In-Sessional English Language Programme:
Non Credit-bearing Modules

Student Handbook
2017/18
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2) Welcome and Introduction

We are delighted to welcome you to Newcastle University. The In-Sessional English team are here to help you achieve your potential in your academic subject.

The purpose of the English support that we offer is to bridge the gap between general English and the academic English needed to succeed in UK university life. We offer courses that range from lecture-style to workshop format, covering Reading, Writing, Listening and Speaking. We also offer 1-to-1 Writing Tutorials, where you can meet a teacher for 25 minutes to discuss one of your written assignments. For further details about the specific support available to you, refer to the In-Sessional brochure.

Depending on your score in the University English Language Assessment (UEL A), you will be able to take a number of different courses with us while studying at Newcastle University. All of this support is free and aims to help you achieve your full academic potential. Make sure you make the most of it!

We wish you all the best with your studies and hope you enjoy your time in Newcastle.

Nick Bailey

In-Sessional English Programme Manager
Email: insessional@ncl.ac.uk
www.ncl.ac.uk/students/insessional

3) INTO Newcastle University

INTO Newcastle University provides a range of English language programmes, courses and facilities for international students. Some of these are preparatory programmes for students who wish to study English before entering the University. The In-Sessional programme is for students who are studying academic programmes at the University.

As part of its In-Sessional English language programme, it offers credit-bearing modules in English for General Academic Purposes. These modules have been designed to help students who are non-native speakers of English to improve their language and study skills while studying for a degree, exchange or study abroad programme. Non-credit-bearing language classes are also available (see the In-Sessional English Language Programme brochure for details).

4) In-Sessional Programme Information

Comprehensive information about the In-Sessional programme is available in our brochure and on our website. The website also includes self-study guides and selected documents from the non-credit-bearing academic courses.

In-Sessional Home Page: http://www.ncl.ac.uk/students/insessional/

Student Resources: Class syllabuses, handouts, materials, self-study guides, handbooks etc.

Student Brochures, Handbooks and Guides: Independent study guides, language reference documents etc.

http://www.ncl.ac.uk/students/insessional/materials/ (Only accessible from PCs on campus or via RAS)
5) In-Sessional Staff and Contact Information

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6) Key Dates

Details of the dates for each course are given in the In-Sessional English Language Programme brochure.

**Semester 1** non-credit bearing module teaching:
Monday 2\textsuperscript{nd} October - Friday 15\textsuperscript{th} December, 2017.

**Semester 2** non-credit bearing teaching:
Monday 29\textsuperscript{th} January – Friday 11\textsuperscript{th} May, 2018.

Please note that there are no classes between 16\textsuperscript{th} March and 13\textsuperscript{th} April 2018.
7) Expectations in In-Sessional Classes

To get the maximum benefit from your In-Sessional classes, it helps to be clear from the beginning what you can expect from the teacher and what the teacher will expect from you. All our teachers are dedicated professionals who teach hundreds of students every week. In this context, both the teacher’s and the student’s roles in the learning process are crucial.

You can expect the teacher to:

- be well-prepared
- create a good group atmosphere
- be helpful and supportive
- help you to develop your skills
- encourage, challenge and motivate you
- give you advice about developing your skills outside class
- listen to any problems or suggestions from you about the class
- consider any problems or suggestions from students about the class and act on them wherever possible
- start and finish classes on time
- keep an accurate class attendance register
- run the class no matter how many students are present

In return, the teacher will expect you to:

- talk to and work with other students in the group
- be polite to and respectful of all others in the group
- contribute fully in classroom activities
- talk to the teacher about any problems or suggestions for the class
- be on time for class
- email the teacher if you are to be absent or late for any reason
- attend all the classes
- learn to be independent so that you continue to learn outside class time and after the end of the course
- give feedback in the survey at the end of the course

You cannot expect the teacher to:

- give extensive attention to your own personal, individual issues during class time
- proof-read writing work or help you prepare for seminars for your academic school - the Language Resource Centre also has information about proof-reading.
- give you individual support outside class time
- stay with you at the end of class time to deal with individual issues (teachers often have to go straight to another lesson)
8) Important Procedures

Please read and make sure you understand the following procedures:

a) Attendance

It is extremely important that you attend all In-Sessional classes that you register for. The University monitors attendance at In-Sessional classes and your attendance may be sent out to your academic school at the end of the Semester.

b) Absences

If you are going to be absent for any reason, please inform your teacher by email as soon as you are able. If you fail to attend the first class without informing your teacher, your class place will be cancelled.

Your Tutors and Degree Programme Directors in your School have access to the In-Sessional attendance database and are therefore able to monitor your attendance.

9) Suggestions, Requests and Complaints

If you have any suggestions, requests or complaints about an In-Sessional class, you should talk first to your teacher. In-Sessional teachers are experienced and capable professionals who are used to responding to student needs. However, this process only works if students tell teachers their needs. If you cannot talk to the teacher for any reason or the teacher does not give a satisfactory response to your query, please contact:

The In-Sessional Programme Manager: Nick Bailey - nick.bailey@ncl.ac.uk

Or:

The INTO Academic Director: Chris Heady – chris.heady@ncl.ac.uk

10) Quality Assurance

The In-Sessional Programme at INTO Newcastle University undergoes rigorous quality assurance procedures that ensure that a programme of the highest quality is delivered to students.

Online Feedback

At the end of each course, you will receive an email survey link for each non-credit class that you are registered for, even if you dropped out before the end of the Semester. It is extremely important for the development of the programme that we receive honest feedback from you whether it is positive or negative. All the feedback results are reported to the Board of Studies and the External Examiners. All reported feedback is anonymous. This student feedback is one of the major factors that influence the development of the In-Sessional programme.

Staff-Student Committee (SSC)

Another important source of feedback is the In-Sessional staff-student committee. This committee meets once every Semester and brings teachers and students together to discuss issues relating to the In-Sessional programme. The minutes from these meetings are reported to the Board of Studies and the External Examiners and are acted on where appropriate. For example, a number of students suggested improving the booking system for 1-to-1 Writing Tutorials. We now use a system where students can download the necessary forms from the In-Sessional website.
External Examiners and the Exam Board

All aspects of the non-credit-bearing provision are assessed by an External Examiner every year in June. This means that the procedures, the content of the courses and the formative assessments (including samples of student work) are all investigated in depth by someone outside the University and a report is sent back. External Examiners also look at student feedback and minutes from Boards of Studies. The Exam Board is chaired by an academic Dean from the University.

2017/18 INTO Newcastle University In-Sessional programme External Examiner:

TBC

Internal Feedback from In-Sessional Teaching Staff

Review meetings are held with teaching staff at the end of each Semester and these meetings influence the direction and development of the programme.

Board of Studies

Significant academic changes to the In-Sessional programme are processed through the INTO Newcastle University Board of Studies which meets three times a year. The Board is chaired by one of the academic Deans of the University and attended by academic representatives of the University. Therefore, any significant changes to the programme that emerge from any of the feedback mechanisms above are discussed and approved in this forum. This Board should also include a representative from the In-Sessional student body. If you are interested in being a student representative on the Board of Studies, please email the Programme Manager.

11) Student Conduct and Discipline

The Student Standards of Personal Conduct can be accessed on the following Webpage: http://www.ncl.ac.uk/students/progress/Regulations/Personal/. An extract of this document is provided below:

“You are expected to:

- Behave in a responsible manner whether on campus, in University accommodation or in the community and observe the rules for using University facilities
- Treat others – fellow students, members of staff, neighbours and other people in the community - with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership. This applies to all communication methods including personal contact, e-mail, written communication and social community websites.
- To behave in a manner which respects the privacy of students and staff
- Treat buildings and facilities – on campus, at your accommodation and in the community – with care and respect

You can expect:

- The University to respect the needs of its diverse community of students and staff
- To be treated courteously and with fairness, dignity and respect regardless of race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership and activities. (The University’s diversity policies can be seen at www.ncl.ac.uk/diversity/)
- The University to endeavour to provide a safe and secure environment free from fear, intimidation and harassment
Serious breaches of conduct will result in disciplinary procedures against a student, or group of students, and penalties as set out in the Student Disciplinary Procedures at:
http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm