**ACADEMIC ENGLISH PROGRAMME**

**STUDENT HANDBOOK**

**2019**

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Section 1: WELCOME!

**Important Contacts**

|  |  |  |
| --- | --- | --- |
|  | Location | Contact |
| Centre Manager  Emily Powell | H136 | [Emily.powell@southwales.ac.uk](mailto:Emily.powell@southwales.ac.uk) |
| Pre-sessional Co-ordinator  Joe Francis | H131 | [Joe.francis@southwales.ac.uk](mailto:Joe.francis@southwales.ac.uk) |
| Pre-sessional (Threshold) Co-ordinator  Rachel Stamp | H131 | [Rachel.stamp@southwales.ac.uk](mailto:Rachel.stamp@southwales.ac.uk) |
| Assistant Co-ordinator  Gunita Sapa | H131 | [gunita.sapa@soutwales.ac.uk](mailto:gunita.sapa@soutwales.ac.uk) |
| Centre for International English Head of Administration  Guy Hicks  (Monday-Friday 1-2) | H27 | [guy.hicks@southwales.ac.uk](mailto:guy.hicks@southwales.ac.uk) |
| Centre for International English Administration | H131 | [international.english@southwales.ac.uk](mailto:international.english@southwales.ac.uk) |
| Study Skills Centre | Library | 01443 482990 |
| Health Centre  Ground Floor H Block | H Block | 01443 482081 |
| Accommodation Office | GC Lodge | 01443 482043 |
| Website for finding rented accommodation:  www.glamorganstudentpad.co.uk |  | accom@southwales.ac.uk |
| International Student Support Unit  Drop-in Monday to Friday 10 – 12 and 2-4. Closed Tuesday afternoon | H27 | International.support@southwales.ac.uk |
| Emergencies  Accident / Emergency (Serious situations ONLY)  Accommodation Lodge (24 hour number)  Security | Main Entrance | 999  01443 482845  01443 482055 |
| Royal Glamorgan Hospital | Llantrisant | 01443 443 443 |

The Centre for International English is open for Pre-sessional programme enquiries from 1 – 2pm: H27. Do not attend outside these times as you will not be seen.

Welcome to the University of South Wales and the Academic English Programme Summer 2019!

If you’ve just arrived from overseas, we hope you had a safe journey and that you are pleased to be in the UK and, here on campus in Treforest.

You are about to begin a very important few months. You are here to *prepare* for an even more important year, when you begin your undergraduate or postgraduate studies.

So, what will the Pre-sessional prepare you for? We are preparing you for study in the UK, in English. This means, in order to be successful in your studies you will need to:

* improve your English
* be able to study effectively in an English speaking environment
* understand that teaching methods in the UK are perhaps different from your own country
* understand what is expected of you as a student at undergraduate or postgraduate level
* be able to work independently
* think critically
* ask questions

As you can see, during this preparation course you will have a lot to learn. You will have a lot to do!

Learning how to study in the UK, however, is not the only thing. For many of you, this may be your first time away from home and your country. This means learning how to adapt to living in a new environment and new culture. Some of you may feel excited by this, while others may feel nervous and home sick.

MCj00787940000[1] *Don’t worry. We understand and we’re here to help you.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Block | Week Number | Date (Week Beg.) |  | | Course | | Module | |  | | Course | Module | |  | |
| **BLOCK 1** | 1 | 03/06/2019 |  | | **25 Week Pre-sessional 03/06/2019 - 09/08/2019** | | EF0U00 | |  | |  | | |  | |
| 2 | 10/06/2019 |  | |  | |  | |
| 3 | 17/06/2019 |  | |  | |  | |
| 4 | 24/06/2019 |  | |  | |  | |
| 5 | 01/07/2019 |  | |  | |  | |
| **BLOCK 2** | 6 | 08/07/2019 |  | |  | |  | | **20 Week Pre-sessional 08/07/2019 - 09/08/2019** | EF0U01 | |  | |
| 7 | 15/07/2019 |  | |  | |  | |
| 8 | 22/07/2019 |  | |  | |  | |
| 9 | 29/07/2019 |  | |  | |  | |
| 10 | 05/08/2019 |  | |  | |  | |
|  |  |  |  | |  | |  | |  | |  |  | |  | |
| **ALL STUDENTS WILL PROGRESS ON TO THE AUTUMN 15 WEEK PRE-SESSIONAL** | | | | | | | | | | | | |  | |
|  |  |  |  |  | |  | |  | |  | |  |  | |

**SUMMER PRE-SESSIONAL COURSES & MODULES (2019) THRESHOLD**

**SUMMER PRE-SESSIONAL COURSES & MODULES (2019)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week Number | Date (Week Beg.) |  | Course | Module |  | Course | Module |  | Course | Module |  | Course | Module |
| 1 | 28/05/2019 |  | **15 Week Pre-sessional**  **28/05/2019 - 06/09/2019** | EF0U02 |  |  | |  |  | |  |  |  |
| 2 | 03/06/2019 |  |  |  |  |  |
| 3 | 10/06/2019 |  |  |  |  |  |
| 4 | 17/06/2019 |  |  |  |  |  |
| 5 | 24/06/2019 |  |  |  |  |  |
| 6 | 01/07/2019 |  |  | **10 Week Pre-sessional 01/07/2019 - 06/09/2019** | EF0U03 |  |  |  |
| 7 | 08/07/2019 |  |  |  |  |  |
| 8 | 15/07/2019 |  |  |  |  |  |
| 9 | 22/07/2019 |  |  |  | **7 Week Pre-sessional 22/07/2019 - 06/09/2019** |  |  |  |
| 10 | 29/07/2019 |  |  |  |  |  |  |
| 11 | 05/08/2019 |  |  |  | EF0U04 |  | **5 Week Pre-sessional 05/08/2019 - 06/09/2019** | EF0U04 |
| 12 | 12/08/2019 |  |  |  |  |
| 13 | 19/08/2019 |  |  |  |  |
| 14 | 26/08/2019 |  |  |  |  |
| 15 | 02/09/2019 |  |  |  |  |

