

## English Preparatory Programme Coordination Office: Responsibilities

- At the beginning of each academic semester, in collaboration with the EDS/ECTS/Website Coordination Office, oversee the placement of students into sections and, together with the School administration, arrange teaching-staff course assignments and class allocations.
- Throughout the academic year, convey instructors' requests, issues encountered and proposed solutions to the SFL Directorate.
- At the end of each semester, review end-of-term reports and data submitted by other coordination offices and submit to the SFL Directorate a report containing recommendations and observations concerning students and academic staff.