

Student Handbook

Executive Education
2025

This Handbook is subject to updates, and you will be notified once an update takes place

1. About ESLSCA

1.1 ESLSCA University

Established in 1949, ESLSCA Business School Paris is a private and independent institution of higher education. Based in Paris, France, ESLSCA now has over 10,000 graduates worldwide, coming from 40 different nationalities. After a noticeable expansion, its postgraduate programs in Egypt have been offered and have become among the top degree programs in the region over the past 20 years. In 2016, ESLSCA Business School Paris opened a branch in Egypt to operate under the name 'ESLSCA University Egypt', becoming the first branch of a European Business School in Egypt. The university offers both academic and non-academic programs; bachelor's degree programs, Master of Business Administration (MBA), and Doctor of Business Administration (DBA), in addition to Graduate Diplomas and Executive Education programs in different disciplines.

1.2 Vision

ESLSCA University Egypt aims to become a catalyst for social and cultural transformation by creating a unique educational experience and developing human capital through innovation, entrepreneurship, knowledge transfer, and multicultural integration in Egypt.

1.3 Mission

To impact society in a transformative and collaborative way focused on interdisciplinary knowledge, free exchange of ideas, and interpersonal skills.

To align the activities and results of the different schools and programs to strengthen its role as an innovative university by providing world-class education that reflects future needs.

To advance transversal internationalization and foster alliances with other universities.

To focus on innovation and sustainability through investing in technology and digital transformation.

2. Regulations

2.1 Registration

2.1.1 Course Registration

Two weeks before the beginning of the program, attendees must pay the first installment. The second installment must be paid one week after the start of the program.

2.1.2 Late Registration

Late registration is subject to a waiting list if the course is fully booked. If the course started, the missed sessions were counted from the attendance, with full accountability on the student to compensate for the missed knowledge and no obligations on ESLSCA to compensate for this missed part.

2.2 Class Attendance

2.2.1 Absence and Missed Work

Attendees are required to attend at least 75% of the total program hours, in addition to adhering to any

required educational course work submission. This may include prerequisite assessments, home assignments, final projects, etc. When a participant approaches the maximum allowed absence time, an alert email will be sent. If the allowed absence time is exceeded, a forced withdrawal email will be sent to the participant, and he or she is automatically dropped from the program. The maximum allowed absence (25% of total program hours) **does not include the first or the last session, as it's mandatory to attend.**

2.2.2 Punctuality

Attendees are expected to arrive on time for all classes and will be considered late if they enter class after the start of the session.

2.2.3 Class Dismissal

An instructor may dismiss from class an attendee whose behavior is disturbing and who creates an environment that disrupts learning for other attendees.

2.2.4 Attendance Regulations

- In-class sessions are not allowed to be broadcasted or recorded either on Zoom or using any other voice or video recording tool.
- 25% of course schedules are subject to change in the event of unforeseen circumstances; in such cases, the course may be moved to an online format, relocated to another premise, or the session may be rescheduled.
- ESLSCA reserves the right to substitute the designated instructor in unforeseen circumstances or emergencies.

Online Sessions

Testing the mic and camera settings on your device and platform (MS. Teams) to ensure they work properly is a must before every session to ensure smooth implementation of the session.

It's highly recommended to have multiple internet connections (Wi-Fi, Mi-Fi, Hot Spot, etc.) and full internet speed during the course. Please avoid heavy downloads, streaming, or any other bandwidth-consuming activity during sessions.

It's a necessity to open the camera during the sessions, unless, in very limited cases, you provide an acceptable excuse to the instructor that you cannot open it.

Attendees are expected to engage in discussions or conduct any tasks that the instructor asks them to do to demonstrate their full attention and participation in the session.

It's highly recommended to log in to sessions using a PC, not a mobile device, to be able to share files or enroll in activities.

2.3 Assessment and Examination

2.3.1 Assessments

Attendees may be assessed throughout the course by tests, quizzes, assignments, projects, exams, or other means of evaluation. Continuous assessments are used to monitor the progress of learning to ensure that the

course learning outcomes specified in the course syllabus are accomplish

Below is an example of the assessment weights of all programs:

Attendance	15%
Participation/Activity/Assignment	25%
Final Assessment (Exam/ Project)	60%
Total	100%

ESLSCA University believes that providing feedback to attendees on their assessments serves the objective of ensuring that the course ILOs are achieved. Accordingly, all professors and instructors will be providing regular feedback to attendees on each assessment in a timely manner to enable them to understand where they went wrong, advise them on the steps to be taken to improve their learning curve, and develop their capabilities to monitor, evaluate, and regulate their own learning.

