

INTO

UEA University of  
East Anglia

# International Graduate Diploma student handbook 2022-23



## **How to use this handbook**

Your student handbook helps you to know **who** to ask your questions to and **how** to get help. It provides you with important background information about your programme.

Please note that this handbook was completed in September 2022 and information presented is correct at that date.

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## September start students' academic calendar 2022-23

<b>Dates</b>	<b>What's happening for September start students?</b>
26 September – 30 September	Orientation
03 October – 09 December	Regular classes
12 December – 16 December	Course tests
17 December – 08 January 2023	Holiday
09 January – 24 March	Regular classes
25 March – 09 April	Holiday (spring break)
10 April – 29 April	Regular classes
02 May – 05 May	Revision & Presentations
08 May – 19 May	Final exams
06 June	Exam Board
08 June	Results to students
12 June – 16 June	Re-assessment revision sessions
19 June – 23 June	Re-assessment exams
29 June	Re-assessment Exam Board
06 July	Re-assessment results

## January start students' academic calendar 2022-23

<b>Dates</b>	<b>What's happening for January start students?</b>
09 January 2023 – 13 January	Orientation
15 January – 24 March	Regular classes
27 March – 31 March	Course tests
1 April – 09 April	Holiday (spring break)
10 April – 30 June	Regular classes
1 July – 10 July	Holiday (summer break)
11 July – 21 July	Regular classes
24 July – 28 July	Revision & Presentations
31 July – 11 August	Final exams
22 July	Exam Board
24 July	Results to students
29 August – 1 September	Re-assessment revision sessions
4 September – 8 September	Re-assessment exams
TBC	Re-assessment Exam Board
TBC	Re-assessment results

## Welcome from the Academic Director

Dear Student

Welcome to INTO University of East Anglia in the 'Fine City' of Norwich! Congratulations on making it this far. We are delighted that you have chosen to study with us.

From personal experience, I fully understand what it is like to spend time living and working abroad, and I know that your first few weeks will be a mix of emotions. However, Norwich is a great place to live and study and our dedicated Academic and Welfare teams will soon ensure that you feel at home and very much part of our INTO UEA family.

INTO UEA is one of the world's most innovative centres of international education. Your teachers are highly qualified with a wide range of experience in supporting the development of international students, and the facilities within our centre and on the wider campus are world class. I would urge you to engage with all these opportunities to your advantage to help ensure that you follow in the footsteps of the thousands of students who have progressed from INTO UEA to secure a wonderful future for themselves and their families.

In order to share in this success, you will clearly need to manage your time effectively and work hard both in and out of class. You will need to make your studies your number one priority and ensure that all your work is completed on time and to the best of your ability. You will work in partnership with your teachers, who will support you at every stage of your learning journey, but do remember that it is ultimately only you who can ensure your university success.

However, it is important to emphasise that studying at INTO UEA is not just about your academic success. Equally important is your personal development and wellbeing. You will make new lifelong friends from all over the world, revel in a newfound freedom, join a range of clubs and societies, engage with the local community and learn to take charge of your own future as you progress on to the University.

Do enjoy your time with us and work hard. I look forward to meeting you soon and wish you every success!

**Jeremy Moyle**  
**Academic Director**



## Academic Support Team

At INTO UEA we pride ourselves on the student care we provide. In the main office behind reception, there are many members of staff who are here to assist you with different areas of your academic life at INTO. To contact anyone within the Academic Support Team (AST) please e-mail [ast@uea.ac.uk](mailto:ast@uea.ac.uk)

### **Natalia Ponomareva – Academic Support Manager**

“I support your Programme Manager in presenting your final marks at the Exam Board and I inform the university and your agent about the final results.”



### **Thomas High – Academic Support Officer**

“I will help to plan your examinations throughout your course. I will also monitor your attendance and engagement.”



### **Jasmin Wheatley – Academic Support Officer**

“I help to make your timetables, prepare your reports and ultimately send you your final results, so you will be hearing from me a lot throughout your academic year at INTO UEA!”



## International Progressions Officers, UEA

‘The Progressions team support academic students from the moment they begin their INTO UEA journey. We provide support through a series of workshops, presentations and drop-in sessions to welcome you to the University and introduce the wide range of courses available at UEA. We help you make informed choices about your academic future and will guide you through the application process, from personal statement writing, gaining an offer, through to confirmation and enrolment.’

If you need to contact UEA Progressions Team you can email: [Progressionsteam@uea.ac.uk](mailto:Progressionsteam@uea.ac.uk) .

When e-mailing, please include your full name, INTO course and INTO number in your correspondence.

**Helen Codling**

**International Progressions Officer, UEA**



## Welcome from your Programme Manager

### **Welcome to the International Graduate Diploma programme.**

The International Graduate Diploma programme has been designed to give you a solid understanding of the language, skills and content that you will need to do well at university. But, the experience that you have at INTO UEA is far more than just preparation for academic study.

The experience of studying abroad at INTO is about gaining an understanding of the world. As international students living amongst each other you are able to build up increasingly independent viewpoints that are not tied to a specific culture. You are learning new ways of looking at the world, and this is happening both inside and outside the classroom.

