Registration Department or directly from the university's website 72 hours after the exam time at the latest. Estimate.
At the end of each semester, the Admission and Registration Department sets a schedule for final exams for the next semester, which will assist and guide the student in choosing the courses of the next semester. The department determines the dates of the mid-term exams,

which are included in the course plan. The lecturer will inform students of this schedule in the first lecture of the semester.

As for the graduation project, the final report must be submitted to the department in the fourteenth week of the semester. In the fifteenth week, the project evaluation committee meets to evaluate the work, report and presentation.

3.2.2 Role of the internal examiner

The department appoints an internal coordinator and examiner for each course. If several professors teach the same course at the same time, they should suggest questions for the exam (Mid and final) and all sections should be given the same exam. The lead coordinator of the course collects these questions from the lecturers and selects some of them to be on the examination paper, which he modifies himself.

On the other hand, external examiners check the level of the program. They are expected to view the examination papers, and examine a selection of writings and project reports (especially those close to the passing mark). They then submit the evaluation report to the department.

3.2.3 Examination Evaluation Criteria

Level I (marks 90 - 100) The answers show depth of knowledge and skill in solving problems, which is more than a thorough and conscious understanding of the lecture. The answers will show that students have:
• Comprehensive knowledge of the course (often covered most directly in the programme) with no misunderstandings;
• Ability to apply critical analysis and evaluation;
• The possibility of solving unfamiliar problems that are not derived directly from the lecture materials by adapting problem-solving procedures to suit the problem;
• The ability to explain and interpret in a logical manner, ingenuity and accuracy.

Level 2 (marks 80 -89)
The upper second category answers give a clear impression of competence, show that the student
• Have a good degree of knowledge and understanding of the main theme of the programme;
• Can easily solve familiar problems and can make progress towards solving unfamiliar problems;
• Can explain and interpret in a clear and coherent manner.

Level 3 (Marks 70 - 79)
Lower second-order answers address a reasonable part of the question with reasonable efficiency but may be partly incomplete or incorrect. The answer will provide evidence that this category
• Have a satisfactory knowledge and understanding of the main course of the course but limited to the course of thelectures with some errors and omissions;
• They can solve familiar problems, by applying specific standard procedures;
• They can explain and interpret that, although it lacks clarity and directness in the presentation, it can be followed and easy to understand.

Level 4 (marks 60 - 69)

Third-class answers show some relevant knowledge, but may fail to answer the question directly and/or contain incorrect material or omission of important parts. However, the answer provides evidence that students
• Have some basic knowledge and limited understanding of the main aspects of the lecture material;
They can try to solve familiar problems that are ineffective and have had limited success.
.

Acceptable score (marks 50 - 59)

The answers in this category represent the minimum acceptable criterion. Those answers contain very little material appropriate, major lapses, a lack of any coherent understanding or argument. But the answer suggests
• Somefamiliarity withthecourse in general;
• Dora does not solve problems, but at least the problem can be formulated from the information provided in a reasonable way.

3.2.4 Steps to Appeal

If you have good reason to doubt your score (in the midterm exam or in the exams during the semester), you should first turn to the instructor. If the problem is not resolved, you may go to the advisor and he/she will find the appropriate solution with the administrative hierarchy.
Final examination problems are resolved by submitting written complaints or appeals to the department (within three days of the announcement of the test results). Such applications are referred to the examination committee of thecollege. The department and the examination committee look at these cases to see if there is any error in the combination of marks and so on.

3.2.5 Improper actions

The university deals with attempts to cheat in exams seriously. The punishment is usually more severe than zero on the examination paper. More than one student has been dismissed from the university for this reason. Plagiarism, or copying works of material, is also a serious academic offence as outlined in the University Handbook.

