



**AL HUDA INSTITUTE CANADA**  
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## **ATTENDANCE**

Regular attendance is a must to qualify for the certificate. Students are required to maintain regular attendance throughout the course.

### **Intention & Sincerity**

- Attend classes with the intention of seeking knowledge for the sake of Allah.
- Be punctual and attentive during lessons.
- Avoid distractions and give full respect to the learning environment.

### **Late Admissions**

Students Joining late should complete their missed assessments during the assigned time frame with the coordination of their course coordinator

### **Missed Class**

Students to inform their TA of any absence and complete missed class later.

Students should inform the TA in advance if you are unable to attend.

Students to stay updated with class announcements.

Take responsibility for your learning.

## **Code of Conduct**

### **Participation & Behavior**

- Participate politely and only when permitted by the instructor.
- Use the chat and microphone responsibly.
- Keep microphones muted unless speaking to avoid disturbance.
- Check the student channel (Telegram/WhatsApp) for homework and announcements regularly.

### **Use of Technology**

- Use devices and platforms only for class-related purposes during sessions.
- Avoid inappropriate websites, messages, or activities while attending class.

### **Politics and Racism**

Over-heated discussion and debate on politics, as well as any form of racism is not allowed.

## **Privacy & Confidentiality**

- Class recordings, discussions, and materials are for personal learning only.
- Do not record, share, or distribute any content without permission.
- Respect the privacy of teachers and students.

## **Grading Policy**

Students are expected to show a positive, open-minded, and ready-to-learn attitude. Should complete all work and assignments on time and to the highest standard.

The grading scale for this course is as follows:

## **Plagiarism and Cheating**

- Complete assignments and assessments honestly.
- Do not copy, share answers, or misrepresent your work.
- Uphold trust (amanah) in all academic matters.

## **Termination of the Enrolment**

The Academic Office reserves the right to suspend or terminate the enrolment and portal access of a student, should there be a serious violation of its Code of Conduct, a safety threat to a staff or student, or if the behaviour or activities of a student poses a threat to the reputation of the Organization

Any report of misconduct or abusive behavior by any student, within or outside the class or study groups will result in immediate termination/suspension of the student.