**AUTUMN PRE-SESSIONAL COURSES & MODULES (2019)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Week Number | Date (Week Beg.) |  | Course | Module |  | Course | Module |  | Course | Module |  |
|  | 1 | 27/08/2019 |  | **15 Week Pre-sessional 27/08/2019 - 06/12/2019** | EF0U02A |  |  | |  |  | |  |
|  | 2 | 02/09/2019 |  |  |  |  |
|  | 3 | 09/09/2019 |  |  |  |  |
|  | 4 | 18/09/2019 |  |  |  |  |
|  | 5 | 23/09/2019 |  |  |  |  |
|  | 6 | 30/09/2019 |  |  | **10 Week Pre-sessional 30/09/2019 - 06/12/2019** | EF0U03A |  |  |
|  | 7 | 07/10/2019 |  |  |  |  |
|  | 8 | 14/10/2019 |  |  |  |  |
|  | 9 | 21/10/2019 |  |  |  |  |
|  | 10 | 28/10/2019 |  |  |  |  |
|  | 11 | 04/11/2019 |  |  |  | **5 Week Pre-sessional 04/11/2019 - 06/12/2019** | EF0U04A |  |
|  | 12 | 11/11/2019 |  |  |  |  |
|  | 13 | 18/11/2019 |  |  |  |  |
|  | 14 | 25/11/2019 |  |  |  |  |
|  | 15 | 02/12/2019 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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Section 2: STUDYING AT THE UNIVERSITY OF SOUTH WALES

**Expectations**

At this stage, it may be a good time to discuss expectations. What do we mean by expectations? The *Oxford Advanced Learner’s Dictionary* (2000) describes expectations as: ‘… a strong belief about the way something should happen or how somebody should behave’.

We all have expectations about things. In some situations it may be important to be aware of and consider our expectations. Sometimes what we expect may be different from what actually happens. We may be pleasantly surprised when we experience something happening which is even better than we imagined. On the other hand, sometimes our expectations may lead us to feel disappointment, confusion, or even anger.

Your Expectations

Before we go on, perhaps you could spend a few moments thinking about your expectations of living and studying in the UK. Here are some things you may have expectations about. Perhaps you’ve already had some pleasant surprises☺, or perhaps you’re still waiting to find out😐. Hopefully there are no disappointments☹! There’s a space below for you to add your own thoughts about some of your expectations.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ☺ 😐 ☹ |  | ☺ 😐 ☹ |
| Trefforest |  | local people |  |
| USW campus |  | available information |  |
| accommodation |  | organization |  |
| room |  | teachers |  |
| food |  | method of teaching |  |
| classes |  | cost of things |  |
| facilities |  | communicating in English |  |
| assignments |  | timetable |  |
| homework |  | transportation |  |
| My thoughts… | | | |

We sincerely hope you have experienced or will experience things which are better than you expect. However, if expectations have led you to feel uncomfortable in any way, please talk to your personal tutor.

*Remember: We’re here to help you!*

Our Expectations

Just as you have expectations of us, we also have expectations of you. In order to avoid any misunderstandings, we would like to briefly outline some of them here. You’ll find details a bit further on.

We expect you to:

* attend all classes (see *Attendance)*
* be on time
* participate in class ]
* think about your learning ] (see *Class Participation)*
* ask questions ]
* be organized
* hand in your homework and assignments on time
* be a responsible learner ]
* work responsibly in groups ] (see *Teaching Methodology)*
* work independently ]

As a matter of courtesy (=good manners) we must insist on the following:

* no food in class (though a bottle of water/cup of tea are fine!)
* no mobile phones in class

**Attendance – VERY IMPORTANT**

Regularly attending classes is EXTREMELY IMPORTANT!

If you check your offer letter you will see there is a condition. The condition is this:

**“You will be required to successfully complete the programme…”**

In order to ‘*successfully*’ complete the International Foundation Programme, you need to do two things. You need to

* attend the classes **and tutorials**
* pass your assessments

Of course, passing your assessments will be difficult if you don’t attend classes and tutorials!

**The other important reason for good attendance is for your VISA. The Home Office requires a high level of attendance when considering VISA renewals. The VISA renewal form requires the University (your sponsor) to *officially* report your attendance.** The university must report to the UKVI if a sponsored student misses 10 expected contacts, without the sponsor’s reasonably granted permission.

If a student misses 5 expected contacts they will receive an amber warning from the Centre for International English. After missing 10 expected contacts, the student will receive a red warning and the UKVI will be contacted if there is no good reason for their absences, as the student will be in breach of their visa requirements. In addition, the student may be withdrawn from the course.

\* Please make sure that you understand what an ‘expected contact’ is!

Remember that **ten unauthorised absences means the UKVI will be contacted**. In addition, regular and/or frequent lateness at the beginning of each lesson and after breaks will also be considered to assess whether or not you have engaged with the course and fulfilled the requirements of your visa.

If you are unable to attend classes or other activities due to illness, please bring a note from your doctor or the University Health Centre. If you are unable to attend for any other reason, please make sure you discuss it with your Personal Tutor. We will do our very best to help you but you must **communicate** with us.

If you need to make an appointment (eg with the bank/doctor/estate agent), please arrange it for a time when you do NOT have classes or tutorials! Check your timetable before making a commitment elsewhere.

If you miss a class because you have an appointment, you will be marked as absent. Remember that ten unauthorised absences means the UKVI will be contacted and you may be withdrawn from your course.

**University of South Wales – Regulations Governing Student Conduct**

Students at the University are expected to observe University rules and regulations, to respect persons and property and to show courtesy and consideration at all times. The University hopes that the need for disciplinary action will be rare. Any alleged misconduct will be dealt with in accordance with the procedures set out in these regulations (unless those procedures are varied by agreement between the University and the student in any particular case).

**Student Conduct**

**University of South Wales– Regulations Governing Student Conduct**

Students at the University are expected to observe University rules and regulations, to respect persons and property and to show courtesy and consideration at all times. Failure to do this is called ‘student misconduct’. The University rules and regulations can be seen by following the links below.

Here are some examples of things that students *must not* do:

1. Commit physical assault, serious threatening behaviour or verbal or written abuse to other students, staff or visitors to the University, including via internet websites such as social networking ones (see also the University’s Social Media Policy: <http://its.southwales.ac.uk/documents/download/6/>).
2. Make malicious or vexatious allegations against other members of the University.
3. Falsify information provided to the University nor fail to disclose relevant information (e.g., criminal convictions, non-medical disclosure or falsify evidence for extenuating circumstances).
4. Behave in the community in such a way as may be reasonably deemed to potentially harm the reputation of the University or its relationship with the local community.
5. Maliciously or wilfully damage University property or property of other students, staff or visitors.
6. Misappropriate any University property, funds or assets or property of other students.
7. Act in any way which is likely to cause injury to any other person within the University community, including impairing the safety of premises or equipment and interfering with anything provided in the interests of Health and Safety at Work as detailed in the [Health and Safety Policy document](https://thehub.southwales.ac.uk/Interact/Pages/Section/SubFullOne.aspx?subsection=2435).
8. Commit any criminal act.
9. Engage in any activity or behaviour which contravenes the University's Equal Opportunities or Harassment policies, including acts of racial hatred, non-violent extremism, violent extremism and/or terrorism.
10. Behave in any way which unreasonably interferes with the legitimate freedoms of any other student, member of staff, or visitor, or which disrupts or interferes with activities properly carried out by the University.
11. Misuse University IT systems or equipment or fail to comply with IT regulations.
12. Fail to give their name and address to an officer or employee of the University when reasonably requested to do so by such officer or employee in the course of their duties.
13. Purchase or order goods on behalf of the University without due authorisation.
14. Use University facilities without prior authorisation.
15. Make excessive noise in or around University halls of residence or other University property.
16. Fail to leave any of the University premises when reasonably required to do so by an authorised individual.
17. Bribe or attempt to bribe a member of university staff.