When you enter the workplace you will not be required to follow fixed formula. Rather you should be trained at coping with an increasingly complex world. You will require the ability to interpret the ambiguity of situations, with an understanding of changing perspectives and choices of action.

Your international experience at INTO is the gateway to preparing you for this workplace. You have a unique experience which will prepare you for life, and you should seize this opportunity with open arms and mind.

Best wishes

**Dr Stuart Graham**  
**International Graduate Diploma Programme**  
**Manager**



### **Course structure**

The International Graduate Diploma is designed to meet the specific needs of overseas postgraduate students whose first language is not English and who may be slightly short of matriculation qualifications for direct entry.

The academic year is approximately 30 weeks, divided into two semesters. Students are expected to complete programme modules worth a total of 120 University Credit Units during this time. Successful completion of the International Graduate Diploma programme leads to the award of the University of East Anglia International Graduate Diploma certificate, and the overall objective of your course is to fully prepare you for postgraduate life and study.

### **Staff**

All academic members of staff are highly qualified teachers who have experience working with students from diverse backgrounds. Your Programme Manager is responsible for your academic study and is your point of contact for broad academic issues. Your main English teacher will be your Personal Tutor and will conduct regular tutorials during class time – you may discuss any issues or concerns with them in confidence.

You may make an appointment to speak with any member of the team at INTO reception or by calling 01603 592977.

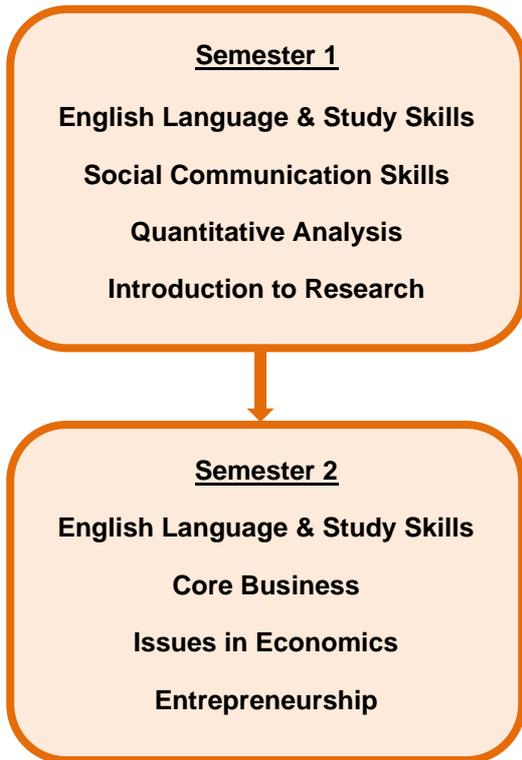


**Pathways & Modules**

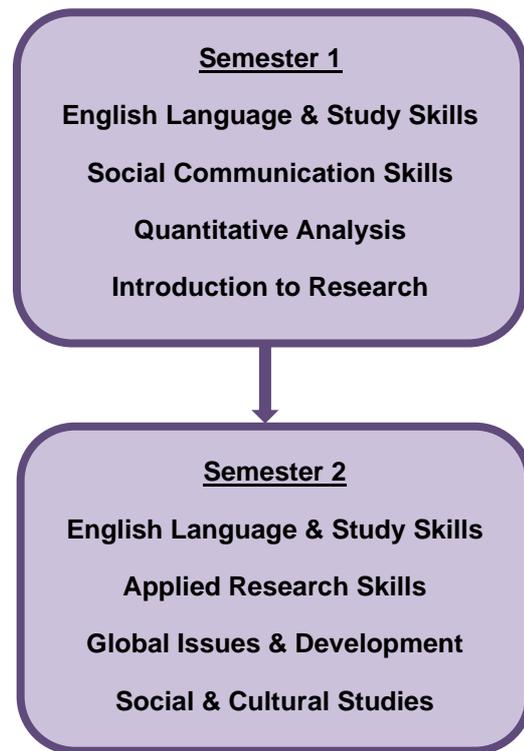
You will study seven modules on the International Graduate Diploma programme. Which modules you study depends on your chosen pathway:

Typically, students will complete the following study programmes:

**Business and Economics pathway**



**Social Sciences pathway**



**Core modules for all students:**

**English Language and Study Skills (30 credits)**

This module introduces and develops reading and writing techniques for academic study as well as the skills needed to take part in academic discussion. It will also teach you how to reference works used in your academic research. Students are normally taught in pathway groups so the English is linked to the students’ pathway choice throughout the course.

**Social Communication Skills (0 credits)**

This module utilises learning sessions to develop important skills for both study and future employment. These will help develop students’ confidence in areas such as presenting, debating and team-working. A major emphasis is placed on speaking skills and the module

## Course information – modules

aims at increasing confidence and ability in areas which are crucial requirements for success in study and work.

### **Quantitative Analysis (10 credits)**

Students are introduced to basic quantitative methods and procedures, and develop important skills in analysing statistical data. The module uses real-world case studies and contemporary examples to develop analytical skills.

### **Introduction to Research (10 credits)**

This module introduces students to basic skills in carrying out research, covering both theoretical and practical approaches. These include introducing the scientific approach to research and study, as well as skills in source and article searches, formulating research questions, and techniques in constructing short pieces of research and literature reviews.

