



## Bridging Programme Academic Procedures

The Bridging Programme is a six week programme of academic preparation for the Foundation Year designed for international and domestic students. A Statement of Results will be presented at the completion of the programme.

You require a minimum of 6.5 GPA (Grade Point Average) and a C pass in Academic English to progress to the Foundation Year.

### Subject papers & courses

Bridging Programme students take a stream (set programme of subjects) determined by their desired Foundation Year programme. Courses, papers and hours per papers at Otago are shown the below table:

Paper	Arts	Science	Commerce	Hours
BP601 Academic English	X	X	X	5
BP602 Computing	X	X	X	2
BP603/604 Mathematics	X	X	X	4
BP605 Arts				4
BP606 Commerce	X		X	10
BP607 Chemistry		X		4
BP608 Physics		X		4
BP609 Biology		X		2
Total Hours	21	21	21	

Following the diagnostic tests, those requiring additional English and/or mathematics assistance will be provided with **three compulsory hours of tuition per week** in each paper.

Most classes start on the hour (e.g. 9.00am or 2.00pm) and run for 50 minutes. Classes run between 9.00am and 5.00pm. Most of the tutorial classes are taught in the Foundation Year Building.

The rooms are numbered. Rooms beginning with 1 are on the first floor of the Foundation Year building (e.g. 1.01 and 1.07). Rooms beginning with 3 are on the third floor (e.g. 3.01 and 3.07).

The timetable may change from time to time throughout the programme. We will inform you of any changes before they occur. Your teachers may change throughout the programme. This is specifically designed to get you use to different teaching styles.

## **Consultation times**

There is also at least one additional hour per week for one-to-one consultations between teachers and students in each paper. More may be required if there is a high demand from students. Rules for consultation times:

1. Make sure you go with prepared questions. Do not expect teachers to go through a whole lesson that you may have missed! And don't expect to be given lecture notes.
2. You may attend any consultations (as long as you do the paper). You may not be able to see your own class teacher.
3. Make the most of this additional help. Please seek help at consultation times, do not expect teachers to see you outside these hours unless you make an appointment with them. They will appreciate this.

## **Assessment & reporting**

Assessment in the Bridging Programme may consist of formal examinations, essays, assignments, tutorial participation and laboratory work. The weightings of the various components for each paper are given at the start of each programme by your teacher.

## **Final results**

Students will be given a final report, at the completion of the programme. This is called an "Academic Transcript" and contains grades for each paper and a final GPA. For all students, your final GPA will determine your entry to the Foundation Year.

## **Final grade**

Your final grade is calculated based on an A-F scale in each paper. Overall performance is expressed as a weighted GPA out of 10. All students must achieve a minimum of a C grade in Academic English and a minimum 6.5 GPA overall to enter Foundation Year.

NOTE: A failing grade in the Bridging Programme may preclude you from progressing to the Foundation Year, even if you have met other criteria.

## **Attendance**

Students will be expected to attend all classes. Teachers will keep a record of attendance in each class. It is expected students will attend 100% of all classes. All students will be bound by the attendance policy as indicated on the Foundation website.

## **Student misconduct & academic misconduct**

You are reminded that the University regards academic misconduct as a very serious matter. Students found guilty of serious academic misconduct in the Otago Foundation Year can be excluded from the programme. Students who are excluded will not be issued with academic statements or certificates. No portion of the fees will be refunded.

The following are examples of actions likely to result in a charge of academic misconduct:

- submitting false information for an enrolment
- illegal use of computing resources
- attempting to circumvent the security and privacy features of the computer system
- unauthorised use of another computer user's password
- taking unauthorised materials into an examination
- allowing/arranging for another person to take your place in an examination
- submitting work for assessment knowing it to be the work of another person
- failing to acknowledge the source of material in an assignment, essay or project
- improperly obtaining prior knowledge of an examination paper

### **Acknowledgements**

You are required to acknowledge the sources of ideas and expressions used in submitted work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease.