

# Student Handbook

# Ministry of Defense Language Institute Course



## Student Handbook

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## Institute Commandant Speech

With a firm conviction that education constitutes a pivotal axis for national progress and a fundamental indicator of national strength, representing a strategic objective for the Egyptian state and an essential pillar of its national security, the Armed Forces diligently endeavor to broaden the scope of education, both quantitatively and qualitatively. Consequently, the Armed Forces assume their national responsibilities in serving the civilian populace to foster sustainable human development within Egyptian society. Numerous educational institutions under their purview graduate individuals aspiring to pursue diverse specializations within these esteemed establishments.

Ministry of Defense Language Institute stands as one of these venerable educational edifices, established over four decades ago. Since its inception, the Language Institute has extended its access to all individuals desirous of pursuing studies in various languages. Furthermore, it renders a multitude of services within the framework of the Armed Forces' program for qualifying scholarship recipients and fulfilling the requisite demands of both the domestic and international labor markets.

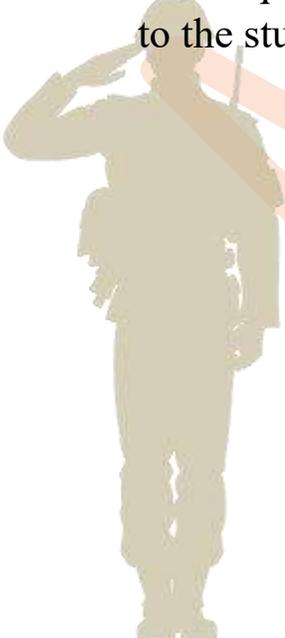


## Purpose of the Guide

This guide aims to familiarize the student with the regulations of MODLI, clarify their rights and responsibilities, and provide essential guidelines to help them adapt to the educational and disciplinary environment within the institute. This ensures they can gain the maximum benefit from the educational and training programs offered by the institute.

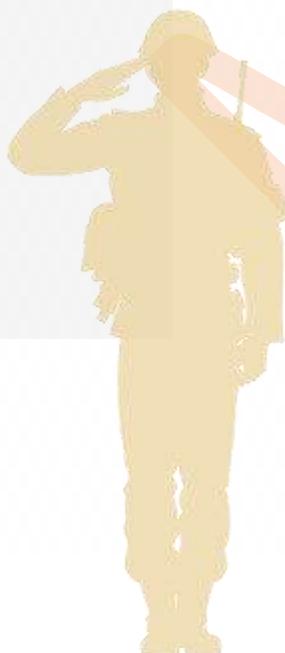
## Scope of the Guide

All primary and supporting activities and operations closely related to the quality of educational and administrative services provided to the student, in line with the Institute's objectives.



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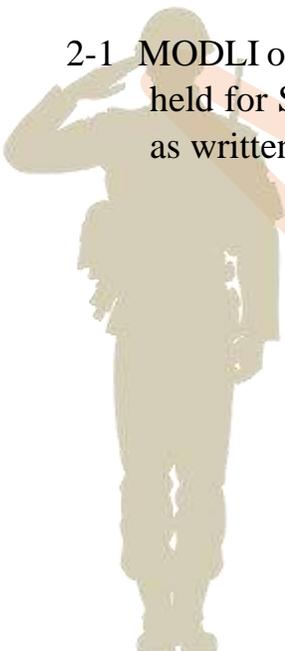


## 1-Historical Overview of the Institute

- 1-1 MODLI was established in 1981 under the organizational regulations of the Armed Forces' Organization and Administration Authority. At its founding, it comprised the following language wings: (English, French, German, and Hebrew).
- 1-2 Its mission at that time was to provide linguistic training to the officers assigned abroad.
- 1-3 In 1990, new organizational regulations were issued to restructure the Institute and add these educational wings: (Arabic for Foreigners, Turkish, Italian, Russian, and Korean).
- 1-4 In 1998, Spanish and Greek wings were added. In 2005, the Chinese wing was added. Finally, in 2011, the Urdu, Persian, and Swahili wings were added.
- 1-5 In 2022, Portuguese wing was added, bringing the total number of foreign languages taught at the Institute to sixteen.

## 2-Activities and Services Provided by the Institute

- 2-1 MODLI offers its services in the form of various programs, including courses held for Students, evening courses and other civilian organizations, as well as written translation and simultaneous interpretation.





