



STUDENT HANDBOOK

Academic Year 2010-2011

This Handbook is the reference source for students wishing to study language modules within the Inter Faculty Languages Programme.

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Welcome to the Language Centre

The Language Centre provides tuition in 9 languages for over 1100 full-time students; the languages currently offered within the Inter Faculty Languages Programme are Modern Standard Arabic, French, German, Modern Greek, Italian, Japanese, Mandarin Chinese, Portuguese and Spanish. Students who sign up for an Inter Faculty course normally do so for the two semesters of an academic session.

Some important entry conditions for Inter Faculty courses

Although all undergraduates and postgraduates who are enrolled on a course at the University are welcome to register for modules with the Language Centre, there are some restrictions. Some departments, for instance, do not allow their students to take up modules from other departments in their 2nd and 3rd year.

The Language Centre reserves the right to restrict final year students' access to beginners' language modules. Preference on these modules will be given to first and second year students to increase their chances of studying a foreign language for longer than one year.

It is vital that students enrol for an Inter Faculty course at the appropriate level. Embarking on a stage which is too difficult has obvious implications. Conversely, students may not enrol for a course, for which they are over-qualified (e.g. starting a beginners' course when already competent in the language). It is an academic offence to attempt to gain for oneself or another person an unpermitted advantage in an assessment. The Language Centre will check qualifications with home departments and any student found to be overqualified and who has therefore misrepresented the facts will automatically be awarded a mark of 0% for the module.

Fees and Costs

The programme is financed by transfer of resources based upon the number of undergraduates registering for a module and using their credits to do so. Members of staff and postgraduate/undergraduate students not using credits for these courses do not attract resources, and must therefore pay a fee per semester if they wish to attend the course.

For Stages 1 & 2 and some languages at stage 3 LC tutors will require the students to buy a course book.

Language Centre Staff

**Head of the Language Centre/E-Learning Development Officer:
Oranna Speicher**

**Deputy Head of the Language Centre/Quality Assurance
Officer/Examinations Officer; Post graduate course coordinator:
Marisa Marmo**

**Registration Officer/Evening Class coordinator:
Oranna Speicher**

Staff are responsible for their languages in the following areas:

Modern Standard Arabic		
Ahmed Meliebary ahmed.meliebary@nottingham.ac.uk	Module convener Arabic 1, 2 Culture of Arabic Language	Tutor Arabic 1, 2, 3 Culture of Arabic Language

French		
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Maria Cox Stage coordinator at stage 4 maria.cox@nottingham.ac.uk	Module convener German 2, 3, 4 and UNNC German	Tutor German 2, 3, 4 UNNC German
Dan Hall daniel.hall@nottingham.ac.uk		Tutor German 4

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Oranna Speicher Oranna.speicher@nottingham.ac.uk	Module convener German 5, 6	Tutor German 5, 6

Modern Greek

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Italian

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Cecilia Goria cecilia.goria@nottingham.ac.uk	Module convener Italian 2, 3	Tutor Italian 1, 2, 3 Language and Language Learning

Japanese

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Mandarin Chinese

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Jie Tang		Tutor Mandarin 1
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Spanish		
Alex Denny		Tutor Stage 1
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Moya Mason moya.mason@nottingham.ac.uk	Module convener Spanish 1	Tutor Spanish 1
Veronica Layunta-Maurel veronica.layunta-maurel@nottingham.ac.uk	Module convener Spanish 2, 5	Tutor Spanish 2, 3, 5
Martha Pinzon Martha.pinzon@nottingham.ac.uk		Tutor Spanish 1, UNNC Spanish
Melanie Samarayanake melanie.samarayanake@nottingham.ac.uk		Tutor Spanish 2 UNNC Spanish

Technical Staff

Ben Broughton
Karen Saunders
Eddie Scott
Geoffrey Yarnall

Administrator

Janice Clarke
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Organization of Teaching

What do Inter Faculty Language Courses offer?