Types of Evaluations:

- Single-Session Evaluation
 - A 1-minute survey after each session for quick feedback about the session
 - ALink will be provided in the welcoming email of the program.
- Final Program Evaluation
 - A detailed survey to elicit participant feedback about the program's overall benefits.

2.3.2 Final Assessment

A final examination or assessment is given at designated times at the end of each program.

Attendees are not permitted to take a final examination/assessment before its regularly scheduled time. When genuinely serious conditions exist, attendees, with the consent of the course professor/instructor, may be allowed to postpone the final examination/assessment after the regular exam period. Attendees must submit a request for makeup to the officer responsible for the program with supporting documentation for approval **with extra fee 1500 EGP**.

Attending the post assessment designated day **is mandatory**, and the absence on this day **is not included** in the 25% allowed absence time. Therefore, not showing up on this date without an approved postponement/ makeup request, is considered a forced withdrawal from the program without prior notification to the participant.

Participants who fail or miss the final project/assessment will incur an extra fee of 1,500 EGP for reassessment

3. Certification Requirements

3.1 Holding Request

Holding requests (the request to pause attendance at any program, and to resume later in another batch) are generally not allowed unless an exceedingly critical emergency arises.

In these critical situations, the participant is asked to:

- Send an email to the program officer, subject "Program Name | Emergency Holding Request."
- The email should include the request for holding, along with justification.

The final decision regarding approval or denial rests with the program's management and is contingent

upon their evaluation of the provided justification.

3.2 Issuance of Certificates and Official Documents

To receive any program certificate, participants must demonstrate both technical and financial eligibility:

- Technical Eligibility:
 - Does not exceed the maximum allowed absence percentage (25% of program hours)
 - Submit all required prerequisites and assignments on deadlines.
 - Attend, and pass the minimum score of, post assessment 70%.
 - **Refer to point 2.3.1 for more clarifications**
- Financial Eligibility:
 - Provide proof of payments for all due installments of the program.

4. Continuous Improvement

4.1 Evaluation

By the end of each program, the University gathers attendees' feedback on the whole learning process for continuous improvement purposes. Attendees' feedback is gathered via course evaluation forms where attendees evaluate the course material, instructional effectiveness, teaching methodology and facility.

The results of the course evaluation sheets are considered when updating and enhancing the program by the Program Development Committee.

4.2 Complaints and Grievances

If an attendee has a serious and pressing concern, they are asked to convey it to the Program Officer, who is available to help attendees with their inquiries, facilitates any obstacle that may face them, and handles their concerns with care. In case an attendee wants to submit a formal complaint, an email has to be sent to complaints.exed@eslsca.edu.eg

5. Financial Regulations

- Failure to pay during the announced payment period will subject the student to a late payment fee of 10% on the total fees of the installment.
- Attendees who are late to their designated installment by 2 weeks will be considered dismissed and will not be allowed to continue the program and will have to reapply to the program with its full cost in a different batch with its new cost.

5.1 Refund Policy

- For other open enrollment programs in Executive Education School:
 - A refund of payments is only allowed until 4 days before the program's starting date.

5.2 Withdrawal

Attendees who withdraw from a registered course (in accordance with the withdrawal regulations) and wish to take it the next semester, the paid course fee will be transferred to the next semester's account balance. In this case, attendees will be subject to the refund rates mentioned below, and the new course price will be applied.

5.3 Forced Withdrawal

If the student reaches the maximum absence allowance (25% of course hours), a forced withdrawal will be automatically applied, and **no refund** is allowed. In case of force majeure, supporting documents should be submitted to the officer responsible for the program via email, and approval/disapproval decisions will be taken by Executive Education Programs Management.

