

Pre-Sessional Programme Regulations

Pre-Sessional Attendance Requirement

- a) It is an expectation of the course that students attend all timetabled sessions. This will be monitored on a continuous basis.
- b) If attendance falls below 90% attendance, students may be withdrawn from their course and will not be eligible for a refund.
- c) A planned absence may be possible if the Programme Manager is notified at least 24 hours in advance and an acceptable reason for the planned absence is communicated. This is at the discretion of the Programme Manager.
- d) The University reserves the right to require a student to withdraw, where the student has not fully engaged with the course or not complied with their financial commitment to the University. Examples (not exhaustive) of not fully engaging include repeated non-attendance at teaching sessions and/or not taking part in (formal or informal) assessments and not responding to requests sent by the University to explain such non-attendance.
- e) The University reserves the right to require a student to withdraw in circumstances where the student is clearly not at the language level presented on their SELT, or other test of English used for entry upon starting their course, and is therefore unable to cope with the level of the course upon which they have been enrolled; or when a student on a longer course is not able to demonstrate sufficient progress at key points within the course i.e. at the end of a four week period on a 3 month course. In these cases, the programme manager will present evidence as to why the student is being withdrawn to International Registry. In the case of insufficient language level at the start, or insufficient progress in language level, the University's decision in these cases is final.

Progression

- a) Attendance on a Pre-sessional English language course does not automatically guarantee progression to a degree course. To progress from the pre-sessional English course to a degree level course a student must meet the required IELTS equivalent level via the assessment process.
- b) Successful completion of the programme is dependent on students achieving and demonstrating the required standard of English proficiency through their portfolio inclusive of their electronic classroom scores.
- c) A student who is not successful in meeting the required level of English will not be permitted to re-enrol on a further PSE course at a later date. They may however in order to comply with Student Route visa regulations submit an additional new SELT at a later date to apply for their main course.

Assessment

- a) A student shall be deemed to have passed a Pre-sessional English course on obtaining the required level of Proficiency in each of the following components of the EAP Portfolio assessment: Reading, Writing, Speaking, Listening. The student's progress on the course will be monitored by the tutors via continuous assessment and be recorded in a portfolio of student coursework and assessment papers, which will capture the outcomes of all formative and summative assessments. The course lecturer will provide overall feedback based on the entire portfolio, and a recommendation as to whether the student has passed or failed. There is no appeal against the academic judgement of the EAP lecturer and Course Manager.
- b) A copy of the individual student report shall be given to all students following completion of the course.
- c) Any suspected instances of academic misconduct shall be investigated immediately. Academic misconduct is defined as any attempt by a student to gain an unfair advantage in an assessment.
- d) Any attempts to use translation apps or AI writing assistance, during any part of the course shall be considered as gaining an unfair advantage and is not acceptable conduct. In the first instance a student will receive a verbal warning, a repeated instance will result in a written warning and if this is further repeated may result in a student being withdrawn from the course and the student will not be eligible for a refund.

I confirm that I have read and understood these regulations:

Signed: _____ Print Name: _____

Date: _____

Updated by Stephanie Bradley, 2024