### 3- Institute Vision

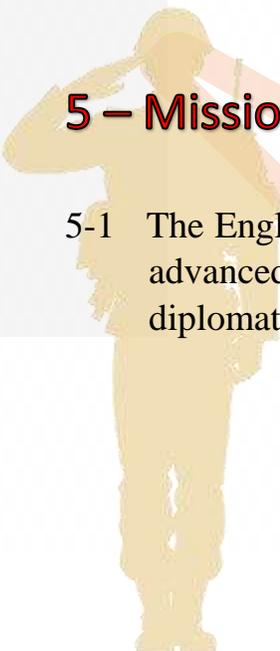
3-1 MODLI seeks to excel in the foreign languages' education by immersing the students in the cultures of the countries whose languages they study and providing a motivating, supportive learning environment, underpinned by a distinguished staff and prudent administration focused on enhancing students' language skills, meeting beneficiaries' needs, and complying with all requirements.

### 4- Institute Mission

4-1 The mission of MODLI is to spread cultural awareness among its military, civilian, and international students through their study of the foreign languages, whether during linguistic learning or in written translation and simultaneous interpretation works, thereby promoting international friendship and understanding among diverse peoples to achieve global peace.

### 5 – Mission of the English Language Program

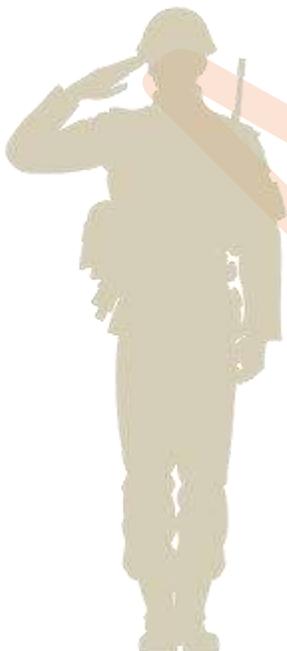
5-1 The English Language Program at MODLI aims to equip the students with advanced linguistic skills that enable effective communication in military, diplomatic, and security contexts.



## 6-Internal Context of the Institute



- 6-1 MODLI is a foreign language teaching institute affiliated to the Egyptian Ministry of Defense.
- 6-2 The instructors at MODLI are officers who have been qualified both locally and abroad, as well as civilian personnel who have been trained internally at the Institute. They attain a high level of professional qualification that enables them to serve as capable instructor, spreading awareness and culture, and teaching languages with distinction.
- 6-3 The Institute's internal culture is characterized by the discipline and commitment of the Egyptian Armed Forces.



## 7– Institute Lay out and Infrastructure.

- 7-1 The Institute provides an appropriate and comfortable working environment with air-conditioned, well-furnished offices that feature adequate ventilation and lighting. Most operations are managed via a high-tech system, including computers, a private intranet, and an internal intercom network.
- 7-2 All classrooms are equipped with the latest educational tools and training aids, including computers and plasma screens to enhance the presentation of educational content, as well as an instructor desk and a well-equipped chair for each student.
- 7-3 All classrooms are equipped with the latest educational tools and training aids, including computers and plasma screens to enhance the presentation of educational content, as well as an instructor desk and a well-equipped chair for each student.
- 7-4 An administrative staff (the building's Adjutant) is assigned for the floors and buildings to follow the academic and administrative processes within the institute. The reports are submitted directly to the Commandant for decision-making.
- 7-5 The Institute is secured both internally and externally by Armed Forces security personnel.





## 8 – Student Rights

- 8-1 The right to receive high quality linguistic training and education in accordance with the prescribed program.
- 8-2 The right to have a fair and transparent assessment of academic and disciplinary performance.
- 8-3 The right to have privacy, with respect for personal information and individual behaviors.
- 8-4 The right to receive academic guidance and support when needed.
- 8-5 The right to access the regulations and instructions governing study and discipline.
- 8-6 The right to submit grievances or complaints.
- 8-7 The right to be in a safe environment that preserves personal health and life.

## 9 – Student Responsibilities

- 9-1. Attend and depart at the scheduled times, fully committing to the lecture and break schedules.

