EL Modules for Erasmus and Study Abroad Students

Academic Year 2016/17
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Welcome/Introduction

Welcome to the English Language Teaching Unit (ELTU). We are delighted that you have chosen to enrol on our programme of credit-bearing English language modules. We hope that your studies at the ELTU will help you to make the most of your time in Leicester, both in and out of the classroom. In this handbook, you will find key information about the modules and facilities we offer. If you need further information or help, you can always come and talk to us, or get in touch by email or phone.

Department Details

The ELTU is based in Readson House and Prospect House on Regent Road (A on the map below), which is about 10 minutes’ walk from the main campus (B on the map). Additional maps of the campus and city of Leicester are available at: http://www.le.ac.uk/maps/
Staff List and Key Contacts

All staff offices are located in Readson House. For a full list of ELTU staff, visit our webpages: [http://www2.le.ac.uk/offices/eltu/about/staff](http://www2.le.ac.uk/offices/eltu/about/staff)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Phil Horspool</td>
<td><a href="mailto:ph25@le.ac.uk">ph25@le.ac.uk</a></td>
</tr>
<tr>
<td>Programme Director for ELTU credit-bearing modules</td>
<td>Jock McPherson</td>
<td><a href="mailto:am439@le.ac.uk">am439@le.ac.uk</a></td>
</tr>
<tr>
<td>Programme Administrator</td>
<td>Ophelia Lu</td>
<td><a href="mailto:eltu@le.ac.uk">eltu@le.ac.uk</a></td>
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</tbody>
</table>

If you have any questions or concerns about your overall choice of ELTU modules, your classes, your progress, or any other academic matters, contact Jock McPherson, Programme Director. For administrative matters, or if you are not sure who you need to speak to, contact the Programme Administrator, Ophelia Lu.

Department Facilities

Classrooms

The ELTU has its own classrooms, located on the first and second floors of Readson House, and the second and third floors of Prospect House. The majority of classes are taught here, although some classes or assessments may take place on Main Campus or on North Campus.

Student Common Room

The Student Common Room is located on the ground floor of Readson House. It is a place to relax between lessons, eat your lunch, chat with your friends, or catch up with your email. The Common Room has vending machines for hot and cold drinks and snacks, a microwave oven, open access PCs, and a printer / copier.

The Common Room is used by a large number of students, so please help us to keep it clean and tidy; use the recycling bins for your rubbish, and return any furniture you move to its original position.

Computers

There are two computer rooms, located in Readson House RH204 (second floor) and Prospect House PH3.03 (third floor). These are open access to students, although they may sometimes be booked by a tutor for a class; please check the timetable on the door of the room. There are additional computers for students to use in the Student Common Room.

Printing and copying

There are printer / copiers located in the Student Common Room in Readson House (ground floor) and in Prospect House (second floor). For information about how to print on campus, visit the IT Help web pages: [http://www2.le.ac.uk/offices/ithelp/it4/students/printing](http://www2.le.ac.uk/offices/ithelp/it4/students/printing)

ELTU Lending Library

The ELTU Lending Library is in Readson House ground floor, next to the Student Common Room. It contains a range of study materials which you can borrow to help improve your English through independent study. Areas covered include grammar, vocabulary, writing, listening, business English, exam preparation (including IELTS and Cambridge ESOL exams), and reading for pleasure. The lending library is staffed by a member of the ELTU who
can advise you on what materials might be suitable for you. For opening hours, please check the ELTU web pages: [http://www2.le.ac.uk/offices/eltu/learn](http://www2.le.ac.uk/offices/eltu/learn)

**Blackboard**

When you start your module(s) at the ELTU, you will be enrolled on the ELTU’s Blackboard site. Blackboard can be accessed via the links on the University website, or direct at [https://blackboard.le.ac.uk](https://blackboard.le.ac.uk). After you log in, click on the link *EL Modules* under *My Courses*. This will take you to the *Announcements* page. On the left of the page, click on *Modules*. You will see that there is a folder for each of the EL modules. This is where your tutor will upload course materials and other documents relating to your module.

You will also use Blackboard to upload your written assignments; on the left of the page, click on *Assignments*. Again, you will find a folder for each of the EL modules. Click on the folder for your module to see current assignments.

**Online Academic Writing Tutorial**

In the EL Modules area of Blackboard, you will find a link to our Academic Writing Tutorial. Working through this online tutorial will help you understand the writing rules and conventions which you are expected to follow in a UK university. Topics covered include ‘academic honesty’, ‘academic style’, ‘critical thinking’, and ‘citations and references’. These are areas which can cause international students considerable difficulties, and so we strongly recommend that you work through this tutorial at the start of your first semester in order to avoid potential problems and ensure that you benefit fully from your modules.