We teach a total of 8 languages on courses which enable students to embark upon a language learning programme to suit their individual requirements. It is possible to proceed in subsequent years from Stage 1(for absolute

beginners) to the higher stages, or to begin your learning here at a higher stage if you already have a GCSE, AS or A Level or an equivalent qualification like the International Baccalauréat. French, German and Spanish are available up to Stage 6, whereas the finishing stages of courses in the other languages range from Stage 1 to Stage 4.

Modules and Credits

Since language learning is a cumulative process our teaching programme is designed at all stages to extend over the Autumn and Spring Semesters. We therefore expect that the vast majority of students who register with us at the start of the Academic Session will continue through to the end. The number of Credits awarded for each Semester is 10 - this applies to all stages at undergraduate level.

Module organization

The normal allocation of teaching time gives each class 2.5 - 3 hours formal tuition per week. The courses are taught almost entirely in the Target Language and you need to be prepared to participate actively in class work in order to benefit from the teaching received. Staff endeavour to make each session varied and stimulating by including pair-work, group-tasks, topic-based discussions, listening tasks, grammar exercises and a whole variety of other forms of learning. Regular homework is set, which involves writing, learning and reading. Many courses require students to complete tasks in the Self Access Centre using the multimedia resources available there.

Depending on the stage you are registered for, regular coursework is set for specific deadlines and this accounts for up to 40% of the final mark. We try to centre our teaching around specific topics, which we feel are of interest to students and which reflect life and attitudes in those countries where the language is spoken. Parallel to this there is regular time devoted to mastering grammatical structures, enabling students to extend their linguistic competence. The teaching groups are small enough to provide students with a fair degree of individual attention. On starting one of our courses you will be given a Module Information Sheet, which contains full course details for the whole Semester. Each module is the responsibility of one member of the academic staff, who sets out the teaching plan and timetable.

A summary of the 6 stages

Stage 1 is designed for those with no knowledge of the language and is available in Modern Standard Arabic, French, German, Modern Greek, Italian, Japanese, Mandarin Chinese, Portuguese and Spanish. The course aims to enable learners to cope with everyday situations abroad, to practise

the basic grammatical structures underlying the target language, to write short letters and accounts and to have some appreciation of the culture of the countries concerned.

Stage 2 assumes the successful completion of a Stage 1 course here, or a pass in GCSE, or an equivalent qualification. It is available for all the above languages, except Greek and Portuguese. The topics covered here centre around institutions and issues important to the speakers of the target language, the grammatical structures are expanded into a variety of tenses and more descriptive language.

Stage 3 assumes the successful completion of a Stage 2 course here, or a pass at AS Level, A Level (Grade D or E) or International Baccalauréat (Subsidiary Level), or an equivalent qualification. The courses are offered in French, German, Italian, Japanese, Mandarin Chinese and Spanish. The topics examine issues which are tackled in a variety of different ways in various countries and seek to extend a student's ability to contrast and compare and to express an opinion in the target language.

Stage 4 assumes the successful completion of Stage 3, an A Level pass at Grade A, B or C or the Higher Level of the International Baccalauréat, or an equivalent qualification. This stage is taught in French, German, Mandarin and Spanish. A deeper insight into the social structure and problems is offered plus practice with complex structures and the techniques of summarizing reports in English and in the target language.

Stage 5 builds on the developments which have taken place during Stage 4. Further topics of international interest, of a technical/scientific nature are offered, together with the skill of ad hoc interpreting. Some students on these courses will have returned from a year of study abroad. Classes are held in French, German and Spanish.

Stage 6 is provided in French, German and Spanish, offering students an opportunity to look at issues which relate to their own special interests (individual projects), thereby enabling them to communicate these in an international context.

Enrolment

The notice board in the Language Centre gives details and times of our enrolment sessions, where staff are on hand to give individual advice and guidance. It is essential that you know your main timetable commitments before coming to us as we are then able to allocate you to a specific Inter Faculty teaching group. Once you have filled in our Registration Card your place in that group is normally guaranteed, subject to a minimum group size of 8 students being achieved.