The University may give you

* a formal warning
* as you to pay a fine
* ask you to pay compensation
* suspend you from your studies
* ask you to leave the University

**Student Charter**

<http://uso.southwales.ac.uk/StudentCasework/StudentCharter/>

**Regulations relating to student misconduct**

<http://uso.southwales.ac.uk/StudentCasework/RGSC/>

Plagiarism

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… do you know what PLAGIARISM means? This part of your hand book is *very important!!* Please take a few minutes to read and understand about plagiarism.

Here is the *Oxford Advanced Learner’s Dictionary* definition of PLAGIARISM:

‘ …to copy another person’s ideas, words or work and pretend that they are your own.’ *(OUP, 2000)*

The University of South Wales takes plagiarism very seriously! Any confirmed cases of plagiarism will be penalized resulting in possible fails or even the discontinuation of the course.

During the course you will be learning how to develop your study and academic writing skills. As part of this development you will learn how to *reference* your work. *Referencing* is KEY to academic life. In fact, anything you write that is not referenced, is not considered academic and is, therefore, not acceptable.

Part of the assessment for this course will require you to write about and discuss ideas that you’ve read about. You may have to give a presentation on a particular topic – sharing ideas of others. When you use someone else’s ideas, you must say *where* you got the information from. When possible, you must say *who* wrote the article and *when* it was written.

*You MUST reference your work!*

BUT… referencing your work is not enough!!

In a written assignment you *must use your own words* to discuss the ideas of someone else. Therefore, copying from books, journals, or the internet is considered a form of *plagiarism*.

You are not allowed to ask friends for help with your assignments as this could be considered plagiarism.

Buying essays online is a very serious form of academic misconduct and could result in students being expelled from the university.

Don’t worry! We will teach you all about referencing throughout the course. Please ask your teacher if you have any questions.

**Studying with Dignity**

**Do you feel respected?**

The University of South Wales wants all staff and students to feel respected and treated politely by others.

* You have the right to be treated with respect
* You have the right to be treated fairly and not be bullied
* You have the right to be treated as equal to other people
* You have the right to feel valued for your skills and abilities

If anyone treats you in a way that does not show respect and makes you feel uncomfortable, you can go to E002 and speak to Kathryn Williams (Dignity at Study Adviser). More detailed information is available on the link below.

<http://unilife.southwales.ac.uk/pages/3112-dignity-at-work-study-policy-on-harassment-bullying-unfair-treatment-and-victimisation>.

**Extenuating Circumstances / Circumstances Beyond Your Control**

If something unexpected happens and you are unable to meet a deadline, you should consider submitting a claim for ‘[extenuating circumstances’](http://glamlife.glam.ac.uk/pages/3018-mitigating-circumstances). Your faculty will be able to advise you on whether your circumstances fall under this procedure. Your claim will then be judged and, if it is deemed valid, you are usually allowed to submit your work at a later date and still receive the mark that the work is worth, i.e. the mark will not be capped. Similarly, if you miss an exam through circumstances beyond your control, you will usually be allowed to resit it at the next available opportunity without your mark being capped.

**International Students Under 18**

CIE have a designated U18’s Safeguarding Officer for CIE who will meet with all under 18 students at the beginning of their courses to explain how tutorials will be conducted and to explain what they are unable to do until they are 18 in the UK.

**Resources**

A wide range of resources are available in the library. Students wishing to work in the library are able to book study rooms (for individuals and groups) and there is a ‘quiet area’ on the first floor. Those without private laptops or other PCs are able to borrow them from the library for overnight use. It is also possible to book PCs for use in the library, and use PCs at various other locations throughout the University (e.g. J Block, G Block etc).

A collection of study aids are also available at the Study Skills Centre in the library and there are also worksheets for you to take away.

Some useful online resources include:

<http://www.bbc.co.uk/learning/subjects/english.shtml> A good general site for grammar, practice exercises and multimedia.

Using English for Academic Purposes: A Guide for Students in Higher Education <http://www.uefap.com/>

English Club.com <http://www.englishclub.com/grammar/verbs-voice_passive.htm>

English Grammar in Use Online (trial version) <http://englishgrammarinuse.cambridge.org/product_groups/landing>

UsingEnglish.com <http://www.usingenglish.com/> Useful for grammar questions

<http://owl.english.purdue.edu/owl/resource/678/01/> a site provided by the University of Purdue, Indiana

**Other Support**

**International Student Support Unit**

This service can offer you support and advice about issues related to being an international student, such as immigration or visa problems. It is located in H27 and is open from 2-4pm. Information for international students is also available here: <http://international.southwales.ac.uk/>

**Find a Room**

If you need to find the location of any room or classroom at the university, you can use the ‘Findaroom’ service here: <http://findaroom.southwales.ac.uk/>

**The Education Drop- in Centre**

This is a centre where you can get help with English, Maths and IT. It is located in the library and there is more information about it on the next page. You can also find more help and advice from the Education Drop-in Centre on Blackboard under Study Skills Organisation.

http://studyskills.southwales.ac.uk

The Student Development and Study Skills Service *is not able to help you with assignments for your Pre-sessional English modules!*

**The Students Union**

Trips and activities for international students are organised by the Students Union and these are a good opportunity to see the area and meet local people. These trips will be advertised in the international section of student services. The Students Union also has many societies which you can join, including an international students’ society. Joining a society can help you to make friends and improve your English.

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**The Chaplaincy Meeting House**

This is a faith centre available to students of all faiths and those who have no faith.

You are welcome to call in and have a chat with the staff there or just have a cup of tea or coffee. It is a place to sit quietly and relax, read the papers, play board games and meet friends.

**Student Services**

This provides services such as careers; counselling and mental wellbeing; disability and dyslexia; student money.

**Section 3: ABOUT YOUR COURSE**

Teaching Methodology

Now we’d like to explain our teaching methodology to you. First of all, perhaps you’d like to know what we mean by ‘teaching methodology’. Simply, it means method or style of teaching.

Did you know there are a number of different ways of teaching and learning a language? A widely used and well-respected method called *Communicative Language Teaching* is the one we use in our English classes at the University of Glamorgan.

What is the *Communicative Language Teaching (CLT)* method of teaching English*?* It is NOT the traditional way of teaching English. The traditional way, which you may be most familiar with, is teacher-centred. In other words, the teacher is in charge and is the one who controls the learning.