3.2.6 Section Guide to Plagiarism

1. Material work, exercises, reports, and essays submitted for evaluation must be your own work, except in the case of group projects where joint effort is required .
2. Direct copying of another person's work without documentation, or paraphrasing of a text in different terms by another person is considered plagiarism and is also a serious crime, and is equivalent to cheating in exams. This applies to transfer from the work of other students and transfer from published sources such as books, reports or journal articles.
3. The use of quotations or statements from the work of others is quite acceptable and very valuable, provided that the source of the quotation or data is mentioned. Failure to provide the source or to place quotation marks around the material being quoted gives the impression that these comments are ostensibly yours. So when you quote a verbatim

quote from someone else's work you should put quotation marks or leave a margin and you should acknowledge the source of the quote.

4. The paraphrase of an original text in different terms by another person, even when introducing the original text without expressing gratitude for it, remains plagiarism. It is unacceptable for you to put unrecognized paragraphs from the same or different sources and link them side by side with a few special words or sentences of your own creation while changing some words. From the original: This is considered anover-reliance on other sources, and is a form of plagiarism.

5. Direct quotations from a previous article from your own work, if not attributed to that work, will suggest that it is original, when in fact it is not. Direct copying of the writings of the same person is also considered plagiarism if this work has been or will be submitted to another party, and you have not documented and acknowledged it inan appropriate form.

6. All sources quoted in full must be recorded in the references at the end of the work.

7. Plagiarism is a serious crime that always results in a penalty. In deciding on the sentence, the administration takes into account factors such as the school year, the extent and percentage of the work stolen, and the apparent intent to steal. Penalties that can be imposed range from a minimum of zero for work (without allowing the test to be retaken) and disciplinary action (such as suspension or dismissal).

3.3 Rating system

Most courses follow a continuous assessment system, such as homework, essays, lessons, seminars, and exams. Homework and dismissal work must be submitted on time, and any submission after these dates will result in non-evaluation. The percentages of continuous assessment marks and examinations are mentioned in the course plans and for each individual course in detail.

Exam marks and continuous assessment   marks are combined to form one mark out of 100, which is divided as follows: 30% for the one-hour mid-term exam, 30% for continuous assessment activities such as short exams, assignments, projects, and essays, and 40% for the final exam, which may usually be in writing.   To another oral (if possible), and a small final draft. 40% of the mark for the final exam is from the regulations of theuniversity. The minimum pass is 50% for any course.

If you do not take the final exam without an acceptable excuse, you will receive a " zero university " (i.e. 35%). If the aggregation of your marks during the semester is less than or equal to 35%, you will retain your score. Either way, you have to re-enroll in the course and study it again.

On the other hand, if you have an approved excuse approved by the lecturer, the head of the department, and the dean of the faculty, you can submit an "incomplete" application that enables you to take the exam, the supplementary exam is usually held in the first two weeks of the next semesterwith the observation that there is no 'incomplete' exam in the summer semester.

As for the graduation project, it is evaluated by a committee of three faculty members, including the project implementation supervisor.   The project evaluation includes a mid-

term exam (30%), a 30% participation mark distributed over short exams, assignments, presentation, etc., and a final exam 40% divided into: 15% for project presentation, and25 % for project evaluation and research writing.

3.4 Awards and Grants

Philadelphia University offers scholarships to outstanding first and second students who graduate from the department to continue their graduate studies to obtain a master's degree in the same department if they want to remain in the academic field. Scholarships cover 50% of the total university fees. There is also the possibility of sending the first graduates of the batch of the department abroad to study for a doctorate if the department needs more faculty members. In fact, in the meantime, there is the student Lama Saleh who received a scholarship from the university to obtain a PhD from abroad. In addition, any student with an average 90% and above in Tawjihi (Jordanian General Secondary School Certificate) and wishes to join the bachelor's program will receive a full scholarship covering all university fees.

