



The Language Centre General Foundation Programme

1. New Students

NEW STUDENTS

- Students take placement tests in English, Information Technology and Mathematics.

PLACEMENT TESTS

- Test Scores and Placement in Levels**

English		Information Technology		Mathematics	
0-29	ENL1	0-30	ITL1	0-25	MAL1
30-42	ENL2	31-45	ITL2	26-50	MAL2
43-58	ENL3	46-60	ITL3	51-75	MAL3
59	Specialisation	61	Specialisation	76	Specialisation

- Students are placed depending on the placement test results: Levels in the General Foundation Programme or in the first year of specialization.

Modules and Levels			
English	ENL1 English Level 1	ENL2 English Level 2	ENL3 English Level 3
Information Technology	ITL1 Information Technology Level 1	ITL2 Information Technology Level 2	ITL3 Information Technology Level 3
Mathematics	MAL1 Mathematics Level 1	MAL2 Mathematics Level 2	MAL3 Mathematics Level 3

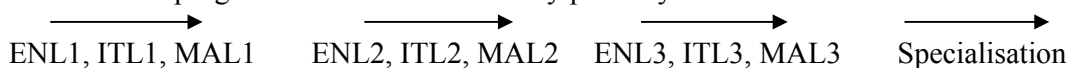
2. Continuing Students

PROGRESSION

PASS OR FAIL

- Pass (60%) – All Modules and Levels**

- Students progress to the next level if they pass any of the three modules.



- Final Exams**

- Are given to English, Information Technology and mathematics.

- Re-sits - Information Technology and mathematics**

- One re-sit after the final exams.

- Re-sits: English**

- One re-sit after the final exams if students have scored 50% or more marks in continuous assessments.

- Fail IT and Maths** → Re-sit → Fail Re-sit → Repeat

- Fail English** → Re-sit → Fail Re-sit → Repeat

One English re-sit given if 50% or more marks are scored in continuous assessments

- Fail (less than 60%) – All Modules and Levels**

- If students fail any of the three modules, they must repeat the failed module in the next semester.



The Language Centre General Foundation Programme Rules

1. Communication

All communication with students is via EMAIL.

- Students have to **check** their **email every day**.

2. Assessments

Students must **check** Moodle and the Language Centre Notice Board for their **assessment dates every day**.

Students must attend assessments on time.

- Students **will not be allowed** to enter the room once **the assessment has started**.
- Genuine cases will be dealt with by the Language Centre.

3. Punctuality

▪ Classes

Students must be in class on time.

- If they are more than **10 minutes** late for any class, they be marked absent **in class**.

4. Attendance

▪ Classes

Students are required to come to class **every day**.

- If students are absent frequently they will be issued with **warnings**.

First Warning 8% Absence			Second Warning 15% Absence			Third Warning 20% Absence		
Number of Hours			Number of Hours			Number of Hours		
Module	Full-Time	Part-Time	Module	Full-Time	Part-Time	Module	Full-Time	Part-Time
English	19	12	English	36	22	English	48	29
Information Technology	02	02	Information Technology	04	04	Information Technology	05	05
Mathematics	04	04	Mathematics	07	07	Mathematics	10	10

- Every time students receive an email about their absence levels, they must **see** their **Academic Advisor**
- If students' **absence** level reaches **20%** they will be **debarred** from **classes and exams**.
- Genuine cases will be dealt with by the Management.