6. Other Rules and Regulations

6.1 Safety and Privacy

Attendees are expected to familiarize themselves with the rules and regulations on safety and security posted in each classroom. Attendees are not expected to ask for the instructor's phone number or any personal data. Program communications should be conducted through the designated program officer, only in the channels established by this officer (Chat group, officer's email)

6.2 Operational Requests

Any request related to operations such as changing the place, time, date, method of a session or being absent for a specific period would be communicated only to the responsible officer **not** the instructor.

7. Attendees' Rights and Responsibilities

7.1 Attendees' Rights

ESLSCA University is dedicated to maintaining a scholarly community that as its central purpose, promotes the creation of a unique educational experience and developing human capital through innovation, entrepreneurship, knowledge transfer, and multicultural integration.

This is achieved through creating an environment where attendees have the following rights:

- **Expression:** Attendees can freely examine and exchange diverse ideas inside and outside the classroom.
- **Fair and Equal Treatment:** Attendees have the right to be treated equally, fairly and with dignity, and can expect to participate fully in the University without discrimination.
- **Information:** Attendees have the right to be informed of the standards of performance and evaluation, and their modifications, in all courses and academic programs in a timely and accurate manner.

7.2 Attendees' Responsibilities

The exercise and preservation of attendees' rights requires respect for the rights of all members of ESLSCA University. Attendees enrolling in ESLSCA assume an obligation to conduct themselves in a civil manner that is respectful to others, and compatible with the University values and objectives. To maintain a sound environment for learning, the University has the authority and responsibility to exclude those who disrupt the educational process.

7.3 Misconduct

Acceptable adult behavior is expected of attendees in the classroom and on university campuses. The breach of such behavior should be reported, and attendees will be subject to any disciplinary action including final dismissal. ESLSCA University specifically prohibits the following forms of conduct:

- Lying:
Communicating untruths to gain an unfair advantage. Such as misrepresentation in applying for admission/ internship/employment.
- Academic Dishonesty and/or Facilitating Academic Dishonesty:
 - Cheating: the use or attempting to use unauthorized materials, information, or study aid in any academic exercise.
 - Fabrication: intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.
 - Plagiarism: intentional representation of another person's words, thoughts, or ideas as one's own without providing proper documentation of source by way of a footnote or endnote.
 - Unauthorized collaboration: collaboration with other attendees in preparing an assignment when separate reports are submitted, and sole authorship is claimed.
- Participation in dishonest activities such as:
 - Forgery, falsification, or fraudulent misuse of, or obtaining unauthorized access to the University's documents, computer files or systems, and credentials such as identification cards and transcripts.
 - Damage to, or destruction, theft or other misuse of the University property or the property of another member of ESLSCA community.
 - Unauthorized use of the University's services, equipment, or facilities.
- Uncivil Actions: behaviors disruptive to other members of ESLSCA University such as:
 - Physical assault, coercion, harassment, or intimidation of another person.
 - Verbal abuse, intimidation, or harassment of another person.
 - Participation in or encouragement of any effort to disturb a class or other school functions.
- Smoke-free policy
 - ESLSCA University campuses are smoke-free environment.
 - Smoking of any substance **is not permitted** in all areas including classrooms, lecture halls, auditoriums, corridors, offices, meeting rooms, or bathrooms.
 - This policy applies to attendees, staff, faculty, and visitors.
 - Failure to abide by this policy will result in disciplinary action determined by the University.

7.4 Attendees' Dress Code and Appearance

Attendees are expected to be neat, clean, and modest in their dress and appearance. Student attire should not interfere with the orderly process of learning or cause distractions.

Attendees will not be permitted to access any of the University's campuses if their manner of dress is inappropriate including revealing clothes, and clothing that displays violence, inappropriate words, messages or hate speech, or that mentions or portrays alcohol, drugs, or illegal substances.

7.5 Procedures and Disciplinary Actions

The Academic Standards and Discipline Committee may impose one or more of the following disciplinary actions for violated conduct.

- **Reprimand:** A written notice for violation of the specified standards of conduct placed in the student's record; including the possibility of more severe disciplinary sanctions should another violation occur.
- **Restitution:** Compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement. Completion of a project specifically designed to help the student understand the deficiencies of his/her conduct.
- **Immediate Suspension:** In extraordinary circumstances, the Academic Standards and Discipline Committee can immediately suspend the student after conducting a detailed investigation and meeting with the student.