4. STUDENT PROGRESS

4.1 Progress

To earn the degree, you need to successfully complete 44 different courses of university, college, and department requirements. And the passing mark in any course is 50%. Your progress in the program is measured according to the number of hours you successfully complete. The level (year) you are at depends on the number of credit hours you successfully complete. Another vital thing to assess your progress is a GPA which should be at least 60% each semester. The consequences of unsatisfactory progress include:
• Inability to make progress for the following year
• Inability to graduate
• Dismissal from the program
If you fail some courses, you cannot be counted towards the next level. However, this does not prevent you from taking courses from the next level as long as you have taken the prerequisites.
Failing a compulsory course means that you have to register for it in the next semester. This can be repeated three times. If you fail to pass the course for the third time, then you can take a replacement if you are in your graduation class. If the course you failed in is elective, you can either register for the same course in the next semester, ortake another elective course instead.
You have to pay attention to your GPA which should be at least 60%. You will be warned if you can't get 60% each semester. In this case, the student is encouraged to repeat courses with low marks in order to increase your GPA. Note that the repeated delay in studying some courses may delay your graduation and thus you will graduate in more than four years. The maximum allowed stay in the university is seven years. However, you will be dismissed from this program if this average is not achieved on the third attempt.
You can graduate and earn the degree if you have successfully completed all degree requirements and your GPA is at least 60%. Failing to get at least 60% in your graduation class means you will not be awarded a bachelor's degree, and you must register for the next semester to repeat some low-grade courses to get the required GPA.

The rate is graded as follows:

Excellent	84 – 100 %
Very good	76 – less than 84 %
Good	68 – less than 76%
Acceptable	60 – less than 68%

4.2 Change, interruption, withdrawal and transfer from the program

4.2.1 Change of Course Choice

You can change the courses you have chosen as described in clause 2.4.2

4.2.2 Interruption from the programme

Any interruption (maximum two years) from your program requires special permission from the college. The regulations stipulate that a bachelor's degree is 4 continuous years of study. Permission will only be granted if acceptable reasons are given. The case must be submitted in writing with supporting evidence to the college. Causes can include prolonged illness. You should seek advice from your advisor.

4.2.3 Withdrawal from courses

Late withdrawal from the course result in loss of fees. So if you are considering withdrawing from the course, please discuss it with your advisor as soon as possible. You must follow the following university regulations in this context:
You can withdraw from the course no later than the thirteenth week of the first or second semester, and at most during the seventh week of the summer semester.
You can withdraw from the course as you wish. However, you must keep the minimum number of courses required per semester (3 courses).

4.2.4 Transfer between sections

If you are considering changing college or department, consult a counselor as soon as possible.
You can change department by filling out a special form at the beginning of the semester provided that the required Tawjihi average in the new college or department is less than or equal to your Tawjihi average. A specialized committee will determine the courses to be counted.

5. STUDENT SUPPORT AND GUIDANCE

5.1 Academic Advising

All new students should have academic advisors. New students are assigned to groups of 20-50 students and each group is assigned a faculty member who will be their academic

advisor for the four years until they graduate from university. The advisor handles all routine university inquiries, and provides them with academic advice to register at the beginning of each semester, as well as any other problems that may arise. Problems which cannot be dealt with by the advisor are transferred to the head of department, dean of the faculty, or to the appropriate faculty member. Students who need help and guidance should consider the office hours of their advisors at the door of each desk as well as in their course curriculum plans.

The counseling service also advises you on department and university matters and helps you with everything that concerns you, whether in your studiesat the department and university, or even in your life outside the university. You have a social counselor who is fully aware of the department and university and is ready to listen and help with everything you face. All visits to social services offices are treated confidentially.

If you have difficulties in a particular course, you should refer to your advisor first (or to the lecturers/project supervisors). You can also consult counselors on general matters, but you can also visit the offices of deputy deans of colleges. If you have health problems, you can consult a counselor in the department but may prefer to go to your doctor directly or to the university clinic.

Feel free to make use of these services at any time in any matter.

5.2 Deanship of Student Affairs

The Deanship of Affairsat Philadelphia University provides confidentiality and individual advice on any matter affecting the personal well-being or effectiveness of students. The Deanship sees over a hundred students a year and gives advice and expertise on problems such as low motivation, personal decision-making, relationships, anxiety, and family problems. People there want to help you find new ways to deal with the emotional and personal aspects of problems, and they seek to empower the individual concerned to do so in a collaborative and direct way. Advice on referral to Other services, and helping others deal with general student problems such as exam anxiety.

The Deanship is open from eight in the morning until four in the evening, from Sunday to Thursday throughout the year, and appointments can be taken by visiting the Office of the Dean of Student Affairs. All enquiries are treated confidentially.

5.3 Study arrangements

There will be lessons for some courses, where you can discuss the topics listed through the exercises. The instructor usually conducts the lessons. You'll have the opportunity to ask questions about issues that are ambiguous and you haven't been able to understand.

Because you have a advisor from the beginning of your university life, they are here to help you through your university life. They will monitor your progress and provide you with help and advice whenever necessary. If you run into problems, you should contact your personal advisor or visit the Vice Dean as soon as possible. Don't let things slip so that it's hard to get things back in order, especially if you're lagging behind at work. The advisor will advise you on your choice of course, department and university procedures and will provide recommendations for action and for other purposes.

Of course, lecturers are there to discuss questions or problems specific to the course. Each lecturer shall set a minimum of six office hours and shall be hung on his office door. You can review in these hours. If for any reason these lecturers are unable to see you during these office hours, you may be scheduled for another time. It is important that you convey any issue that affects your ability to work to the department – through your advisor, through the deputy dean or otherwise. The following are examples of issues that may affect your work: Illness, family or personal problems (including a family member's illness), or financial problems. In evaluating your performance, the department has a policy to compensate for the difficulties you encountered while studying. We can only do this if we are notified of these problems, and we have an idea of how exacerbated they are.

5.5 Student Presentations and Feedback

5.5.1 Student Representative Committee
Each academic year, the department forms a committee consisting of student representatives who areelected from different levels as faculty members. The committee meets at least twice each semester and any issue that cannot be settled informally may be discussed.
Feedback from students on courses is important to us, especially for the role it plays in ensuring that the overall quality of the program is improved. The aim of this committee is to:
- Provide a unique forum of staff and students to discuss new ideas, solve problems
- Form a basis for students to present their perspectives within the administration
- Taking students' opinion on academic matters including the YUS bachelor's program and curricula as part of quality assurance and enhancement procedures
- Provide students with the opportunity to know and contribute to the development and strengthening of quality assurance procedures in their department.

5.5.2 Course Coordination Committee

The number of students enrolled in the course can be large so this number can be divided into more than one division and can be taught by more than one lecturer. Such courses require coordinators to coordinate between the various divisions. A student from each division is elected to be a member of the course coordination committee, which also contains the lecturers of the different sections. At the beginning of each semester, the department issues a list of coordinators. The Coordination Committee meets at least twice a semester to coordinate everything related to the course. This committee aims to:
- Ensure that all divisions are provided with the same curriculum plan.
- Follow the same schedule in the delivery of courses.
- Standardize exams, get feedback from student representatives and use them to improve the quality of education.
- Useof feedback in monitoring the course.

5.5.3 Department and Deanship Meetings

Meetings held by the department chair and dean during the semester have a primarily advisory role, where students can raise problems that need attention from these key people.

5.5.4 Feedback collection and analysis

The faculty in general and the department in particular attach great importance to the opinion of students about the quality of the education provided. In the thirteenth week of each semester, each student is required to complete an assessment questionnaire for each course. Final year students are also given another questionnaire so that they can comment on the bachelor's degree program as a whole.

The Quality Assurance and Promotion Committee is responsible for the quality of teaching in the department, and usually analyzes these questionnaires, and uses the results to monitor the teaching process and the program as a whole.

6. LEARNING RESOURCES IN THE DEPARTMENT

The Department of English at Philadelphia University includes two modern multimedia laboratories to provide language exercises to the students of the department, which is managed by the laboratory supervisor and assists students in using the computer or in solving exercises, and this laboratory is equipped with laptops for presentation purposes and so on.