In CLT, we like to think of the teacher as someone who helps, guides and encourages the students to learn. We do this by providing as many opportunities, as possible, for students to practice the language through communication. If you think of the teacher’s job similar to that of an orchestra conductor. The students’ job is similar to the orchestra. The orchestra produces the music by carefully following the guidance of the conductor.

In a CLT English language classroom, the teacher gives the responsibility of learning to the students. Students learn by participating in communication activities either individually, in pairs, or groups which the teacher guides. This helps to build the students’ confidence to use the language.

*Learning is YOUR responsibility!!*

Class Participation

This brings us to the next part of the handbook where we discuss *participation*. In the previous section, ‘Teaching Methodology’, we mentioned communication activities. What do we mean by communication? Communication could mean speaking, listening, or even reading and writing. Each of these things is a form of communication.

The first thing you might notice as being different in your English class is the seating arrangements. Are you used to sitting at a desk, in a row? This is usually what happens in a traditional classroom.

In the CLT classroom, however, students often sit around a table in groups. There may be 4 to 6 students at the table. The reason for this is so students can easily communicate with one another. During an activity, students are encouraged to discuss, *in English,* what they are doing with other students. Just as the conductor loves to hear the sound of music, teachers love to hear the sound of students practicing their English by talking with other students.

Class participation doesn’t always mean working in groups. Sometimes you will be asked to work in pairs or independently. It is during these times that we expect you to:

* speak in English (where appropriate)
* do what has been asked of you
* *think about* what you are learning
* *ask questions* if you don’t understand

*CLT classrooms are NOT QUIET places!*

**Class Representatives**

Each class nominates two students to represent them at regular meetings with staff from the Centre for International English. This enables students to voice their views and concerns about such issues as their course; assessments; workload etc. and discuss these with the staff. The representatives can then feed back to their class mates responses from the staff and any other matters of interest. These meetings also help the department to make improvements to their courses based on issues which arise.

**Tell us what you think!**

We welcome any feedback from students about the Centre for International English and the courses that we teach so please feel free to tell us about a particular positive or negative aspect of your experience.

1. Make an appointment with your personal tutor
2. Discuss your complaint with the personal tutor, who will make a note of the details and try to solve the problem. This may mean that the tutor has to discuss the issue with other members of staff.
3. If you are still not satisfied and would like to take your complaint further, you should follow the University of South Wales Complaints procedure which can be found at [academicregistry.southwales.ac.uk](http://www.academicregistry.ac.uk) .

**Daily Timetable**

Morning classes run from Monday to Friday from 10am until 1pm.There will be a coffee break at around 10:30am. Afternoon classes will run every day except Friday from 2 to 4pm.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9.00 -10.00** |  |  |  |  | Visa Information |
| **10.00 – 11.30** | lessons  Reading and Writing | lessons  Reading and Writing | Lessons  Reading and Writing | Lessons  Reading and Writing | Lessons  Reading and Writing |
| **11.30 –**  **11.45** | B | R | E | A | K |
| **11.45 –**  **1.00** | lessons  Reading and Writing | lessons  Reading and Writing | Lessons  Reading and Writing | lessons  Reading and Writing | lessons  Reading and Writing |
| **1.00 –**  **2.00** | L | U | N | C | H |
| **2.00 –**  **4.00** | lessons  Listening and Speaking | lessons  Listening and Speaking | Lessons  Listening and Speaking | lessons  Listening and Speaking | **NO CLASS** |
|  | **Homework** | **Self-Study** | **Homework** | **Self-Study** | **Homework** |

**Please note: Visa Information is not optional but an essential part of your visa application process.**

Assessments and Passmarks

The modules that you take will depend on your English level and the length of your pre-sessional course (see ‘course structure’). Details of each module are at the end of this handbook.

EF0U00 Pre-sessional: Pass mark: 40%

EF0U01 Pre-sessional: Pass mark: 40%

**For students on EF0U 00, EF0U 02 and EF0U 03, resits will be offered for students who get below the passmark for any subject in the mid-course assessments.**

EF0U02 Pre-sessional: Pass mark: 50% (55 for some postgraduates)

EF0U03 Pre-sessional: Pass mark: 50% (55 for some postgraduates)

EF0U04 Pre-sessional: Pass mark: 50% (55 for some postgraduates)

The formal assessments are outlined below. These assignments contribute to your final mark for the module. You must complete all assignments.

See the individual module descriptors for assessments and weightings for each module.

|  |
| --- |
| **Writing** |
| Coursework Essays and Reports.  Writing Exam. |

|  |
| --- |
| **Reading** |
| Reading Exam. |

|  |
| --- |
| **Listening** |
| Listening Exam. |

|  |
| --- |
| **Speaking** |
| Presentation.  Speaking Test. |

|  |
| --- |
| **Portfolios** |
| Weekly task based on topics taught in that week. |

**Detailed Module Descriptors**

**Descriptor for Pre-sessional Threshold Module EF0U00**

### Aims of the Module

The aim of EF0U00 is to ensure international students have the English level required to continue onto EF0U02.

### Synopsis of Module Content

### The module provides an opportunity for students to improve their English language ability and become familiar with using English in an academic environment.

The module includes:

* Academic writing: e.g. planning a text, employing an academic style, developing an argument, grammar, punctuation, etc. (key skills 1,3,4,5,8,9,10)
* Academic Study Skills: e.g. doing research, working collaboratively, summarising, note taking etc.(key skills 1,3,5,6,7,8,9,10,11)
* Academic Speaking: e.g. participating in seminars, giving presentations etc. (key skills 1,4,5,7)
* Academic Reading: understanding meaning, understanding textual relationships, reading techniques etc. (key skills 2,5,6)
* Academic Listening: Recognising lecture structure, listening for signpost words, deducing meaning of words and phrases etc. (key skills 2,3)

### Learning & Teaching Methods

Seminars and workshops   
Task-based projects   
Group and individual projects   
Blended learning for formative assessment and feedback   
Group and individual academic presentations

### Learning Outcomes

On completion of this module the student will be able to:

1. Achieve a language level equivalent to IELTS 4.5 or above.
2. Demonstrate their ability work in a team through the medium of English in order to successfully complete tasks which involve the use of blended learning resources.
3. Develop construction of texts in an academic style - demonstrating an understanding of the importance of structure and development of arguments.
4. Give presentations in English as well as communicate orally in group and one-to-one situations.