**The Virtual Self Access Centre (VSAC)**

The VSAC is a Blackboard course site which allows you to study and improve your English independently. Resources available include:

- **EAP Toolkit**: ‘EAP’ stands for English for Academic Purposes. This part of the VSAC provides information and practice exercises to help you improve in a wide range of language and skills areas. Examples include Academic Writing and Vocabulary for Academic Purposes.
- **Online Resources**: This part of the VSAC brings together useful self-study websites from around the internet, making it quicker and easier for you to find useful resources to practise and improve your English. Areas include Listening, Study Skills and Business English.

Here is an example from the *Listening* area of the *Online* Resources. It links to the British Council “Listen and watch” site, where you can practise your listening skills.
Before you can start using the VSAC, you must first enrol yourself on the site. For instructions, visit the ELTU web pages: http://www2.le.ac.uk/offices/eltu/learn/vsac. After you have enrolled, you will see VSAC listed under My Courses on Blackboard.

University Regulations

The Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

Attendance and Engagement Requirements

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department, then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated. If you are an international student and your course is terminated, this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

You are expected to arrive on time for all classes. If you have difficulty arriving on time because they have another class on main campus immediately before your class at the ELTU, please discuss this with your tutor.

If you are unavoidably absent from class, for example due to illness, you must inform your tutor by email before the class if at all possible; this is an expected courtesy towards your tutor. If you are absent due to illness for more than a week, you will need to submit a medical certificate. It is your responsibility to find out what work was covered in class, and whether homework or an assignment was set. You can do this by checking Blackboard, asking your classmates, or contacting your tutor.

Neglect of Academic Obligations

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the
University’s regulations (see [http://www.le.ac.uk/senate-regulation4](http://www.le.ac.uk/senate-regulation4) ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.

**Examination Regulations**

If your course involves any exams you must ensure that you are familiar with the University’s *Examination Regulations* ([www.le.ac.uk/sas/assessments/examregs](http://www.le.ac.uk/sas/assessments/examregs)). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the *Students’ Guide to Exams* ([www.le.ac.uk/sas/assessments/examsguide](http://www.le.ac.uk/sas/assessments/examsguide))

**Module Details**

**EL Modules for Visiting Exchange Students**

The following modules are open to visiting exchange students on the Erasmus and Study Abroad programmes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL1005</td>
<td>Advanced Writing</td>
<td>10</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL1006</td>
<td>Advanced Writing</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>EL1007</td>
<td>Advanced Speaking</td>
<td>10</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL1008</td>
<td>Advanced Speaking</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>EL1020</td>
<td>Advanced General English with CAE preparation</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>EL2011</td>
<td>English Pronunciation</td>
<td>10</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL2012</td>
<td>Words and Meaning: English Vocabulary Development</td>
<td>10</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL2013</td>
<td>English Grammar in Use</td>
<td>10</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL2015</td>
<td>English Listening Skills</td>
<td>10</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL2017</td>
<td>TESOL</td>
<td>20</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL2023</td>
<td>English for Business</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>EL2024</td>
<td>English for Business</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>EL2025</td>
<td>Language and Media</td>
<td>20</td>
<td>1 and 2</td>
</tr>
<tr>
<td>EL3016</td>
<td>English for Art and Film Criticism</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>EL3021</td>
<td>English Language and Literary Studies</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>EL3022</td>
<td>English Language and Literary Studies</td>
<td>10</td>
<td>2</td>
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Module Specifications

Each module has its own specification that formally records the module’s aims, teaching and learning methods, assessment components and their percentage weighting. You can view the module specifications via www.le.ac.uk/sas/courses

Teaching Timetable

You will receive your timetable as part of the registration process when you arrive. If you find that you have timetable clashes, you may need to change your choice of modules. This will be explained and take place during the Departmental Registration process.

Coursework Submission

Unless otherwise stated by your tutor, all written assignments must be submitted before 4pm on the due date, as follows:

- Submit online to Turnitin via Blackboard.
- Your tutor may also ask you to submit a hard copy to the assignment drop box on the ground floor of Readson House.

You must use the assignment cover sheet for all your assignment submissions, whether online or hard copy. This can be downloaded from Blackboard > EL Modules > Assignments

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. The University does not give extensions for coursework. If you are unable to meet a deadline due to sudden illness or some other serious and unforeseen circumstances, you should inform the ELTU as soon as possible. You will be required to follow the Mitigating Circumstances procedure, and you will need to arrange with your tutor to submit your work as soon as possible.