Please note that it is your responsibility to check your modules on your Portal

and to make sure that you are correctly registered.

Attendance

The modular system is based on the acquisition of credits, which reflect attendance at class and completion of all assignments, and specific marks or grades for academic achievement. To gain credits on InterFaculty courses students are expected to achieve a full attendance at teaching sessions, to submit coursework promptly and to sit all relevant tests. We compile a register of attendance at class and contact personal tutors whenever students are absent for over a week.

It is the students' responsibility to maintain a high level of attendance. Students must have attended the courses and completed the work prescribed in connection with them if they are to be permitted to take the relevant examinations at the end of each Semester. It is very difficult to study a language in isolation, as experience shows that the stimulus of a group atmosphere and the variety of learning activities organized by the class tutor play a large part in effective learning.

We appreciate the fact that there may be circumstances which cause you to miss a class and we are grateful to hear from you if this occurs. Members of Language Centre Staff are available for consultation and are happy to offer advice on all aspects of the course.

What to do if you have problems with our courses

The course tutor is always the first person to whom you should mention any difficulties - the sooner the better. If you feel this route is not acceptable, you can contact the Head of department or the Staff-Student-Feedback Committee. Most problems can be alleviated through these channels. Staff are always prepared to meet individuals or groups of students to discuss problems or to go over a part of the course in greater detail.

Quality Assurance and Quality Control

Students can play a role in the quality of the modules offered by Language Centre. They can be a positive influence in shaping change. Consideration of students' ideas and perceived changes can usually be implemented within a reasonable timescale. All students are therefore encouraged to use Language Centre' system for registering ideas, objections and complaints or for notification of problems. They are treated seriously, with a neutral attitude towards the originator.

Similarly, mechanisms exist for members of staff to make suggestions or observations which affect the quality of the teaching within Language Centre. Our staff are all experienced and qualified teachers with strong links to the

countries in which their languages are taught. Many of the Language Centre teachers are native speakers.

Student Evaluation of Teaching (SET)

The University requires each tutor to give students enrolled for that module the opportunity to comment on the standard of organization and teaching. This is usually done during the Spring Semester of teaching in Language Centre, as most language modules are conceived in terms of double modules covering both semesters.

Filling in the SET Questionnaire is the absolute minimum level of feedback that the students should feel obliged to give. The Questionnaires are then summarised by the Teaching Enhancement Office and returned to the course tutor.

Enhancement of the quality of teaching functions

Participation by students in Language Centre' system for monitoring its procedures helps to raise the standard of service it offers. Students are encouraged to participate at their own level. The range of participation can vary from nothing more than making comments as part of group discussions in class or after a class, to being a Stage Representative on the Language Centre' Staff-Student Consultative Committee (SSFC). The constitution of the Committee ensures that student members outnumber staff members. The SSFC meets approximately 3 times per year and has an important role to play because it is the mouthpiece for students who study a module with Language Centre. Each Stage Representative attends SSFC meetings together with 1 or 2 members of staff from Language Centre. The SSFC may be viewed as a continuous process of quality control which monitors the teaching environment of Language Centre on a day-to-day basis. Matters discussed at SSFC and requiring approval by a wider forum than the SSFC will usually be referred to the Language Centre Management Team. Some matters may need to be referred from there to the University-wide Teaching Committee or its sub-committees.

Language Centre records and confidentiality

The Language Centre does not divulge any information about any student to casual callers. Students may be assured that any information which is held on file or on the Language Centre database is accessed only by our academic and secretarial staff. Information (details of student illness or bereavement, for example) which may have to be communicated from time to time by personal tutors to members of staff of Language Centre is treated in the strictest confidence and is used only for the purposes of the

Language Centre Examination Board. No such files are kept on a regular basis by Language Centre; records of student attendance are kept for two semesters and the Language Centre database is only used to keep records of coursework and assessment marks.

