



# Languages for All

## Terms and Conditions summary:

- All Essex students on a degree course of at least 12 months are eligible to one year of language tuition at no additional cost – please see Section 2 for full details.
- Students who have already used their Language for All offer are able to study further on payment of a fee, for 2017/18 this is £250. All fees will need to be paid by 27 October 2017 and are non-refundable – please see Section 3 for full details.
- The 2017/18 application period opens on 13 September 2017 and close on 11 October 2017.
- Student attendance is monitored in order to ensure maximum use of the places available and non-attendance may lead to a student being removed from a module.
- A student may request withdrawal from the programme but for this to be without penalty a request must be received by 31 October 2017.

## Terms and Conditions 2016-17

### 1. The Offer

Languages for All (LfA) is a programme at the University of Essex which provides eligible students with the option to study a language alongside their degree for one year at no additional cost. LfA consists of two study options, Language Express evening class modules and Language Portfolio online learning modules. Further information on LfA modules can be found on our [website](#).

Once a student has ‘used’ their offer, further tuition is available on payment of a fee, see Section 3 for full details.

The offer is subject to the availability of places and we will make every reasonable effort to ensure that students who wish to take an LfA module are able to do so. However, in cases where this is not possible, the University of Essex will not be liable for providing alternative language tuition.

A minimum of twelve students must be registered in order for an LfA module to run at Colchester Campus and a minimum of eight students must be registered for an LfA module to run at Southend and Loughton Campuses. We reserve the right to merge classes if the total number of attending students is low.

Language Express modules run at all three campuses (although the languages and levels offered at each vary), Language Portfolio modules are currently only available at the Colchester Campus.

In case of unforeseen circumstances, the Programme Director reserves the right to close a module and review provision should this be required.



## 2. Eligibility

All students of the University of Essex who are based at the Colchester, Southend or Loughton campuses and who meet the following criteria are eligible to study one Languages for All module at no additional cost per academic registration:

- All full-time undergraduates on courses with a length of at least two years (or part-time equivalent).
- All ERASMUS and incoming Study Abroad students who will be based at the University of Essex for a full academic year.
- All postgraduate taught students who will complete at least 180 credits during their academic stay.
- All postgraduate research students.
- Edge Hotel School students subject to the consent of their course directors are also eligible to enrol in Languages for All modules.

## 3. Application and Fee Level

All applications must be made via the LfA [website](#) which in turn will link to the dedicated web application form on myEssex. The link to the myEssex application page will be displayed on the Languages for All web pages once the application period has begun and details relating to the application process will be published on the Languages for All website. The application period for 2017-18 will open on 13 September 2017 and close on 11 October 2017. Students may only apply for one module online.

All University of Essex students who meet the eligibility criteria under Section 2 are eligible for one module of language tuition at no additional cost. For students wishing to study a second module (eg by undertaking a second year of LfA study or studying a second language), a fee applies and for 2017-18 the fee is £250.

Fees are non-refundable and must be paid by 27 October 2017 at the very latest. Students who have not paid their fees by this date will be removed from the module register.

Students who wish to be considered with priority on the basis that they were not placed on an LfA module in a previous academic year must indicate this by completing the appropriate box on the application form. These applications must be received before 22 September 2017 in order to be given priority. All remaining spaces will be distributed on a 'first come, first served' basis.

In line with the attendance policy (see Section 5 below), any students with "pending status" will be informed by the end of week 6 (10 November 2017) at the latest as to whether a space has become available.

## 4. Attendance Policy

Students are expected to attend regularly for the duration of the module – to ensure learning progress and to ensure that all available spaces are maximised (ie spaces are not taken by applicants who sign up but then fail to attend class).



All LfA modules commence in week 3 of the Autumn term and special scrutiny will be placed on attendance in weeks 3 and 4 (weeks beginning 16 and 23 October 2017). Students who fail to attend in weeks 3 and 4 will be removed from the module and their place offered to a student on the waiting list.