LANGUAGE LAB 6.1

The language laboratory is one of the most important teaching aids that must be available in the field of teaching foreign languages; experiments have proven the importance of the language laboratory in the education process and many educators pay wide attention to this educational method**.**

The **Linguistics Laboratory** of the Faculty of Arts was recently added with a donation from the 21 instruments donor Erasmus. The language laboratory contains various devices and various equipment to achieve its educational objectives, and these devices and equipment are as follows:

lenovo i5 -1
2- LENOVO I5
3- MY CLOUD 2TB
4- Wired type mic(CAROL)
5- Audio device Teli/HI-BT329
6- Speakers
7- Headsets

6.2 Laboratory of the Department of Basic Sciences and Humanities

It is a laboratory also affiliated to the Faculty of Arts, as it is located on the second floor with the number (02207) and an area of (68.64 m2), and it contains the following devices:

Video banasonic NVSD 280 HGKG0297 . 1
Distributed Video Signal forLanguage Center Type (Sanako). 2
NFOCUS IN 16XV PROJECTOR WXGA(1280*800). 3
Acer P4 V6800 Good . 4
HP Procurve Switch 24 port2626. 5

UPS 700 VA .6
Speakers .7
Headsets. 8
Language Lab Speaker Adapter. 9

6.3 Main University Library

The Department of Library and Information Resources is an essential pillar of the university community. By providing information sources in various forms, and interactive and student-centered learning opportunities. The building is spacious (7241 m²), equipped with the best technologies, devices and electronic databases necessary to provide the best services.

Its holdings in various forms (traditional and electronic) are distributed over a group of halls spread in its building and the number 7, and includes more than (146,000) paper materials in various fields of knowledge, in addition to its participation in a distinguished group of global electronic databases that provide access to hundreds of thousands of electronic information sources in full text, including books, university theses, academic and statistical periodicals and others.

The Library Department provides more than 5,443 titles (7,754 copies) of the paper holdings of the Department of English Language and Literature, in addition to a large number of electronic resources such as books, periodicals, theses, CDs and others.

The Library Department is keen to achieve the highest quality in the work procedures and policies followed during its daily work, in order to ensure the provision of the best level of services to the beneficiaries, both traditional and electronic, during the official working hours of the university extending from eight in the morning until four in the evening and from Sunday to Thursday.

The following is the Library's holdings table in relation to the specialization (English Language and Literature):

Collectibles	Available Number	
Course textbooks, books and references for specialization	Arabic 1307 English 4059	Arabic 1974 English 5624
Dictionaries and encyclopedias	Arabic 46 English 332	Arabic 63 English 516
Periodicals for specialization, dictionaries and encyclopedias through subscriptions to electronic data	3	

6.4 Computer Center

This center provides the department with training and maintenance.

6.4 Other sources and facilities

Theadministrative infrastructure consists of seven offices (Dean, Dean's Secretary, Department Head, Department Chair's Secretary, Dean of Graduate Studies, Dean's Secretary, Meeting Room).

Academic Infrastructure It consists of twenty classrooms, including the rooms of the Department of Humanities, which includes a language lab prepared with (30) computers and a modern projector, in addition to the Sonako software program. In addition to a language laboratory for training at the Faculty of Arts, which contains (21) computers, modern projectors and audio devices.

There are also other resources and facilities that students and staff can use. These are:

Facilities to support attendees

Two (2) Datashow devices and a computer to support the course and presentations, in addition to a number of facilities that lecturers can use when teaching.

imaging and printing

The department has photocopiers that students and lecturers can use.

In the department there are (10) printers besides those in the university laboratories.

7. ACTIVITIES ACCOMPANYING THE CURRICULUM

The university offers some entertainment for students to enrich their talents in their free time. This includes the Deanship of Student Affairs organizing social, cultural and sports activities for students at the university. There is also an alumni office that maintains contact with university alumni.

There are also:

Several places to play sports.

Several places for cultural activities.

Several rooms for public meetings, snacks, and a cafeteria.

Student club.