Quality control of teaching and of the teaching environment

There is a constant monitoring of the quality of the teaching environment by the members of staff of Language Centre. The quality of teaching equipment and the efficient functioning of language labs are reviewed on a daily basis. Any defects are usually reported within a day to the technical staff. In some cases, the decision to upgrade the teaching environment of a particular room is beyond the remit of Language Centre; in such cases other authorities have to take responsibility.

The results of this monitoring and any improvements that are suggested by members of staff are discussed at various meetings and are either implemented immediately or in the next semester of teaching. Changes and improvements to course structure and assessment are written into the next set of Module Information Sheets in the Module Information Brochure. These changes may also be written into the University's Catalogue of Modules.

Assessment of Performance and Progression

The aim of Language Centre is to provide a range of assessment procedures which test the various skills of language learning in a variety of realistic contexts.

Great care is taken to publicise in good time the timetable of assessment. The responsibility for publishing the time of the written examination lies with the Courses Office who will inform students individually, in writing, of the time and place of the written examination. It is the student's responsibility to ensure that they know, at the beginning of the module, what the various elements of the assessment are and when they are timetabled. Clashes in the timetabling of written examinations should be reported directly to the Courses Office in the Portland Building. Difficulties attending oral, listening or course work assessments should be reported to the course tutor as soon as they become apparent.

No arrangements which Language Centre makes for students who fail to attend assessments can be allowed to prejudice the interests of the majority of students who attend all classes and all assessments. The Language Centre is committed to protecting the interests of these students. It is, moreover, an expensive business to set up special procedures for those students who fail to attend assessments as timetabled.

It is recognised that there may be genuine reasons why a student may not be able to attend a particular assessment. It is vital that students inform their Language Centre tutor as soon as possible, if they anticipate problems. Students who feel that they have genuine reasons for not attending a particular assessment procedure must obtain from their home department an Extenuating Circumstances Form, which must be presented to their course tutor, or the Head of Language Centre, as soon as possible.

Under normal circumstances, if a student fails to attend an assessment as timetabled, no marks will be allocated for this assessment. This includes all module examination procedures i.e. coursework, listening, oral and written examinations. If a student can produce, before or immediately after the assessment which has been missed, an Extenuating Circumstances Form, signed by the relevant home department to explain absence at the assessment as timetabled, the following possibilities exist at the discretion of the Head of the Language Centre, in consultation with the course tutor:

- arrangements may be made for an alternative assessment at an alternative time. This may be subject to penalties, corresponding to those imposed for late submission of coursework.
- a recommendation may be made to the relevant Faculty Board by the Language Centre Examination Board for a re-assessment to take place, usually in September.

All modules will be assessed by means of a mixture of coursework and written examinations, taken at the end of each semester (i.e. in January/February and May/June). Relevant weightings given to written papers can be found under each module description in the Module Catalogue. Written papers will normally be of 2 hours' duration depending on the module and the stage. The number of questions that students are required to answer will also depend on the requirements of the module as laid down by the Module Convener. These are expressed each Semester in the Module Information Sheets.

Assessment takes several forms but the main ones practised in Language Centre are:

- written coursework assignments
- listening tests and examinations
- oral tests and examinations
- written examinations

It is important to understand that the term examination may be of 3 different kinds when applied to Language Centre modules. While most departments now operate on a similar basis concerning assessments, students should ensure that they are completely familiar with the sometimes

special arrangements and procedures of Language Centre.

Coursework is a term used to describe work submitted during the course of a semester, and may take various forms - written essays, letters, structural exercises, comprehensions, grammar exercises. The exact requirements for each module are set out in the module description for each stage.