### **Modules on the Business and Economics pathway:**

#### **Core Business (20 credits)**

This module provides an outline of the business world, introducing students to a range of topics related to business management, and introduces students to concepts and the vocabulary underlying the study of business in general. A large part of the module will involve analysing and interpreting case studies with the purpose of developing the students' skills of analysis and interpretation.

#### **Issues in Economics (20 credits)**

The aim of this module is to provide a basic understanding of economics. The module looks at the wider economic environment and applies economic thinking to current issues and problems. Students are introduced to the concepts and vocabulary underlying the subject.

#### **Entrepreneurship (30 credits)**

The Entrepreneurship module brings together many of the skills developed on the programme. It places students in an extremely interactive setting aimed at developing team-working and communications skills as they put together a business plan in an area of their choosing. The final weeks of the module will see groups receiving feedback and advice from teaching staff, culminating in public presentations of their ideas and plans.

### **Modules on the Social Sciences pathway:**

#### **Global Issues and Development (20 credits)**

This specialised module provides a basic understanding of global issues. The module takes a multidisciplinary approach to contemporary world issues and development and students will be introduced to the concepts and vocabulary that underlie the study of the

social sciences in general. Among current questions for examination are: the basic approaches towards change and transformation; globalisation; political systems and democratisation; approaches to development; regionalisation; and the growth of supranational organisations.

### **Social and Cultural Studies (20 credits)**

The module addresses issues in social and cultural studies and provides you with the basic tools for the understanding and analysis of societies. You are exposed to issues relevant to modern societies and will become aware of the key factors and influences that shape society and, indeed, are shaped by society. In this way you will begin to more fully understand the world that immediately surrounds you. The module takes a global approach, introducing students to the academic skills of social scientists, and exposing them to sociological theories. The module also addresses issues of importance to the understanding of societies, including social divisions, families, work, the media, crime and the concepts of knowledge and power, both political and social.

### **Applied Research Skills (30 credits)**

This module follows on from the Introduction to Research module in which students will make relevant enquiries into a topic related to their interests and follow up the enquiry with an independent research project under the supervision of appropriately qualified teaching staff. The module will also include a verbal presentation of the students' findings and methodologies.

English is at the centre of your success in all subjects. Here are some tips to help you to strengthen your English skills:

- Use English both in and out of the classroom.
- Learn to write clearly without complicated language.
- Do not plagiarise – learn to cite references.
- Develop your reading skills at every opportunity.
- You can watch BBC television and listen to BBC radio programming free and streaming at <http://www.bbc.co.uk/iplayer>

Our aim at INTO is to prepare you for the methods of teaching and learning that you will experience at UEA.

**Lectures** are where tutors teach subject content. As these will be taught in English it is important to prepare beforehand by doing any required reading. Take notes in the lecture and review them afterwards.

**Seminars** are less formal than lectures. Again, it is important to be prepared, as you will be expected to participate in group work and discussions. Seminars are your opportunity to identify and clarify any areas of the subject matter that you are unsure of.

**Skills-based seminars** are special seminars in which you will develop your English language skills in conjunction with course-specific content.

**Tutorials** and **progress reviews** will be incorporated into your language classes. Sometimes they will involve group activities but on other occasions there will be personal discussions with the programme tutor. This offers you an opportunity to monitor your academic progress and receive support if you are having difficulties.

As well as attending **100%** of your classes you are expected to work on your own at times when you do not have scheduled classes. **For every one hour of class you have, you are expected to spend an hour in self-study.** So, if you have twenty scheduled class hours a week, you should spend **another** twenty hours a week studying on your own. *Getting your place at university is like working a 40-hour week in a job!*

You may find it useful to view our **Student Charter**, which explains what we expect of you and what you can expect of us. It can be read at: [info.intouea.com](http://info.intouea.com)

Group work: what is it and how can it help me? Find the answer in the 'Group Work Guidelines Q&A' at [info.intouea.com](http://info.intouea.com)

In the first term, students are set a group project in which you will review academic literature related to the topic of your research project as part of the Applied Research Skills module. This is a relatively short piece of work, but one of its aims is to get you used to literature searches and highlighting the main schools of thought in your chosen academic field.

This is followed by a research proposal and a longer research project, which you are required to complete by yourself in the final term. While writing your project you will receive supervision from an academic in your field of interest, as well as English language support. This project will prepare you for the type of work you will be required to do if you progress to do master's level work at UK universities. You will also be expected to make a presentation about your research project following submission.

INTO recommends using the Harvard system of referencing when citing sources in coursework: : <https://my.uea.ac.uk/departments/learning-enhancement/help-with-your-studies/resources/academic-writing-and-study-skills/plagiarism-awareness>

For tips on proofreading and referencing from the UEA Student Support Service, please visit: [Referencing – intouea.com](https://www.uea.ac.uk/into/learning-enhancement/referencing)



All coursework will be submitted electronically via your module space on the UEA Blackboard. Module leaders will explain how to do this prior to submission.

Please be sure your coursework is handed in before the deadline or you will incur penalties. For example, if your work is due on **Thursday at 15:00** and you hand it in:

Before 15:00 on Thursday – no penalty applied.

After 15:00 on Thursday and before 15:00 on Friday – you will **lose 10%**.

After 15:00 on Friday and before 15:00 on Monday – you will **lose 20%**.