## 10 - Student Services

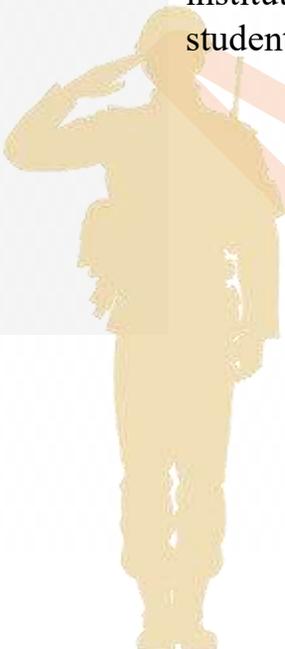
- 10-1 Educational Services: Provide study materials, curricula, references, modern classrooms and language labs, and qualified instructors.
- 10-2 Academic Support: Opportunities for the students to receive follow-up, support, and linguistic guidance from the instructors as needed.
- 10-3 Medical Care: Provide primary healthcare on-site through first aid kits, with access to military hospitals when necessary.
- 10-4 Library Services: Access to the educational library, which includes a wide range of books and references on languages and general culture.



## 11 – Academic System for Students at the Institute

### 11-1 Admission Stage (Enrollment):

- 11-1-1 Upon the student's arrival, the data entry at the department verifies the student's identity through personal identification, as documented in the Student's Department files.
- 11-1-2 If admission criteria are met, the Chief of the Students' Affairs Department directs the student to the Examination Department to take the placement test and instructs them to return to the department after completing the placement test to complete the registration and class assignment procedures.
- 11-1-3 Upon the student's return after completing the placement test, the data entry inputs the student's number into the Students' Affairs system to know the test results.
- 11-1-4 The Students' Affairs Department gives the student a personal data card to complete his data. The data entry reviews the student's data on the computer.
- 11-1-5 The Students' Affairs Department provides the student with the institute's handbook and morning course instructions and obtains the student's signature acknowledging them.





## **12-1 Delays and Absence**

12-1-1 Student attendance is followed daily by the Chief of the Department using the Morning Attendance Sheet (Daily Staff Log).

## **12-1- 1 Submission of Complaints**

12-1-1-1 Complaints at the Language Institute are received through one or more of the following means (including but not limited to):

- Written correspondence sent to the Quality Assurance Department.
- Complaints received via the Customer Complaints and Suggestions Box.
- Complaints arising from suggestions collected through the general survey conducted at the end of each course.

12-1-1-2 Upon receipt of a complaint by any department within the institute, the recipient shall register it using the Customer Complaint Form (Form No. F01-Q-P-01) and forward it to the Quality Assurance Department, which will refer it to the relevant section responsible for handling the complaint.

12-1-1-3 The concerned section shall determine the cause of the complaint, take the necessary corrective actions, and send the outcome to the Chief of Quality Assurance Department for follow-up, analysis, and eventual settlement of the complaint. The student shall be informed of the response.

12-1-1-4 In all cases, the Chief of Quality Assurance Department shall review the response from the concerned section and verify that the Chief of the respective branch/department has implemented appropriate corrective actions by reviewing the effectiveness of the measures taken.

12-1-1-5 The Chief of Quality Assurance Department shall review the effectiveness of the corrective actions taken in response to complaints as part of the Internal Audit Program.

12-1-1-6 The Chief of the Quality Assurance Department shall present a report on the received complaints and the actions taken during the management meetings.



## Policies and Procedures for Students Follow-up and Guidance Provided in Case of Poor Academic Progress

### 1. Continuous Academic Follow-Up:

The student's performance is regularly followed up through monthly assessments, exams, and semester reports.

### 2. Warning and Individual Review:

When a decline in performance is noticed, the student is given a verbal warning and invited to a one-on-one meeting to discuss the reasons and develop a support plan.

### 3. Academic and Behavioral Counseling:

Guidance is provided to improve academic performance, such as increasing study hours or changing learning strategies. In cases of behavioral issues, the student is referred to the Students' Affairs Department.

### 4. Follow-Up:

After counseling, the student's progress is followed-up to evaluate improvement. If decline persists, a follow-up meeting is held, and further actions are taken if necessary.



**Services Complex Building**



**Educational Wings Group Building**



**Conference and Simultaneous Interpretation Hall**



**Learning Center Building**





## **1- General:**

These instructions are issued to organize the method of conducting various tests for students attending the morning courses, to assess their actual level, and to regulate the remedial measures for those who underperform in different tests.

## **2- Types of Tests:**

- (a) Entry Test
- (b) Book Quiz
- (c) Monthly Test
- (d) Final Test

## **3- Method and Timing of Tests:**

### **a - Entry Test:**

1. The Entry Test is conducted for newcomers and those certified to attend a language course at the Ministry of Defense Language Institute (MODLI).
2. The test is administered immediately upon the student's arrival at the institute.
3. A minimum score of 60% is required for the student to be accepted into the course.
4. If the student is accepted, he is not allowed to take the Monthly Test during the same month in which the Entry Test was taken.