Most coursework submission is required after a period of notice which varies from module to module. Dates for the submission of coursework are normally given by individual tutors and students should hand in their work at the appropriate times. Unless a medical certificate is presented, failure to hand in coursework by the required date will result in the imposition of a penalty which is a deduction of **5% per working day** (i.e. excluding weekends and public holidays) and **no work will be accepted if it is more than 5 days late**. Students who are likely to miss a deadline should discuss the situation as early as possible with their class tutors. Extensions to deadlines will not normally be granted, in order to maintain fairness to those students who do manage to complete their assignments on time.

Examinations and the role of External Examiners

All examination papers (listening, oral, written) are set within the Language Centre; they are taken in early January for the Autumn Semester and in late May/early June for the Spring Semester. Autumn Semester examinations are not usually externally moderated by the External Examiner. It is useful to remind students here that for the purposes of Language Centre modules, oral and listening examinations have the same regulations as written papers. This means that their individual requirements and timetabling have to be given the same respect as a written paper. Medical notes and Extenuating Circumstances forms are required.

All oral examinations in the Language Centre are jointly examined and marked by 2 members of staff who teach the particular language module. A sample of oral examinations is second-marked in the Autumn Semester. All oral examinations are second-marked in the Spring Semester.

A sample of written papers is second marked by members of staff before being sent off to the relevant External Examiner.

As well as approving papers which are set within Language Centre, External Examiners have access to all scripts and coursework and may be present at any of the oral examinations held in Language Centre. Their main functions are to ensure that standards are broadly comparable with those elsewhere and to ensure that proper procedures and consideration are applied to all candidates. They must also ensure that the papers and

tests set by the staff of the Language Centre are consistent with the course described in the Module Information Catalogue.

Participation in assessment procedures

External Examiners see Module Information Sheets on which examinations are set.

Draft examination papers are sent to an External Examiner for approval. In some modules it may be essential for model answers to be prepared and scrutinised.

An External Examiner has the right to see all scripts; in those cases where it is agreed that Language Centre should make a selection of scripts to be sent to an External Examiner, the principles for such selection are agreed in advance.

External examiners should have enough evidence to determine that internal marking and classifications are of an appropriate standard and are consistent. They should see a sample of scripts from the top, the middle and the bottom of the range.

An External Examiner has the right to see any work that contributes to the overall assessment of students' work. The views of an External Examiner are particularly influential in the case of disagreement on the mark to be awarded for a particular unit of assessment. External examiners are encouraged to comment on the assessment process and the schemes for marking and classification.

Reports

External examiners make written annual reports as well as a written report at the end of their period of office. They are free to make any comments they wish, including observations on course structure and course content which are of particular importance, in their final written report. Reports are sent to the Vice-Chancellor, whose responsibility it is to see that they are considered and action taken by Senate or another appropriate body, usually the Course Management Team.

The Language Centre Examination Board

The Language Centre Examination Board takes place each semester after all the examinations and assessments have been completed. It comprises the Internal Examiners for the particular modules of study with which the Board is concerned. All External Examiners are invited to the Language Centre Examination Board to oversee our procedure. The Language Centre Examination Board is normally chaired by the

Examinations Officer.

The main business of the Language Centre Examination Board is to receive the assessment marks for modules taken by candidates who follow courses for which the Language Centre Examination Board is responsible, together with any other relevant, qualitative, information about the circumstances of individual candidates, such as that provided by Extenuating Circumstances Forms and Explanation for Absence from an Examination Form.

The Language Centre Examination Board also determines

- which students progress automatically to the next Stage of the course
- which students have the formal approval of a discretionary pass
- which students must be assessed for the first time in some modules
- which students have failed to progress following a first assessment or reassessment

A special note is made of failures, extenuating circumstances and absences from part or whole of an examination.

Immediately after the Examination Board, the Language Centre database is carefully updated with the marks which have been validated by the Board of Examiners.

Release of examination results

Students are informed of their language results through their home department and can then receive feedback and a breakdown of marks from the Language Centre.

The responsibilities of students

The satisfactory operation of the examination system relies to a large extent on the co-operation of the student body. Students therefore have a certain responsibility for their own destiny.

They must take all reasonable steps to ensure that their module entry forms are fully and accurately completed.

They must check the accuracy of their individual examination timetable and inform their Department and Language Centre immediately if there are any problems. In the case of Language Centre, this includes listening and oral examinations .

They must attend the required examinations and submit coursework by

the specified deadlines.

They must inform their tutor immediately (using an Extenuating Circumstances Form) if there are any personal or medical circumstances which may have affected their performance, and provide documentary evidence.

They must inform their Department and Language Centre immediately (using an Explanation of Absence from an Examination Form) if for any reason they are absent from an examination. Again this includes listening and oral examinations.

They should inform their Department and Language Centre if they are dyslexic, or have any other disability which may affect their examination performance.

Progression to the next Stage of the Course

Specific criteria govern the passing of a student from one module of language to another (from Autumn to Spring Semester) in the same academic session, and from one stage of language to another, usually from one academic session to another.

In the case of uncompensated failure in an Inter Faculty module, the student may well be asked either to re-sit a written examination, to re-submit coursework, to re-take a Listening, Grammar or Oral Test or a combination of these items. This procedure takes place in August/September before the start of the next academic session. If these measures are resorted to the maximum total mark allowable is 40% for the candidate passing the examination in this way.

If students are re-assessed because of extenuating circumstances or sufficient reason for missing an examination, (here documentary evidence is essential and must have been produced for the consideration of Language Centre Examination Board which will take place in September), for the purposes of progression, all marks for completed assessments will have the weighting indicated on the Module Information Sheet. The decision as to which mode of re-assessment is used is a matter for the Board.

Plagiarism

The University Registrar has asked each department to make sure that every student has read what follows in this section and to have evidence of this. Plagiarism is the publishing of borrowed or copied literary work as though it were original. Sometimes this is done unwittingly whilst preparing a report or dissertation because the author is not aware of the conventions that

should be adopted when making use of the work of others. In the case of assessments and coursework students may not consult either native speakers or other students at a higher level of language and claim this as their own work.

The definition of plagiarism is:

"It is an Academic Offence to commit any act whereby a person seeks to obtain for himself/herself, or for another, an unpermitted advantage with a view to achieving a higher mark or grade than his/her abilities would otherwise secure. The substantial use of other people's work and the submission of it as though it were one's own is regarded as plagiarism. Work which is not undertaken in an Examination Room under the supervision of an invigilator (such as dissertations, essays, project work, experiments, observations, specimen collecting, and other similar work), but which is nevertheless required work forming part of the degree, diploma or certificate assessment, must be the candidate's own, and must not contain any plagiarised material".

The possible University penalties for plagiarism are:

- a) Awarding a mark of zero for the piece of work, examination or examination question which is the subject of the academic offence, or for the assessment of the module as a whole.
- b) Withholding award of credits for any piece of assessment for the module, or for the module as a whole.
- c) A fine.
- d) Suspension or expulsion from the University.

Extenuating Circumstances Form

This form is in no way intended to replace existing departmental support mechanisms for students but to supplement arrangements already in place.

The forms are available from a number of places as listed – your personal tutor in your home department, Hall Tutor, Student Advice Centre, International Student Advisor.

Any claims for extenuating circumstances on medical grounds must be accompanied by a medical certificate or letter from the Health Centre, or an appropriate medical adviser.

Please note: a self-limiting illness (e.g. a cold) will not normally be regarded as an extenuating circumstance and candidates should be aware that,

outside the exam period, Cripps Health Centre will not normally issue medical certificates for illnesses of less than 7 days. Also the Health Centre will not normally issue a medical certificate retrospectively.

When completed, the form must be signed by a member of the student's department to confirm that the student has been in contact with their department.

If the student has requested an extension to the deadline for handing in a piece of coursework, then s/he should contact the member of staff responsible for this work at this point, with the completed extenuating circumstances form. If applicable, the extension period should be formally agreed.