In the case of absence due to urgent commitments or sickness, students must inform the module tutor as soon as possible, and at the latest within 24 hours after the missed class. At the module tutor's discretion, students may be excused from the missed class(es).

In the case of Language Portfolio modules, students are required to attend one of the introductory sessions. Students who cannot attend these are advised to contact the module tutor immediately. Regular meetings with the module tutor are expected and participation will be monitored.

By applying and accepting the terms and conditions of LfA, the applicant acknowledges that there is no method of appeal for students who have been removed from the module due to an unsatisfactory attendance record.

## **5. Transfer and/or withdrawal**

Students may choose to leave an LfA module and can do so by filling out the withdrawal form online on the [LfA web page](#). The deadline for withdrawal requests without penalty is 31 October 2017.

Students who withdraw within this deadline will retain their offer and still be eligible for a year of language tuition at no additional cost through LfA in following years, provided they continue to meet all of the criteria set out in Section 2. Students who withdraw after this deadline will be deemed to have used the LfA offer available to them at no additional cost and, should they wish to apply again, will incur the module fee applicable at the time of application.

Students may choose to transfer to a different module within LfA and to request this must use the [online form](#), they should also be prepared to explain their reasons. Transfers are subject to availability and the approval of both the module tutor and the Programme Director is required.

As stated in Section 3, all fees are non-refundable and this applies regardless of whether a student subsequently chooses to withdraw.

It is not possible to postpone studying an LfA module once an academic year has begun.

## **6. Student transcript (pass criteria)**

All students who pass an LfA module will have the name of the successfully completed module and "PASS" entered on their Further Achievements Transcript or Higher Education Achievement Report (no marks will be shown). The pass criteria are detailed in the module descriptions of the chosen modules.

In the event that a student does not complete or pass an LfA module, no information is included on any transcript.



## 7. Timetabling/class allocation

LfA modules are separate from normal student timetable constraints. As a result, students might have longer days of study with more modules than usual taking place, and in some cases more than four consecutive hours of teaching. Students are responsible for ensuring they are able to accommodate the LfA classes and the additional workload.

Students are allocated to classes automatically at the point an application is approved in order to ensure maximum take up of the places available and to ensure even distribution across classes. Unfortunately we are unable to guarantee any student a place on a specific module on a particular day or at a particular time.

It is possible to request a change of class but this can only be done in person at the LfA office and changes can only be made in exceptional circumstances and where class numbers allow.

## 8. Extenuating circumstances

In those cases where a student files for extenuating circumstances with the department responsible for them and where this could affect the outcome of their LfA module, the responsibility for informing LfA lies with the student.

## 9. LfA Scholarships

For students who have excelled in a level 1 Express language module in 2016/17, we are offering a limited number of scholarships to study the same language at level 2 in 2017/18.

Scholarships are available to study Express modules at Colchester and Southend campuses and will be available in the following languages: Arabic; Chinese; Russian; German; Spanish and French at Colchester, and Spanish at Southend. Portfolio modules are not included.

The scholarship covers 50% of the module cost, which for 2017/18 equates to £125.

To be considered for a scholarship a student will need to meet all the criteria listed below in their level 1 module:

- i. An overall module mark of 70%
- ii. Overall attendance of 75% or over
- iii. Completed all 3 assessments

Once exam marks have been finalised, the LfA Programme Team will rank students by overall mark and the scholarships will be offered to successful students in rank order until all available scholarships have been accepted. Students will be informed before the 31 August 2017 if they have been successful in winning a scholarship and will need to make a decision whether to accept the scholarship within 10 working days of notification of their success. If a scholarship recipient does not reply within the 10 working days of notification of the offer, or accepts the scholarship and then subsequently fails register for their level 2 Express module during the first two weeks of the application period (before 27 September 2017), then the LfA Programme Team has the right to revoke the scholarship and offer it to another eligible student.