### **b - Book Quiz:**

1. The Book Quiz is conducted on the eighth day of the course for English language students, and on the tenth day for other languages.
2. A minimum score of 60% is required to pass the quiz.
3. The test is held during the last hour of the day.



**c - Monthly Test:**

1. The Monthly Test is conducted on the first Saturday of each month.
2. To pass, the student must achieve the grade required for the next book level in the Monthly Test.
3. The test is held during the last hour of the day.

**d – Final Test:**

1. The Final Test is conducted after the student completes the language qualification.
2. To pass, the student must achieve the grade required for the next book level.
3. For Book 30, the student must obtain more than (80%).

**4 –Remedial Approach for Underperforming Students:**

**4-1 – Book Quiz:**

**1. If the student fails the Book Quiz, the following actions will be taken:**

- (a) The student is referred to the Wing Commander's Office for approval of remedial testing on the same day between 1500 hrs. and 1700 hrs.
- (b) The student must attend Physical Training (PT) the next day in uniform No. 2.
- (c) The student will be tested during the Physical Training (PT).
- (d) If the student passes (achieving 60%), he will join the new level on the same day.



**2. If the student fails the Book Quiz for the second time, the following actions will be taken:**

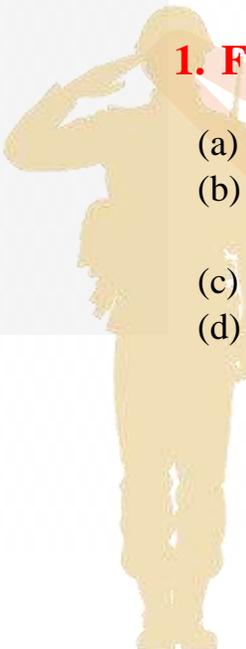
- (a) The student is referred to the Deputy Commandant Office for approval of remedial testing between 950 hrs. to 1900 hrs.
- (b) The student must attend the Physical Training (PT) the next day in uniform No. 2
- (c) The student will be tested during the Physical Training (PT).
- (d) If the student passes (achieving 60%), the following actions will be taken:

- 1- He joins the new level.
- 2- He undergoes two additional remedial tests for two days from 1500 hrs. to 1700 hrs. to compensate for the hours lost the previous day.
- 3- If the student fails a third time, he is referred to the Commandant of Ministry of Defense Language Institute to consider cancellation of the student's course.

**4-2 – Monthly Test:**

**1. First failure:**

- (a) The student is referred to the Wing Commander's Office.
- (b) Remedial tests are conducted at the Education Center from 1500 hrs. to 1700 hrs. daily until Wednesday.
- (c) A re-test is held on Thursday of the same week.
- (d) To pass, the student must achieve the grade required for the next book level.

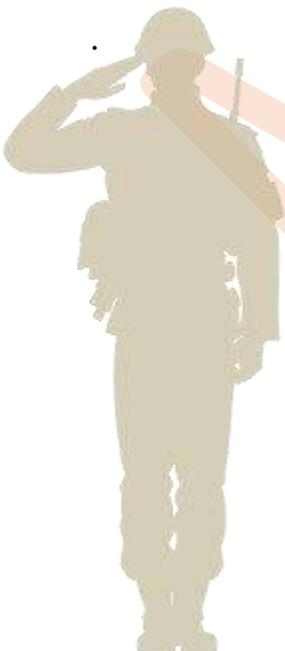




## 2- Second failure:

- (a) The student is referred to the Deputy Commandant's Office on Thursday.
- (b) Remedial tests are held daily from **1200 hrs. to 1900 hrs.** until **Thursday** at the Education Center.
- (c) The retest is conducted on Saturday during the Physical Training (PT).
- (d) To pass, the student must achieve the grade required for the next book level.

**3- In case of failure for the third time, the student is referred to the Commandant of MODLI to consider cancellation of his course.**





A placement test is conducted upon the student arrival at the institute. The test consists of 100 questions, divided into 50 listening questions and 50 reading questions.

Based on the results, the training course is assigned according to the following schedule:

Course Type	The Equivalent Score	Book
General courses	36-39	E 19
	40-43	E 20
	44-47	E 21
	48-51	E 22
	52-55	E 23
	56-59	E 24
Qualification courses for missions (3) months	60-63	E 25
	64-67	E 26
	68-71	E 27
	72-75	E 28
	76-78	E 29
	78-80	E 30