



## Language Centre Academic Procedures

### Attendance

What are the rules for attendance and getting to class on time?

1. Attend all classes. The expectation of NZ Immigration is that you attend at least 95% of your classes (ideally 100%).
  - If you cannot attend class, you should ring Reception with an explanation. Fill in the green absence form when you return. Give this form to the Deans (Room G11).
  - If you miss more than 9 classes (or 3 days) without suitable explanation, you will be contacted by the Deans. You will be required to meet with them if your absences continue.
  - If you are absent for more than 21 classes (or 7 days) during one term without suitable explanation, you will be formally contacted and required to meet with the Deans. You may be placed on an attendance contract.
  - If you are absent for 39 classes or more in one term, we may review our agreement to teach you.
2. Be in class on time. If you are repeatedly late for class, your teacher may refuse you entry to the lesson and/or may mark you as absent.
3. If you miss a class or you are late you must catch up. Do not expect the teacher to help you to catch up.
4. If your absence or lateness is affecting other students, for example during group tasks, you may be excluded from the activity or have to meet with the Deans.
5. Muslim students who use part of their class time to go to the Mosque on Friday
6. will be marked present if they return immediately to join their class.

### General course information

If you are placed at the Elementary or Pre-intermediate levels your full course will be General English. You will not have specific preparation for examinations such as IELTS and TOEIC. Specific examination preparation is offered, in addition to General English, at Intermediate level and above.

### **Homework**

Homework is an important part of your course. You are expected to do it on time.

### **Journals**

To develop your writing, you have to write a journal. Someone other than your regular teacher might read your journal.

### Assessment

How will I be assessed during the term?

Your English Language Studies programme is assessed in the following ways:

University of Otago Language Centre and Foundation Year  
A member of the University of Otago Group

University Plaza Building One, 130 Anzac Ave, Dunedin 9016, PO Box 56, Dunedin 9054, New Zealand  
Tel +64 3 479 5250 • Email [uolcfy@otago.ac.nz](mailto:uolcfy@otago.ac.nz)  
[www.otago.ac.nz/uolcfy](http://www.otago.ac.nz/uolcfy)

1. Comments and grades to help you improve during the term
2. Mid-term tests in reading, listening, grammar and vocabulary
3. End-of-term tests in reading, writing, listening, grammar and vocabulary
4. End-of-term grades for speaking and writing from work during the term

**Note:**

- When you join the class, the teacher will tell you what tests and tasks count towards your end of term grades.
- If you don't do your end of term tests, this will be shown on your end-of-term report with NS (not submitted) and may affect what class you are in for the following term.
- Test will take place during the last week of mid-term and the last week of full term. **DO NOT BOOK FLIGHTS OR MAKE HOLIDAY REQUESTS IN THIS PERIOD.**

**Option Classes**

You may sit IELTS and TOEIC examinations (if you are at Intermediate level or above).

**Marking of work**

***How quickly will my work be marked?***

Your teacher should give marked work back to you within 1 week.

***What will my teacher mark?***

When your teacher sets a task they will explain:

1. How it will be marked
2. When it should be handed in

Teachers are not expected to correct writing journals, but some may choose to do this.

Teachers are not expected to show every error made in a piece of writing; they will tell you the errors they will mark.

You should correct your errors. If you do not, teachers may not continue marking errors.

**Late work**

***What happens if I hand my work in late?***

Your teacher will tell you when to hand your work in. If you hand your work in late it may not be marked. Each teacher will have their own policy on this, and the teacher will tell you their policy when you join the class. If you often do not do the set work or hand it in late, the teacher may ask the Deans to speak to you about this.

***What do I do if I have a good reason for handing my work in late?***

Good reasons might be:

- A serious illness where you have to see a doctor [not coughs or colds]
- Serious family concerns

Let your teacher know that the work will be late. If you cannot do this you have 5 days to explain to your teacher why the work was late. The teacher will decide whether or not to accept your reason.

If your teacher does not accept your reason and you are unhappy, you can talk to the Deans or a Student Support Officer.

### ***What do I do if I do not agree with my mark?***

Follow these steps:

1. Ask your teacher for an explanation.
2. Ask your teacher to review your mark.
3. Talk to the Deans.
4. Talk to a Student Support Officer.

### **Classes**

#### ***How do I get placed in a class?***

You are placed using your placement tests results in reading, writing, vocabulary and listening.

#### ***How do I move up a class?***

You are moved up if your end of term tests and teachers' recommendations show that you can do the work at the next level. For example, you must have at least 4 "B" passes in 4 different skill areas in your end of term tests.

Students can be moved up at mid-term if a grade A has been achieved in all skills areas. In this case, an appointment with the deans should be made to request a move up to the next class.

#### ***Can I change classes?***

Normally students may not change classes during a term. Special exceptions are for gender, religious or cultural reasons and exceptional results in mid term tests. The Deans make decisions about special cases.

### **In class**

All students in the class should have an equal chance to learn. You can help in the following ways:

1. Turn your cell phone off during class
2. Get to class on time
3. Keep quiet when the teacher is giving instructions
4. Follow the teacher's instructions
5. Use English unless the teacher asks you to use your own language
6. Stay in the class for the whole lesson
7. Give other students a chance to answer the teacher's questions and to talk during group activities
8. Do not say or do things which may offend others
9. Use the toilet in the breaks, not in class time

If your behaviour harms the learning of other students, you may be told to leave the class and you may have to meet with the Deans.

### **Reports**

Your report is written by your General English teacher.

You will get a full academic report two weeks after the end of each term and/or when you leave.

A copy of your report may be sent to the following people, if you agreed to it and if they ask for it:

- The person who pays your fees
- Your sponsor
- Your agent

Reports can be collected from Reception or we will email them to you.

### ***What information is in a “full academic report”?***

The following information is provided:

1. Grades for speaking, writing, reading, listening, grammar, vocabulary
2. Attendance
3. Comments by the teacher which may include information on areas of strength, areas for improvement, participation, attitude, effort and cooperation

Your grades show your total achievement in English, at that time.

The attendance percentage shows the times you were in class. It does not take into account reasons for absence.

Students who are leaving the Language Centre receive an Overall Language Proficiency grade.

### **What information is in a Short Course Report?**

The following information is provided:

1. Grades showing the teacher’s impression of your achievement in reading, writing, listening and speaking
2. Comments by the teacher on your progress and achievement to date

### **Learning style**

The course uses communicative English language teaching. Teachers use a wide range of activities including pair work, group work, listening to CDs, viewing DVDs, communication exercises and guest speakers and/or conversation partners. You will be expected to participate in the class by:

- asking and answering questions
- giving opinions and comments
- working in pairs and groups
- taking part in discussions and conversations
- listening to guest speakers who are native English speakers
- speaking English in the classroom

General English is taught as integrated skills: reading, writing, listening, speaking, grammar and vocabulary.

You have chosen to learn English in a different culture from your own. You will be expected to follow New Zealand culture in the style and way of learning. This may include working in groups of mixed nationality and gender.

### **Communication**

If you have a question or problem about your course talk to the following people:

First – your teacher

Second – the Dean

Third – the Student Support Officers

Fourth – the Academic Coordinator or the Academic Manager

### **Course attendance certificates**

When you leave, you will be given a course attendance certificate, after you hand your Leaving Form in to Reception. This certificate can be collected from Reception or it will be emailed to you.

### **Disability**

If you have a disability that may affect your study or grades, tell a Student Support Officer as soon as possible.

### **Travel**

When you make travel arrangements, think carefully about what is best for your study and try to avoid being away on planned leave when there is assessment.