**After 15:00 on Monday – you will not receive any marks.**

Students are required to keep copies of all assessed work that has been marked and returned to them. When writing assessments students are strongly advised to save their work on a regular basis and also to use cloud storage to ensure that work does not get lost.

### **Word limits**

All coursework will have a word limit. You are allowed to submit work that is up to 10% over the word limit. Therefore, if the word limit is 2,000, you may submit work that is up to 2,200 words long. You will lose **10 marks** for work found to be at all over the 10% limit. In addition, markers are only obliged to mark up to this limit, and award marks accordingly. Therefore, if the word limit is 2,000 and you submit work that is 3,000 words long, your marker may only grade the first 2,200 words. You **must** state how many words your coursework is at the top of the assignment.

### **Deadlines and extensions**

You must apply for an extension as soon as you know you are not going to be able to meet the assigned deadline, by filling out the 'Extenuating Circumstances Affecting Study Report Form', having it signed by the relevant tutor or your Programme Manager and then handing it in at reception. The form is available at: [info.intouea.com](http://info.intouea.com)

### **Time frames for the return of work and feedback**

The University norm is that feedback and provisional marks on summative coursework are returned to students no later than 20 working days after the published deadline for submission. Normally this is the return of the marked and annotated submitted coursework and does not include exam papers.

Detailed useful information for students is available at:

<https://my.uea.ac.uk/departments/learning-and-teaching/staff/assessment/submission>

### Extenuating Circumstances

It is important that you attend all of your assessments (tests and exams) and submit your coursework otherwise you will not be able to receive any marks for the assessed component. The only exception is if you have an unavoidable situation that prevents you from attending the original assessment. This is called 'extenuating circumstances'.

If you are going to miss a coursework deadline, test or examination due to illness, then arrangements to make up the work can only be made if the attendance policy has been adhered to and your absence has been deemed authorised by AST and your Programme Manager.

In such extenuating circumstances, you may be eligible for an extension on your coursework or be granted another opportunity to complete a test or examination.

AST will require documentary evidence of any of these situations in order to grant an extension.

- Funeral of a close family member where you are expected to be involved in the arrangements.
- If you are ill on the day or your test or in the days leading up to the deadline.

Circumstances that **will not** be considered are:

- Issues with your computer or printing. You should leave yourself enough time before the deadline so that if you have a computer or printing problem you have time to print elsewhere. You should always back up all of your work in case of data loss.
- Your friend had to go to hospital.
- Funeral, graduation ceremony, wedding of a distant relative.
- You did not understand the deadline or know the test date.
- You have other deadlines or assessments close together.
- You feel a little bit unwell.

As soon as you know you are not going to be able to attend a test or meet an assignment deadline, you must speak to your Programme Manager, teacher or AST. You must fill out the 'Extenuating Circumstances Affecting Study Report Form', and get it signed by the relevant tutor or your Programme Manager and then hand it in at reception. Your case will then be considered by the Extenuating Circumstances Panel and you will be notified of the result by AST. The form is available at: [info.intouea.com](http://info.intouea.com)

Most modules include final exams. The final exams will be very important for achieving good marks. Final exams for content modules will be two hours long and include both short-answer and long-answer questions. You might also be set shorter, 90-minute end-of-term/mid-term tests, which are structured in a similar way.

Students are required to attend **all** of their English exams regardless of whether or not they have met their English conditions for university. In order to successfully complete the International Graduate Diploma programme, you must sit and pass these English exams.

Before your exams you will receive an e-mail to your UEA account with your exam timetable, rooms and your personal exam ID number. You will need to know all of this before going to your exams. **For this academic year all exams will likely take place online.**

If you are ill or have an emergency, please try to attend your exams if possible but make your Module Leader, Programme Manager or AST aware of the problem so it can be taken into consideration. If you are too ill to attend the exam, you must let AST know immediately and get a certificate from the Medical Centre stating that you were too ill to attend.

Exam regulations for in-person / face-to-face exams: *(NB: All assessments for 2021-2022 are likely to be online, but familiarise yourselves with these rules as these will apply to any exams you later sit at UEA.)*

Exam regulations:

- You cannot leave the exam in the first 30 minutes.
- You cannot enter the exam after the first 30 minutes.
- If you need the toilet you must ask permission and fill out a form. You may be accompanied by an invigilator.
- You cannot leave the exam in the last 15 minutes.
- Please be quiet when entering or leaving the room while the exam is in progress.
- You may not bring bags, hats, caps or coats to your seat with you. You must leave them at the back of the room.
- You may not bring in any mobile phones, mp3 players, smart watches or other electronic devices. If you have them with you, you must switch them off (not just silent) and leave them with the invigilator until the exam is complete.
- You may not take notes or books into the exam unless you have been asked to.
- There is **no** talking during the exam except to ask a question to the invigilator (please raise your hand and wait for them to come to you).

