



Avicenna International College

AIC Rules and Protocols

R-120

*“Avicenna Online Education Department”
Terms and Conditions of Participation and Use
For Teachers, Students, and Public*

**THIS POLICY IS CONSTANTLY BEING RENEWED.
PLEASE CHECK IT REGULARLY FOR THE LATEST VERSION.**

INTRODUCTION

Avicenna Online Education Department is an integral part of Avicenna International College which is responsible to provide online education for its registered students and those who are interested to have access to educational material at AIC.

All educational materials uploaded on the AIC website and other online forums will be the sole intellectual property of AIC and no part of it can be used, copied, transferred, sold or stored without the explicit written consent of AIC. Any breach of the above clause can be legally offensive and will be prosecuted in the court of law by AIC.

Live Class Regulations

AIC will be using ZOOM or other platforms for the delivery of classes online. The instructions about ZOOM for teachers and students are included in this policy as Appendix 1. All online classes are recorded and monitored.

All teachers and students are required to follow the following rules:

1. Classes will start on time according to the schedule published in the Academic Calendar on the AIC website.
2. All participants should log into the system with their full name (First name and Family name). The presence of all participants is recorded and logged.

3. All participants (Teachers and Students) should turn on their cameras as soon as they join the meeting/class. If the camera is off it is considered as absence from the class.
4. All participants (Teachers and Students) should turn on their microphones as soon as they join the meeting/class. Teachers will have the right to mute and unmute any student.
5. All participants (Teachers and Students) should appear in the meeting/class with proper outfit and clothing and choose appropriate locations for their presence. You should sit at your study desk with appropriate background and enough light to make your face well visible and recognizable.
6. Students should participate in the class and engage in discussions with the permission of the teacher.
7. Online classes are part of the actual study course at AIC and all students SHOULD attend the classes. If the absence will raise above a limited number, then the academic year may become invalid and the student will not be able to get the final certificate of the academic year.