It is **VERY IMPORTANT** that students should submit claims for extenuating circumstances promptly. The latest acceptable date is 7 days after the scheduled completion date for the task. The only circumstance in which a late claim may be accepted is if the student can provide an acceptable explanation of why s/he was unable to make a claim earlier. The Departmental Examinations Officer will bring claims for extenuating circumstances to the attention of Examination Board. If information is of a confidential nature, the details will not be discussed at these meetings.

In addition to the form, students may supply letters of their own to explain their circumstances, and should be encouraged to provide as much information as they wish if they feel it will benefit their case.

Health and Safety

Each of us, as users of the facilities within Language Centre, must be aware of our personal and collective responsibility to Health and Safety within the working environment. To this end a few common-sense policies are in force:

1. The Language Centre is entirely a no smoking area.
2. No open liquids (e.g. drinks) should be taken into the teaching rooms or into the Self Access Centre (S.A.C.) as spillage causes problems with machines and especially with electricity!
3. The same applies to food consumption in the teaching rooms.

Fire

On discovering a fire:

- Sound the alarm by breaking the glass on the alarm points situated outside the Self Access Centre on the landing adjacent to the lift.
- Evacuate the building in an orderly manner by leaving the Language Centre by the main entrance. Go down one flight of stairs and then proceed over the bridge, which crosses the road at the rear of the Trent Building, then turn RIGHT and proceed along the path. The Assembly Point is in the East Car Park between Trent and Portland buildings.
- If you are in a class, your tutor will take charge and use the same escape route.
- Do not use the lifts. Wheelchair students should be carried or conveyed on the EVAC chair, kept opposite the lift. The Fire Officer or tutor may allocate this duty to a group in their charge. Be prepared to help.
- Avoid entering the Trent Building quadrangle - it is a danger area - do not congregate on the bridge - as this blocks the exit.
- Do not re-enter the building until it is officially declared safe.
- Alternative exit if the authorised way is barred: use the rear entrance to the Language Centre (by Room C72) which allows access to the other side of Trent Building. If you hear the alarm, you must leave the building even if the fire is not in your area.

If in doubt, ask!

The Self Access Centre

The Self Access Centre is available free of charge to all students and employees of the University subject to the following conditions:

- Everyone MUST attend an induction session.
- Induction Sessions are held on Tuesdays and Thursdays at 13.30 and on Wednesdays at 14:30.
- The S.A.C. is a reference library. No material can be removed. Copies cannot be made for reasons of copyright restrictions. Anyone found removing material immediately forfeits the right to use the S.A.C.
- The SAC is equipped with recorded digital video surveillance
- Health and Safety Rules as above also apply in the S.A.C.

Facilities

- Access to over 20 Live satellite foreign language channels.
- Self-access reference-only library with complete courses from beginner to advanced.

- Access to webCT
- Where applicable, coursework is available through the Digital Resources folder on all PCs
- 34 computer stations
- 10 audio cassette players

NB: Electronic language learning resources are also available on the Jubilee Campus (room B4 of the Exchange Building). A notice displayed on the door of B4 indicates when the room is available for students to use

To make it easier to find your course, the books and tapes are colour coded by degree of difficulty. You can see that the series of numbers on the book corresponds to those on the tapes. This also applies to videotapes and other media used in the S.A.C. Once you have obtained your book and the tape from the shelf you can proceed to the work-station. After you have finished, please return the book and the tape(s) to the shelves.

If you are unsure, please ask your tutor.

CDs/CD ROMs/DVDs

These are available from the counter in the Self-Access Centre in exchange for your Student card, which will be returned to you when you bring back the CD/DVD.

Opening Hours:

In teaching time	9am - 6.30pm	Monday to Thursday
	9am - 4.30pm	Friday
In non-teaching time	9am - 5pm	Monday to Thursday
	9am - 4.30pm	Friday

Finding us:

The Language Centre is situated on the C floor of the Trent Building, University Park.