### Assessment Requirements

### The overall pass mark for the module is 40%.

### Part A = 20% of the total mark

1 x 400-word written coursework; 20% (L1, L2)

1 x 1-hour in-class test; writing (300 words); 20% (L1)

1 x 4-minute individual presentation; 10% (L2, L3)

1 x 3-minute speaking test; 10% (L2,L3)

1 x 30-minute in-class test; reading, 20% (L1)

1 x 30-minute in-class test; listening: 20% (L1)

### Part B = 75% of the total mark

1 x 500-word coursework essay; 20% (L1, L2)

1 x 1.5-hour in-class test; writing (400 word essay), 20% (L2, L3)

1 x 6-minute individual presentation; 10% (L2, L3, L4)

1 x 3-minute individual speaking test; 10% (L2, L3, L4)

1 x 45-minute in-class test; reading; 20% (L2)

1 x 45-minute in-class test; listening; 20% (L2)

### Portfolio Tasks = 5% of the total mark

### 4 (best marks out of 8) x portfolio tasks

### All students MUST pass the speaking element of the course with at least 30%

**Summary of assessments**

Students will be assessed on their ability to communicate both verbally and through written expression, as well as their aural and reading ability to a level equivalent to IELTS 4.5.

Regular formative assessment will play an integral part in the learning process. This will be carried out through feedback on written work as well as tasks set both in class and for homework.

* The portfolio will consist of weekly written tasks based on work undertaken the preceding week, and a coursework academic essay.
* The oral presentations will be followed by students taking part in a viva as part of their speaking assessment, during which they will answer questions on the topic of their presentations.
* The reading and listening exams will assess the student’s ability at the appropriate level to pass the module.

**Descriptor for Pre-sessional Threshold Module EF0U01**

**Aims of the Module**

The aim of EF0U01 is to ensure international students have the English level required to continue onto EF0U02.

**Synopsis of Module Content**

The module provides an opportunity for students to improve their English language ability and become familiar with using English in an academic environment.

The module includes:

* Academic writing: e.g. planning a text, employing an academic style, developing an argument, grammar, punctuation, etc. (key skills 1,3,4,5,8,9,10)
* Academic Study Skills: e.g. doing research, working collaboratively, summarising, note taking etc.(key skills 1,3,5,6,7,8,9,10,11)
* Academic Speaking: e.g. participating in seminars, giving presentations etc. (key skills 1,4,5,7)
* Academic Reading: understanding meaning, understanding textual relationships, reading techniques etc. (key skills 2,5,6)
* Academic Listening: Recognising lecture structure, listening for signpost words, deducing meaning of words and phrases etc. (key skills 2,3)

**Learning &** **Teaching Methods**

Seminars and workshops   
Task-based projects   
Group and individual projects   
Blended learning for formative assessment and feedback   
Group and individual academic presentations

**Learning Outcomes**

On completion of this module the student will be able to:

1. Achieve a language level equivalent to IELTS 4.5 or above.
2. Demonstrate their ability work in a team through the medium of English in order to successfully complete tasks which involve the use of blended learning resources.
3. Develop construction of texts in an academic style - demonstrating an understanding of the importance of structure and development of arguments.
4. Give presentations in English as well as communicate orally in group and one-to-one situations.

**Assessment Requirements**

**The overall pass mark for the module is 40%.**

1 x 500-word coursework essay; 15% (L1, L2)

1 x 1.5-hour in-class test; writing (400 word essay), 20% (L2, L3)

1 x 6-minute individual presentation; 10% (L2, L3, L4)

1 x 3-minute individual speaking test; 10% (L2, L3, L4)

1 x 45-minute in-class test; reading; 20% (L2)

1 x 45-minute in-class test; listening; 20% (L2)

4 x weekly portfolio tasks; 5% (L1,L2)

### All students MUST pass the speaking element of the course with at least 30%.

**Summary of assessments**

Students will be assessed on their ability to communicate through written expression as well as their aural and reading ability to a level equivalent to IELTS 4.5.

Regular formative assessment will play an integral part in the learning process. This will be carried out through feedback on written work as well as tasks set both in class and for homework.

* The portfolio will consist of weekly written tasks based on work undertaken the preceding week, and a coursework academic essay.
* The oral presentations will be followed by students taking part in a viva as part of their speaking assessment, during which they will answer questions on the topic of their presentations.
* The reading and listening exams will assess the student’s ability at the appropriate level to pass the module.

**Descriptor for Module EF0U02 Pre-Sessional 15 Week Course**

**Aims of the Module**

The aim of the Pre-Sessional module is to ensure international students are ready to participate in undergraduate or postgraduate level higher education in the UK.

This will be achieved by providing students with opportunities to:

1) develop proficiency in the four English language skills; reading, writing, listening and speaking   
2) acquire and develop more advanced studying and learning strategies that will enable them to succeed at postgraduate level in the UK Higher Education system i.e. academic study skills   
3) improve their knowledge of the culture, environment and facilities of a British Higher Education institution and gain understanding of postgraduate academic practice and convention

**Synopsis of Module Content**

The module provides an opportunity for students to improve their English language ability and become familiar with using English in an academic environment.

The module includes:

* Academic writing: e.g. planning a text, employing an academic style, synthesising information from multiple sources, developing an argument, grammar, punctuation, etc. (key skills 1,3,4,5,8,9,10)
* Academic Study Skills: e.g. doing research, working collaboratively, summarising, critical reflection, note taking at lectures etc.(key skills 1,3,5,6,7,8,9,10,11)
* Academic Speaking: e.g. participating in seminars, debating skills, giving presentations etc. (key skills 4,5,7,)
* Academic Reading: understanding meaning, reading critically, understanding textual relationships, reading techniques etc. (key skills 2,5,6,)
* Academic Listening: Recognising lecture structure, listening for signpost words, deducing meaning of words and phrases etc. (key skills 2,3,)

**Teaching Methods**

Seminars and workshops   
Task based projects   
Group and individual projects / essays   
Blended learning for formative assessment and feedback   
group and individual academic presentations

**Learning Outcomes**

On completion of this module the student will be able to:

1. Construct texts in a critical, academic style - demonstrating an understanding of the importance of structure and development of an academic essay and report as well as their ability to read critically and synthesise information from multiple sources.
2. Achieve a language level equivalent of IELTS 6.0 or above (6.5 for postgraduate students)
3. Demonstrate their ability to work in a team through the medium of English in order to successfully complete a task which involves the use of various blended learning resources.
4. Give presentations in English as well as communicate orally in group and one to one situations.

**Assessment Requirements**

**The overall pass mark for the module is 50%. (55% for postgraduate students)**

**Part A = 20% of the final total mark**

1 x 800 + word coursework essay; 20% (L1, L2)

1 x 3 hour in-class test; writing (500 words essay – combined with reading exam), 20% (L1, L2)

1 x 3 hour in-class test; reading combined with writing exam, 20% (L2)

1 x 5 minute individual presentation; 10% (L2, L3, L4)

1 x 3 minute individual speaking test; 10% (L2, L3, L4)

1 x 1 hour in-class test; listening: 20% (L2)

If any students get below 30% in any exam, there will be the option of resit exams.