## Assessment – misconduct

- You may not bring in correction tape, Tipp-Ex or other eraser materials.
- You may not bring in pencil cases unless they are see-through.
- In some exams you will be allowed to bring calculators. Only the correct type of calculator may be used. These will be checked in the exam. For guidance on calculator use in exams, please visit: <https://info.intouea.com/Policies/>
- You may not use a dictionary in English exams. In some other exams you may be allowed a dictionary. It must be paper (not electronic) and it must only have word for word translations with no definitions or example sentences. Dictionaries with definitions and example sentences are not allowed. For guidance on dictionary use in exams, please visit: [info.intouea.com](http://info.intouea.com)

You must bring all your own pens, pencils, calculators, etc. Do not expect to borrow them.

**Cheating** is a serious offence. Cheating in an examination, course test or in a coursework assessment is defined as an attempt to gain an advantage by unfair means and includes (but is not limited to):

- communication with another/others in an examination or course test
- commissioning or otherwise allowing another person to pass himself/herself off as the candidate
- impersonating another candidate
- possession of, access to and/or use of any unauthorised materials in examinations and course tests such as, but not restricted to, notes, texts, mobile telephones, visual or audio material
- continuing to write in examinations and course tests after candidates have been instructed to stop

Where there is reasonable suspicion of cheating in a course test or examination, the Invigilator(s) may ask the candidate one or more of the following:

- empty pockets of all contents and turn pockets inside out
  - remove outer items of clothing
  - pull back long hair to reveal ears and/or neck
  - roll up sleeves or trousers
  - remove socks and shoes.
- For a full explanation of exam regulations, please visit: [info.intouea.com](http://info.intouea.com)

### INTO's advice on plagiarism

#### Introduction

There is a link below for the official policy on plagiarism at UEA, including INTO. It may be difficult to understand, so here is a simple summary. It tells you how we are going to apply the policy while you are at INTO.

For the first part of your course, we will treat plagiarism as only a mistake. Your teacher will talk to you about it; you may have to re-write something; the Plagiarism Officer may meet you and make a record; you may have an extra writing session. But there will be no punishment, and you will not lose marks.

For the second part of your course plagiarism could mean a formal meeting for you, with 5 days' notice or less at the end of your course. The Academic Support Team will send you an e-mail in good time. As evidence we will use a Turnitin report, or sources found by your teacher, or a grammatical comparison with another example of your writing, or other documents. You will have copies before the meeting. There will be one, perhaps two, Plagiarism Officers; someone will write down what is said; and your marks could be reduced, or changed to 0% in serious cases. There will be a record against your name.

**It is always best, when you are not sure, to check with your teachers.**

**Advice** It is your job to know the rules about Plagiarism. Here are the main points:

1. **Proofreading.** This is not allowed at INTO. Do not ask anyone to proofread your writing. Do not pay for a proofreading service, and do not ask a friend to correct your work.
2. **Timed Writing.** There are regular tests of your writing. These are important, and you must attend.
3. **First Drafts.** Be sure you produce these as directed. Always keep a copy.
4. **Assignments.** All assignments, whether for content or language, must be written in your own English.
5. **Computer Software.** Do not use translation programs, except for individual words. These will be the translator's words, not yours, so this is plagiarism.
6. **Pasting Text.** Do not paste text into your assignment with an acknowledgement at the end. A sentence is allowable with "quotation marks" but you should do it only once or twice, and science students not at all. The text that you write must be **very different** from the text of your source, which means the word order, and most of the words. Only a small percentage – names, two- or three-word specialist phrases (e.g. *elasticity of demand*), and scientific terms – can be repeated unchanged.
7. **Examinations.** Follow the rules for on-line examinations. Do not contact your friends, or look for text on-line. This is plagiarism.
8. We may ask you for an **electronic copy** of your work. If you don't provide it, the work may be disregarded or given a mark of 0%.

- **Full Policy:** [info.intouea.com](http://info.intouea.com)

### Passing a module and right to reassessment

If you fail a module you may have the right to reassessment. If you pass your reassessment, the reassessment mark for the module is **capped at the pass mark of 40%**. The capped mark is recorded and used in calculating the average mark.

### Re-taking English exams

It is important to note that it is **not** possible to re-take English exams. The only exception is if you have what is called 'extenuating circumstances'. This means that you have a special reason for missing the original exam and re-taking it. An example of 'extenuating circumstances' is that you were unable to attend an exam due to illness. If you miss an exam, you must see your Programme Manager and ask for an application to the Academic Support team for an '**Extenuating Circumstances Affecting Study Report Form**'. The form is available at: [info.intouea.com](http://info.intouea.com)

### External Examiners and Exam Boards

All assessed work is second marked internally and quality checked by External Examiners. External Examiners attend Exam Board meetings, at which all of the marks contributing to a student's final results are confirmed. Once approved, these marks **cannot** be changed. A list of current INTO UEA External Examiners and their duties, as well as the dates of the exam boards, can be seen at <https://info.intouea.com/Exam%20Boards/>

### Right to reassessment

Students must achieve 40% in order to pass a module. Students scoring <40% may be offered an opportunity for reassessment. **Reassessment marks are capped at 40%**.

The right to this reassessment will **not** be automatic and could be withdrawn if a student achieves any module mark of less than 20%. However, the Board of Examiners will take into consideration the number of modules failed, the student's attendance (if less than 80%), academic progress to date and any extenuating circumstances.

