



## 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 Blocks**

English		Information Technology		Mathematics	
0 – 20	EN1	0 – 30	IT1	0 – 20	MA1
21 – 40	EN2	31 – 40	IT2	21 – 40	MA2
41– 60	EN3	41– 50	IT3	41– 60	MA3
61– 80	EN4	51– 60	IT4	61– 80	MA4
81 and above	Specialisation	60 and above	Specialisation	81 and above	Specialisation

- Students are placed depending on results:

- In one of four blocks for each module

#### English Module

- English 1 – EN1
- English 2 – EN2
- English 3 – EN3
- English 4 – EN4

#### Information Technology Module

- Information Technology 1 – IT1
- Information Technology 2 – IT2
- Information Technology 3 – IT3
- Information Technology 4 – IT4

#### Mathematics Module

- Mathematics 1 – MA1
- Mathematics 2 – MA2
- Mathematics 3 – MA3
- Mathematics 4 – MA4

- In specialisation

#### STUDENT PLACEMENT

#### IN BLOCKS OR SPECIALISATION

### 2. Continuing Students

- Pass (60%)**

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

EN1, IT1, MA1    →    EN2, IT2, MA2    →    EN3, IT3, MA3    →    EN4, IT4, MA4    →    Specialisation

- Fail (less than 60%)**

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

- Note:**

- Final Exams: **All modules:** English, Information Technology and mathematics.

- Re-sits: One re-sit** for Information Technology and mathematics **after the final exams.**

- Fail English** → **Repeat**

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

#### PROGRESSION

#### PASS OR FAIL



## 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 the **8:00am** class, they will **not be allowed in class**.
- If they are **late** for **any other class**, 10:00am, 1:00pm or 2:00pm they will **not be allowed 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	13	8	English	24	15	English	32	20
Information Technology	2	2	Information Technology	3	3	Information Technology	5	4
Mathematics 1, 2	2	2	Mathematics 1, 2	3	3	Mathematics 1, 2	5	4
Mathematics 3, 4	3	2	Mathematics 3, 4	5	3	Mathematics 3, 4	7	4

- Every time students receive an email about their absence levels, they must **see** their **Academic Advisor**
- If students' **absence** level reaches **30%** they will be **debarred** from **classes and exams**.
- Genuine cases will be dealt with by the Management.