**Part B = 75% of the final total mark**

1 x 500 + word coursework report; 20% (L1, L2)

1 x 3 hour in-class test; writing (1000 words essay), 20% (L1, L2)

1 x 8-10 minute individual presentation; 10% (L2, L3, L4)

1 x 4 minute individual speaking test; 10% (L2, L3, L4)

1 x 1 hour in-class test; reading, 20% (L2)

1 x 1 hour in-class test; listening: 20% (L2)

**Part C = 5% 0f the final mark**

15 x Portfolio tasks

**TOTAL MARK = A + B + C = 100%**

### All students MUST pass the speaking element of the course with at least 30%.

**Summary of Assessments**

Students will be assessed on their ability to communicate both verbally and through written expression as well as their aural and reading ability to a level at least equivalent to IELTS 6.0 (or 6.5).

The portfolio will consist of weekly tasks based on class work undertaken in the preceding week. In addition, students will be required to submit two coursework assignments: a written essay and a research report, both of which will be written in an appropriate academic style which demonstrates their understanding and effective application of academic convention. Students are also required as part of the speaking test to take part in a viva, during which they will answer questions on their topic of their oral presentations.

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**Descriptor for Module EF0U03 Pre-Sessional 10 Week Course**

**Aims of the Module**

The aim of the Pre-Sessional module is to ensure international students are ready to participate in undergraduate or postgraduate level higher education in the UK.

This will be achieved by providing students with opportunities to:

1) develop proficiency in the four English language skills; reading, writing, listening and speaking   
2) acquire and develop more advanced studying and learning strategies that will enable them to succeed at postgraduate level in the UK Higher Education system i.e. academic study skills   
3) improve their knowledge of the culture, environment and facilities of a British Higher Education institution and gain understanding of postgraduate academic practice and convention

**Synopsis of Module Content**

The module provides an opportunity for students to improve their English language ability and become familiar with using English in an academic environment.

The module includes:

* Academic writing: e.g. planning a text, employing an academic style, synthesising information from multiple sources, developing an argument, grammar, punctuation, etc. (key skills 1,3,4,5,8,9,10)
* Academic Study Skills: e.g. doing research, working collaboratively, summarising, critical reflection, note taking at lectures etc.(key skills 1,3,5,6,7,8,9,10,11)
* Academic Speaking: e.g. participating in seminars, debating skills, giving presentations etc. (key skills 4,5,7,)
* Academic Reading: understanding meaning, reading critically, understanding textual relationships, reading techniques etc. (key skills 2,5,6,)
* Academic Listening: Recognising lecture structure, listening for signpost words, deducing meaning of words and phrases etc. (key skills 2,3,)

**Teaching Methods**

Seminars and workshops   
Task based projects   
Group and individual projects / essays   
Blended learning for formative assessment and feedback   
group and individual academic presentations

**Learning Outcomes**

On completion of this module the student will be able to:

1. Construct texts in a critical, academic style - demonstrating an understanding of the importance of structure and development of an academic essay and report as well as their ability to read critically and synthesise information from multiple sources.
2. Achieve a language level equivalent of IELTS 6.0 or above (6.5 for postgraduate students)
3. Demonstrate their ability to work in a team through the medium of English in order to successfully complete a task which involves the use of various blended learning resources.
4. Give presentations in English as well as communicate orally in group and one to one situations.

**Assessment Requirements**

**The overall pass mark for the module is 50%. (55% for postgraduate students)**

**Part A = 20% of the final total mark**

1 x 800 + word coursework essay; 20% (L1, L2)

1 x 3 hour in-class test; writing (500 words essay – combined with reading exam), 20% (L1, L2)

1 x 3 hour in-class test; reading combined with writing exam, 20% (L2)

1 x 5 minute individual presentation; 10% (L2, L3, L4)

1 x 3 minute individual speaking test; 10% (L2, L3, L4)

1 x 1 hour in-class test; listening: 20% (L2)

If any students get below 30% in any exam, there will be the option of resit exams.

**Part B = 75% of the final total mark**

1 x 500 + word coursework report; 20% (L1, L2)

1 x 3 hour in-class test; writing (1000 words essay), 20% (L1, L2)

1 x 8-10 minute individual presentation; 10% (L2, L3, L4)

1 x 4 minute individual speaking test; 10% (L2, L3, L4)

1 x 1 hour in-class test; reading, 20% (L2)

1 x 1 hour in-class test; listening: 20% (L2)

**Part C = 5% 0f the final mark**

15 x Portfolio tasks

**TOTAL MARK = A + B + C = 100%**

### All students MUST pass the speaking element of the course with at least 30%.

**Summary of Assessments**

Students will be assessed on their ability to communicate both verbally and through written expression as well as their aural and reading ability to a level at least equivalent to IELTS 6.0 (or 6.5).

The portfolio will consist of weekly tasks based on class work undertaken in the preceding week. In addition, students will be required to submit two coursework assignments: a written essay and a research report, both of which will be written in an appropriate academic style which demonstrates their understanding and effective application of academic convention. Students are also required as part of the speaking test to take part in a viva, during which they will answer questions on their topic of their oral presentations.

**Descriptor for Module EF0U04 Pre-Sessional 5 Week Course**

**Aims of the Module**

The aim of the Pre-Sessional module is to ensure international students are ready to participate in undergraduate or postgraduate level higher education in the UK.

This will be achieved by providing students with opportunities to:

1) develop proficiency in the four English language skills; reading, writing, listening and speaking   
2) acquire and develop more advanced studying and learning strategies that will enable them to succeed at postgraduate level in the UK Higher Education system i.e. academic study skills   
3) improve their knowledge of the culture, environment and facilities of a British Higher Education institution and gain understanding of postgraduate academic practice and convention

**Synopsis of Module Content**

The module provides an opportunity for students to improve their English language ability and become familiar with using English in an academic environment.

The module includes:

* Academic writing: e.g. planning a text, employing an academic style, synthesising information from multiple sources, developing an argument, grammar, punctuation, etc. (key skills 1,3,4,5,8,9,10)
* Academic Study Skills: e.g. doing research, working collaboratively, summarising, critical reflection, note taking at lectures etc.(key skills 1,3,5,6,7,8,9,10,11)
* Academic Speaking: e.g. participating in seminars, debating skills, giving presentations etc. (key skills 4,5,7,)
* Academic Reading: understanding meaning, reading critically, understanding textual relationships, reading techniques etc. (key skills 2,5,6,)
* Academic Listening: Recognising lecture structure, listening for signpost words, deducing meaning of words and phrases etc. (key skills 2,3,)

**Teaching Methods**

Seminars and workshops   
Task based projects   
Group and individual projects / essays   
Blended learning for formative assessment and feedback   
group and individual academic presentations

**Learning Outcomes**

On completion of this module the student will be able to:

1. Construct texts in a critical, academic style - demonstrating an understanding of the importance of structure and development of an academic essay and report as well as their ability to read critically and synthesise information from multiple sources.
2. Achieve a language level equivalent of IELTS 6.0 or above (6.5 for postgraduate students).
3. Demonstrate their ability to work in a team through the medium of English in order to successfully complete a task which involves the use of various blended learning resources.
4. Give presentations in English as well as communicate orally in group and one to one situations.

**Assessment Requirements**

**The overall pass mark for the module is 50%. (55% for postgraduate students)**

**Part A = 95% of the final total mark**

1 x 500 + word coursework report; 15% (L1, L2)

1 x 3 hour in-class test; writing (1000 word essay), 20% (L1, L2)

1 x 8-10 minute individual presentation; 10% (L2, L3, L4)

1 x 4 minute individual speaking test; 10% (L2, L3, L4)

1 x 1 hour in-class test; reading, 20% (L2)

1 x 1 hour in-class test; listening: 20% (L2)

**Part B = 5% 0f the final mark**

5 x Portfolio tasks

**TOTAL MARK = A + B = 100%**

### All students MUST pass the speaking element of the course with at least 30%.

**Summary of Assessments**

Students will be assessed on their ability to communicate both verbally and through written expression as well as their aural and reading ability to a level at least equivalent to IELTS 6.0 (or 6.5)

The portfolio will consist of weekly tasks based on class work undertaken in the preceding week. In addition, students will be required to submit two coursework assignments: a written essay and a research report, both of which will be written in an appropriate academic style which demonstrates their understanding and effective application of academic convention. Students are also required as part of the speaking test to take part in a viva, during which they will answer questions on their topic of their oral presentations.

**Blackboard**

What is Blackboard? Blackboard is a Web based *teaching and learning* tool.

Many modules at the University of South Wales are available on Blackboard. This means that your tutors may use Blackboard to communicate course information to you.

If so, then it is **very important** that you log on **everyday** so you don’t miss anything important.

Here is a list of some of the things you will be able to do when you enrol onto Blackboard:

* check announcements
* access course materials
* access course information
* talk to your tutors
* talk to fellow students
* send emails

blackboard_icon

To access the Blackboard homepage, just click on the link found on your personal Unilife homepage

You will find all of the information about the Pre-sessional course under the organisation ‘Pre-sessional 2014’ on the bottom right hand corner of the Blackboard screen.

**Submitting Work – Guidelines**

Both a paper copy and electronic copy (Turnitin) of coursework must be submitted by the deadline. Your teacher will advise you of the deadline and place to submit your work*. Late submissions will not be accepted.*

Any written coursework work you hand in must be presented in a \*standardized format. Please read these guidelines carefully. If there is something you don’t understand, your tutor will be more than happy to explain it to you.

\* Format may vary for your specialist modules. Please check your module hand books for guidelines.

|  |  |  |
| --- | --- | --- |
| **Coursework Format** | | |
| **Cover** | No cover. Please staple your paper on the *top left hand corner.* | |
| **Title page** | The first page should include the following (see example below) | |
| * student number *only* * module code * module title | * assignment number * assignment title * submission date |
| **Paper** | A4, portrait, 1 column width | |
| **Typeface** | Times New Roman or Arial, regular font size 12 (except for headers and footers) | |
| **Line spacing** | Double spaced – written text  Single spaced - large quotations and reference lists | |
| **Margins** | Left and right sides – 2.5cm / top and bottom – 2.5cm | |
| **Headers** | enrolment number left underlined – font size 8 | |
| **Footers** | Page numbers centre (excluding cover page) – font size 8 | |

**How To Submit Your work To Turnitin**

**Essays / Reports**

1. Save you essay/report as a work document and save it to your desktop.
2. Open the correct Turnitin link
3. Press the ‘Submit’ button
4. Now you will see the information you must complete:

Submission Method = File Upload

Submission Title (see 5)

Submission Part = Part 1

File to Submit (see

1. In ‘Submission Title’ name your essay/report in the following format:

* Module code
* Summer /Autumn
* Year
* Title of Assessment (from the Turnitin link)
* Student number
* Class number

DO NOT PUT YOUR NAME!!!!

Example:

**EF0U 02 Summer 2018 Coursework 10689997 2C**

1. In ‘File to Submit’ press ‘Choose File’ and select your work from your desktop
2. Press Submitt. You will now be issued with a digital receipt. Your work has now been submitted.

**Presentations**

In order to submit a presentation PPT to Blackboard, you must first **SAVE THE PPT AS A PDF FILE.**

**Tutorials**

You will have a 10 minute private tutorial every other week. This gives you the opportunity to tell us about any problems you may be having (academic or non-academic) and also gives us a chance to monitor your progress and suggest ideas that may help you with your studies. The tutorials are timetabled in your schedule and you teacher will tell you when to attend a tutorial. Attendance at tutorials is compulsory and is counted as part of the overall course attendance.

**Confidentiality**

All the personal tutors within the CIE follow a strict Confidentiality Code. What you say to your personal tutor stays confidential. This means that apart from the most extreme circumstances, outlined below, what you tell your personal tutor will not be told to anyone else without your permission.

Notes will be made during your tutorial. These notes are read by you at the end of the tutorial and you are asked to sign the tutorial record sheet.

The circumstances when your personal tutor will need to discuss your situation with another professional are:

* when you are at risk of serious harm
* when your behaviour is affecting adversely the legal rights of other people
* when your personal tutor is being placed in a position in which his/her professional integrity is compromised
* when disclosure is required by law.

Usually in such circumstances your personal tutor would discuss the situation with you before breaching confidence. If this is not possible, you would be told what information has been disclosed.

**Your Results**

Once the results are made available, you will be able to look at them online, using your enrolment ID and password. You will also be able to download and print a PDF copy of your results, which you can bring to the CIE office and we will stamp the results sheet to prove it is official. If you cannot come to the office, your results will be available on Blackboard.

**References**

If you need a reference from your tutor after the course has finished, please make sure that you ask your tutor’s permission before giving their name as a referee to a University or employer. If you do another course after pre-sessional and then require a reference you should ask your new course leader or teacher.

Section 4: LIVING IN THE UK

**Information We Need From Students**

**Your home address:** This should be as complete as possible, as we will use it to send your results home if you are not able to collect them in person; if the address is incomplete or incorrect, you may not receive your results!

**Your *current* term-time address:** This is where you stay every night whilst you are studying at the University; please remember to tell us if you move as we need to know where you are living while you are attending classes here.

There is a form available from the CIE office which you need to complete if you change:

* your home address
* your term time address
* your mobile phone number

We also need an up-to-date ***emergency contact*** for you (name and telephone number), which we will use if necessary (for example, if you become ill while in class). For this reason, it would be better if the contact was for someone in the UK (e.g. a friend or relative).

Half-way through your course, we will send you a copy of the information we currently hold about you (such as your address, phone number, emergency contact) and ask you to confirm it is correct, or you can let us know of any changes that need to be made.

**Medical Information**

Hopefully, whilst you are a student in the UK, you will not be ill or unwell. However, if you are unfortunate enough to become ill during your time as a student at USW, below is some important information about what to do.

**What to do if you are ill / unwell.**

In the UK, our heath service may be very different from your home country’s and what to do and where to go may also be very different.

Many of the things that you may normally go to a doctors for in your home country, such as headaches, stomach upsets, colds or sore throats, we tend to treat ourselves with medicines bought from the pharmacy (see ‘Medicine List’ for a suggested list of medicines that you should buy) .

**National Health Service**

The National Health Service or the NHS as it’s well-known, is the UK’s health care service and it is free for UK residents. This is not the case for all students: if your visa is for a course of less than 6 months (and this is the majority of pre-sessional students), you DO NOT have access to free medical treatment (you can check this by seeing if your visa includes the immigration health surcharge).

This means that if you want to see a doctor, you must pay and pay for any treatment given. (you can get free emergency treatment but everything else will be charged for).

**University Health Centre**

The university health centre is located on the ground floor of H block. However, during the summer months, when there are very few students on campus, there may be limited opening hours.

The best way to check opening times and to see what the health centre offers is to look at their webpage:

<http://health.southwales.ac.uk/>

**Pharmacies / Chemists**

In the UK, when you are ill people do not automatically see a doctor. The best place to get medical advice for minor medical issues (things that are not serious or emergencies) is a Pharmacy.

The nearest pharmacy is the Treforest Pharmacy in Treforest. The pharmacist is used to overseas students and will give you good advice. They will also tell you what medicines you need or if you need to see a doctor.

Treforest Pharmacy

62 Park Street

Treforest

Pontypridd

CF37 1SN

Tel: 01443 403102

**Doctors**

If you do need to see a doctor the nearest place you can go is Ashgrove surgery. You will need to make an appointment and you will be charged (unless you have paid the immigration health surcharge).

Ashgrove Surgery

Morgan Street

Pontypridd

CF37 2DR

Tel: 01443 404444

**Hospitals**

You should only go to hospital in an emergency.

Royal Glamorgan Hospital

Ynysmaerdy

Llanstrisant

CF72 8XR

Tel: 01443 443443

If you need an ambulance the emergency number is 999

**Dentists**

Dentist in the UK are not free and you must pay for treatment. The nearest dentist is the Morgan Street Dental Practice and you will have to make an appointment.

Morgan Street Dental Practice

20 Morgan Street

Pontypridd

CF37 2DS

Tel: 01443 403747

**Optical Treatment**

Glasses or contact lenses are not free in the UK. If you are having trouble with your eyes you can go to one of the many opticians in the UK but you will have to pay. You can have your eyes tested cheaply at:

Specsavers

65-66 Taff Street

Pontypridd

CF37 4TD

Tel: 01443 480244

**First Aid Kit / Medicine List**

In the UK many of the minor medical issues (such as headaches or stomach upsets) are usually treated with medicines from the pharmacy. Below is a list of recommended medicines and items that you should have (you can buy these easily if you don’t have any items):

Paracetamol / Ibuprofen – for pains and fevers

Antiseptic throat lozenges – For sore throats

Flu remedies such as Lemsip or Beechams

Electrolyte solutions – for diarrhoea

Plasters

Antiseptic solution or wipes

Bandages

Antihistamine Cream – for bites and stings

Antiseptic cream- for cuts and grazes.

**NOTE: you will be marked absent from class unless you have a doctor / hospital letter proving that you were unwell.**

**Bank Accounts**

When you arrive in the UK one of the first things you will need to do is open a bank account. As you cannot open a bank account until you have enrolled at the University, you should make sure that you bring enough British currency or travellers cheques to last for the first two to three weeks. It is also useful to bring credit and debit cards.

***Do not carry large amounts of cash or keep large amounts of cash in your accommodation.***

In order to open a bank account you will need a 'Bank Letter’. You will have to do this online and you will be given instructions about how to do this.

**Why do you need this letter?**

Bank letters are provided to confirm your student status, your home and term-time address and to ensure that the University is not aware of any fraud and/or money laundering activities. Please note that not all local banks will open accounts for non-UK students, but we will inform you of the banks that will accept you.

**Accommodation and Council Tax**

Council tax is payable on residential properties in the UK. The charge is per household and calculated according to the value of the property and which ‘band’ it is in.

Because most pre-sessional students are on short-term visas, you will be liable for council tax. Once you have your new visa covering your full-time study (the course you are going onto AFTER your pre-sessional course) you will be exempt from council tax from the start date of your course.

**Rubbish Collection**

Household rubbish and recycling is collected by the council. You should separate your household waste into ‘recycling’ and ‘rubbish’ and place your bags in the proper area eg outside your house in a container. There are set days for rubbish and recycling collection according to the area you live in, so if you are not sure, ask a neighbour or your landlord for the right day and place for collection. **If you: 1. leave out rubbish on the wrong day 2. allow it to spill over the street 3. Mix your rubbish and recycling, you could face a council fine.**

Recycling includes glass, paper, plastic and those things which can be recycled according to the instructions on the clear bags that are provided by RCT council. Bags can be obtained from local libraries or council offices and also from the collectors. Rubbish includes non-recyclable products and general household waste, and should be put into black bin bags, which you must buy yourself. Please note, yellow containers which are labelled ‘grit salt’ are NOT rubbish containers, but are for council workers to keep road salt for icy days.

**UK Rules and Laws**

There are certain things that all students need to be aware of while they are living in the UK. In particular, you need to be aware of a range of legal requirements relating to drinking, driving, smoking and even watching television! Ask your tutor if you have any questions.

Section 5: FINAL NOTES

**Final Word**

We have done our best to provide you with important information about the Pre-sessional programme and your stay at USW. Any information which is not included in this handbook you should be able to find on the *Unilife* website.

And most important of all, if **you** have a problem about:

* your classes
* work
* money
* visa
* homesickness
* health
* etc.

*PLEASE* let us try and help you. Speak to your personal tutor or any member of the course team about it. ***Remember: We’re here to help!***

If we can’t help, we will find someone who can. But we can’t help if we don’t know there is a problem.

We hope you enjoy your course, and we wish you every success.

**YOUR success depends on YOU!**

**Happy Learning!**