For a full explanation of the INTO UEA marking system, please visit: [info.intouea.com](http://info.intouea.com)

### UEA e-mail account

E-mail is the main method of communication. Important information and official University e-mails will be sent to your UEA e-mail account at <http://webmail.uea.ac.uk>. You must check your UEA e-mail account on a regular basis, at least every 48 hours. **The expectation is that if a response is required from you that you will reply within 48 hours.** For instructions and guidelines on changing your password, please read: <https://my.uea.ac.uk/divisions/it-and-computing-services/service->

**You should never tell anyone your password!**

Notices may be posted on INTO notice boards. For example, Exam Notice Board for exam timetables, exam regulations, etc. In addition, messages may be posted on the Student Information Point and on Blackboard – details are given below.

### Blackboard

You are expected to access **Blackboard** – the online university learning environment. Large amounts of study materials will be uploaded here which you should use as part of your self-study. You will also use Blackboard to submit work.

More information about Blackboard can be found at: <https://learn.uea.ac.uk/ultra/institution-page> It is very important that you are able to use both Blackboard and your UEA e-mail. If you have trouble accessing either of these please e-mail [ast@uea.ac.uk](mailto:ast@uea.ac.uk) or come to reception.



### Student support services

Gal, Leila and Olivia are your Social and Welfare Officers (School Counsellors). They are here to support you with any problems you have. If they can't help you themselves, they will find the right person to support you.

- You can find them in the Courtyard Office between 08:00 and 21:00 from Monday to Friday.
- You can contact them by email on: [into.life@uea.ac.uk](mailto:into.life@uea.ac.uk)
- You can also contact them by telephone:
  - Gal, Leila and Olivia: 01603 592977
- The 24-hour emergency phone number is: 07986 957047

### UEA support services

- CareerCentral for careers advice:
  - Call: 01603 593452
  - Email: [career.central@uea.ac.uk](mailto:career.central@uea.ac.uk)
- UEA Student Support Service:
  - Call: 01603 592761
  - Email: [studentsupport@uea.ac.uk](mailto:studentsupport@uea.ac.uk)
- For advice and advocacy, visit the Students' Union at: <http://www.ueastudent.com>



### Attendance

This means being in all of your classes and lectures that are on your timetable, including being alert to and aware of any changes to your class time or room. It also means attending any other event prescribed by INTO UEA, such as advice and support sessions, or extra classes to help you.

**You are expected to attend 100% of your classes while you are at INTO.**

### What to do if you are absent?

If you are too ill to come to class (either online or in person) you **must** submit the online 'Absence and Late Report Form'



<https://forms.office.com/Pages/ResponsePage.aspx?id=IYdfxj26UUOKBwhl5djwkFqWHomtq3dDod7Kk3x8z7FUNDcxM0U3RUINN0pOSTFCNVkxQjA5U1pXTC4u>

Please note that this form does **not** automatically mean your absence is authorised.

### Authorised absence ('exceptional circumstances')

- Evidence of initial visa and bank appointment
- Evidence of GP / hospital appointment
- Fit note

If you have circumstances that are impacting your academic performance or your ability to study you must contact [ast@uea.ac.uk](mailto:ast@uea.ac.uk) to fill in the 'Extenuating Circumstances

Affecting Study Report Form' [info.intouea.com](http://info.intouea.com)

### Unauthorised absence

The following reasons are **not** acceptable reasons to miss class and will **not** be authorised:

- Self-certified "low level" medical issues: e.g. headaches, period pains, colds, sore throats, fever, oversleeping, tiredness (unless linked to suspected Covid)
- Schengen visa appointments, bank appointments (excludes the 1<sup>st</sup> one scheduled by the Student services)
- Religious or family holidays and ceremonies
- Medical conditions supported by practitioners of alternative medicine

If you miss class due to illness and do not provide evidence, it will be classified as 'Self-certified Sickness' and will not automatically be authorised. For us to consider whether your absence should be authorised, we require evidence - for example from a UK doctor, your Programme Manager or from Student Services. If you need to go to the Medical Centre

## General information – attendance and engagement

due to illness, please try to arrange your appointment for outside of class time. If you are absent for more than **five days** in a row, you **must** have a medical certificate from the UEA Medical Centre or your absences will not be authorised.

If you know you will miss a class due to exceptional circumstances, you must contact [ast@uea.ac.uk](mailto:ast@uea.ac.uk) or your Programme Manager **before** you miss class or your absence will be unauthorised. Authorisation will be decided on a case-by-case basis. If you don't tell us until after you have missed classes, your absence will not be authorised.

**Your attendance will be continuously monitored during your time at INTO UEA**

### What happens if I have unauthorised absences?

If your attendance in any given week is unacceptable, you will be notified. Attendance warnings will be sent to your **UEA e-mail address**. If something has been sent to your UEA e-mail, we will assume you have received it. All attendance records and warnings will carry over to all terms that you study at INTO, **even if you change your course**.