If there are no accepted mitigating circumstances, you will lose marks for late submissions, as follows:

- An immediate deduction of 10% of the total available marks for late submissions. For example, if the assessment is marked out of 100, you will lose 10 marks; if the assessment is marked out of 40, you will lose 4 marks.
- A further deduction of 5% for each full working day that the assignment is late. For example, if the deadline is 4 pm on Monday, and work is submitted at 3 pm on Wednesday, a 15% deduction will apply.

Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Change of Module

You are permitted two weeks from the start of each Semester to change your modules. Changes will be approved subject to there being places available in your chosen modules. See www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.
Marking and Assessment Practices

You may find that the system of marking in UK universities is very different from your country. In particular, students who come from cultures where it is normal to achieve very high marks (e.g. 80 – 90%) may find it hard to adjust to the reality of how work is marked here in the UK. For all your EL modules, you will be given an overall numerical mark, which corresponds to the following degree classifications:

- First Class Honours: 70 and above
- Upper Second Class Honours: 60 – 69
- Lower Second Class Honours: 50 – 59
- Third Class Honours: 40 – 49
- Pass for credit: 35 – 39
- Fail: 0 – 34

Work which is given a mark in the First Class Honours classification is considered to be of an excellent or very high standard. It is normal for the majority of marks in UK universities to fall in the Upper and Lower Second Class Honours classifications.

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities. External Examiners for your courses are listed at: www.le.ac.uk/sas/assessments/external/current-undergraduate

Feedback and the Return of Work from Staff

Coursework

The Department complies with the University’s policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy).

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

Examinations

The Department complies with the University’s policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy).

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.
Word limits

Word limits are set for a reason, and producing incisive and clear written work within a word limit is an important skill in itself, which will be useful in many aspects of life beyond university. Assignments that are submitted substantially below the word limit rarely meet the learning outcomes of the particular assessment in a satisfactory manner. Exceeding the word limit by over 10% results in an automatic penalty of 10 points off the mark awarded. The marker has discretion to increase this penalty up to a maximum of 50 points off the mark awarded in cases where the word count exceeds the limit by over 15%. Students are required to insert the word count on the first page of their assignment. Inaccurate presentation of the word count, so as to mislead the marker to believe the assignment is within the word count, will result in an automatic 10 point reduction in the mark awarded.

These penalties are applied in order to be fair to other students who have kept to the word limit, and in recognition that every piece of assessed work is a form of examination – exceeding the word limit is the equivalent of continuing to write after an invigilator has declared the time limit for an examination to be over.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing style’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: [www.le.ac.uk/sas/assessments/plagiarism](http://www.le.ac.uk/sas/assessments/plagiarism)

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see [www.le.ac.uk/senate-regulation11](http://www.le.ac.uk/senate-regulation11) ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).
Proofreading
You may not use a proofreader to check work which you submit for assessment on EL modules. This is because most module assessments are designed to assess students’ level of English. If you use a proofreader to check and/or correct your work, it is no longer clear how much of the work is yours, and how much of it is the proofreader’s. If a tutor suspects that student has used a proofreader to check their work, this will be considered under the rules governing academic honesty. Note that other departments may have a different policy on proofreading. If in doubt, always check with your tutor.

Resources and advice to help you study with integrity and avoid committing plagiarism
Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are different from your previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial
If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style
You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. The standard referencing system for EL modules is Harvard. For information and help on each referencing style, please visit http://www.le.ac.uk/library/help/referencing.

Mitigating Circumstances
The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment, or affects the results they obtain for an assessment. In such cases, the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible. The deadline for submission of a mitigating circumstances claim will be five working days after the assessment deadline to which it relates.

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

Personal Support for Students

Equal Opportunities
The Equalities Unit provides the University with advice on equal opportunities with respect to both students and staff. It does this mainly through the Equality Public Duties that requires the University to proactively manage
equal opportunities. The University’s response to these duties is embodied in the University’s Equal Opportunities Policy, which can be found at: http://www2.le.ac.uk/offices/equalities-unit

Departmental Student Support Arrangements

Your tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include study progress, module choices and performance in assessments. If your module tutor is not available, or you would prefer to talk to someone else, you can contact the Programme Director for ELTU credit-bearing modules (see Staff List and Key Contacts, above).

Feedback from Students

Your tutors will always welcome your comments on the lessons, the materials, and the areas which are covered in your modules. We believe that listening to student feedback is very important, as it allows us to improve the overall student experience; if you have any questions, suggestions, or comments about your module or the ELTU’s services and facilities, please tell your tutor. Alternatively, feel free to talk to the Programme Director.

Student Feedback Questionnaires

At the end of the semester, you will be asked to complete a questionnaire asking for your opinion on various aspects of your modules, and any suggestions you have for improving them.

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).