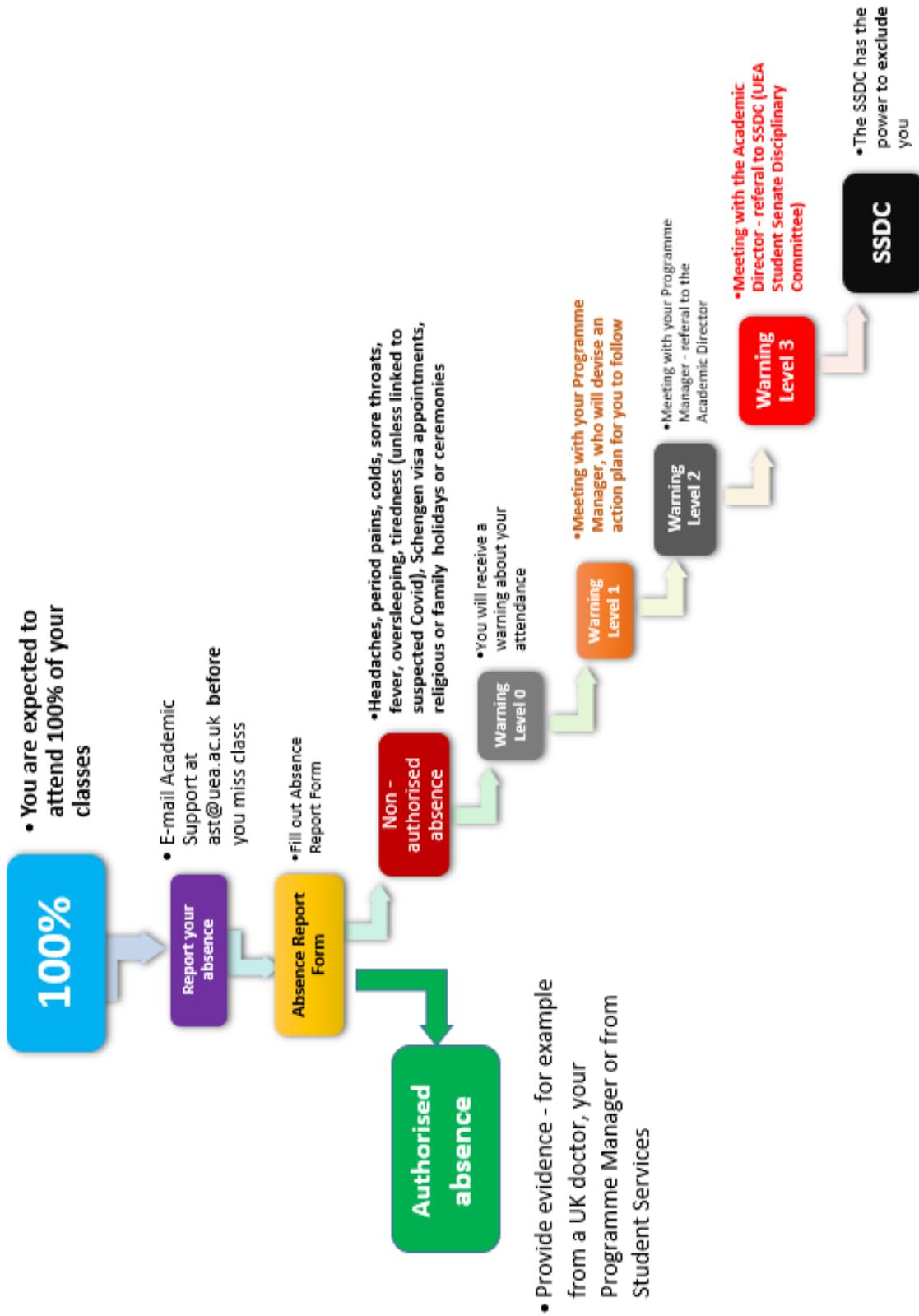
- If you miss **ten consecutive lessons** without informing us, you may automatically receive a Level 2 or Level 3 attendance warning. This could result in a referral to the Senate Student Disciplinary Committee (SSDC).
- If you are marked absent for **five days** in a row without informing us\*, INTO could report you to the police.
- If you are marked absent for **ten days** in a row, INTO will report you to the UK Immigration Agency and your visa will be revoked. You will not receive any refund.

**This applies even if you do not require a visa to study in the UK!**

Warning Levels	What to Expect
<b>Level 0</b>	You will receive a warning about your attendance.
<b>Level 1</b>	You will have a meeting with your Programme Manager, who will devise an action plan for you to follow.
<b>Level 2</b>	If the actions decided in the previous meeting have not been followed to the appropriate level, you will be asked to attend a second meeting.
<b>Level 3</b>	If your attendance still has not improved, you will be asked to attend a meeting with the Academic Director, who will decide whether to refer you to the UEA Student Senate Disciplinary Committee (SSDC).
<b>Referral to the SSDC</b>	The SSDC has the power to <b>exclude</b> any student whose attendance is deemed to be unsatisfactory without recourse to any refund. This means a student may be removed from their course and sent home.

\*It is a legal requirement that we have your up-to-date contact details (phone number, address and e-mail). If we do not have your details or your information changes, you need to come to INTO reception and fill out a change of contact form.

# INTO UEA ATTENDANCE FLOWCHART



### **Punctuality**

This means arriving and being ready for your classes to start at the scheduled time (usually half past the hour). If you are regularly late to class then you are being disrespectful to your teacher and classmates and affecting the learning of the other students in your class. If you arrive to your class after the register has already been taken, you will be denied entry to class and marked absent. If this happens, you must come to INTO UEA Reception and explain to the Academic Support Team why you were late.

### **Engagement**

This means being actively involved in every part of your studies, regularly contributing to learning by asking questions in class as well as answering them, and working collaboratively with other students when necessary. This involvement in learning must be clearly demonstrated both in and outside of lessons and lectures. You must come prepared for your lessons and lectures as advised by your teachers.

You must not use mobile phones, laptops and other digital devices in lessons unless their appropriate use is authorized by the teacher.

### **Responsible behaviour**

INTO has rules to ensure that all students benefit from their time at the Centre and in the UK. These rules apply to behaviour in the INTO Centre, during activities organised by the Centre and in accommodation arranged by the Centre.

All students are required to comply with the requirements on the following page when they join the course. The requirements only supplement and do not replace any other regulations of INTO.

### **Withdrawal Meeting**

In certain circumstances the Programme Manager or Academic Director may initiate a withdrawal meeting and recommend that a student does not continue the programme.

These include:

- Lack of academic progress
- Poor attendance
- Illness that prevents the student from getting full benefit from the programme
- Unacceptable behaviour in class, in the Centre or in accommodation arranged by the Centre
- Failure to pay fees.

For a full explanation of the (INTO)UEA disciplinary policy and procedures relating to attendance, engagement and progress, please visit: [General Regulations for Students - About \(uea.ac.uk\)](http://uea.ac.uk)

### Support for struggling students

Most students complete their studies at INTO successfully, however, some students may struggle. The two main reasons that students fail their programme are:

- Poor attitude reflected in poor attendance.
- Weak language ability.

These two things often influence one another.

If you find that your marks are disappointing even though you are working hard and attending classes, you should take advantage of the extra support offered to you at INTO. Your teachers can give you useful advice as to why you are failing, feedback on specific work and, where necessary, extra work that targets your personal weaknesses.

Subject support, such as the **Help Desk**, is likely to be provided for 'extra' help following lectures and seminars. These support sessions are designed for students to ask questions, and are particularly important if you are finding the subject difficult.

Also, you can take advantage of the language resources available in the Learning Resource Centre. The Learning Resource Centre is a place where you can study outside of class hours. The Learning Resource Centre is open Monday to Friday from 7:30AM to 11PM. You will be able to access materials that are relevant to your course as well as PCs, laptops, CDs, DVDs and software. Simon Barne, who manages the Learning Resource Centre, can guide you in the right direction.



### Student representation

The **INTO Staff-Student Liaison Committee** is set up to give a voice to students at INTO UEA. It provides a place where student representatives can meet with staff members to discuss issues arising out of their studies and lives at INTO. The Committee is also an important place where staff can keep students informed about changes to policies that might affect their student experience. Each year **two students** from each intake (September and January) of each programme will be elected by other students in their intake to represent them on the Committee. The **Staff-Student Sub-Committee** is where the Programme Manager will meet with the two student representatives from their programme and their deputies (also elected) to discuss issues of academic concern, such as teaching, and other matters impacting on the academic life of students on that programme.

If you would like to act as a student representative, you need to inform your Personal Tutor, who will pass the request over to your Programme Manager.

### Equality and diversity

INTO University of East Anglia is committed to ensuring and promoting good equality and diversity practice. It means:

- Ensuring that you are treated fairly and with respect
- Acknowledging people's differences and individuality
- Providing equal opportunities to all students with no discrimination on the grounds of political opinion, age, colour, disability, ethnic or national origin, gender, marital status, race, religion or sexual orientation
- Celebrating cultural diversity
- Supporting individual and group needs and
- Having zero tolerance for any act of unfair discrimination and harassment.

For further information, please visit the pages of the Equality and Diversity Office: [Equal Opportunities for Students - About - UEA](#)

### Complaints and concerns

We want you to enjoy your time at INTO and be successful in your studies. Therefore, if you have a concern or complaint regarding your studies, or anything involving finance, accommodation, or aspects of student life, please follow the steps below:

- In the first instance, please raise the concern with your Personal Tutor. If this is not appropriate or possible, please speak to your Programme Manager. If the complaint is serious then put the complaint in writing to your Programme Manager. They will meet you and try to help you resolve your concern. They may pass your concern on to the relevant person if the concern is non-academic.
- If, after this, you remain concerned then put the complaint in writing to the Academic Director, Jeremy Moyle.

If you find it difficult to communicate clearly in English, please contact the Student Services Manager, Bob Parsons. Bob will try to arrange for a translator to help you.

Your studies/results will **not** be affected if you raise a concern or complaint with us.

### Academic appeals and complaints

The Academic Appeals and Complaints Procedure allows INTO UEA students to formally raise concerns about their academic results or circumstances relating to them.

For details of the UEA Academic Appeals and Complaints Procedure please visit:

[Academic Appeals and Complaints Procedure - About - UEA](#)

### Withdrawing from your course

If you decide to withdraw from your course or transfer to another, please contact your Programme Manager to discuss this. If, after talking things over with your Programme Manager, you are sure about your future plans, you should contact Academic Support to confirm your decision. You will be asked to complete a Withdrawal Form.

### Student evaluation of courses and modules

During your studies in INTO and after you may be invited to give feedback on your experience of your course and your modules. Your feedback is important to us, providing academic staff with student views. We strongly encourage you to complete all questionnaires so that you can help us to review and improve our programmes.