

# International Year One

## Media, Film and Television Production

### Student Handbook 2023-24



## **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 2023 and information presented is correct at that date.

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## Academic calendar 2023-24

<b>Dates</b>	<b>What's happening for September 2023 start students</b>
25 September – 29 September	Orientation and academic introduction
02 October – 27 October	Regular classes
30 October – 03 November	Regular classes (reading week)
06 November – 08 December	Regular classes
11 December – 15 December	Course tests
18 December – 07 January 2024	Holiday
08 January – 22 March	Regular classes
25 March – 07 April	Holiday
08 April – 26 April	Regular classes
29 April – 03 May	Scheduled revision sessions
06 May – 19 May	Final exams
04 June	Exam board
06 June	Results to students
10 June – 14 June	Scheduled reassessment revision sessions
17 June – 21 June	Reassessment exams
27 June	Reassessment exam board
04 July	Reassessment results to students

## 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**

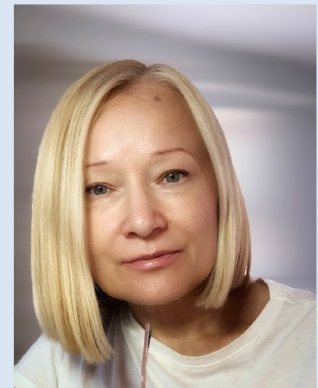


## Academic Support Team

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



## Welcome to the International Year One programme.

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

The experience of studying at INTO is about gaining an understanding of the world. As international students, 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 make decisions under pressure, with an understanding of changing perspectives and choices of action. You will need high levels of digital literacy to critically interpret information, respond creatively and to collaborate with others. Your international experience at INTO is the gateway to preparing you for this.

You have a unique experience which will prepare you for life, and you should seize this opportunity with open arms and mind.

Best wishes

**Nicola Barrell**  
IYO Subject Leader



**Paul Thompson**  
Academic Manager





### Course structure

The International Year One programme is designed to meet the specific needs of overseas students whose first language is not English and who may be slightly short of matriculation qualifications for entry, or whose availability for first year study is out of phase with the university's normal September entry date.

The academic year is approximately 30 weeks, divided into three terms. Students are expected to complete six programme modules worth a total of 120 University Credit Units during this time. Successful completion of the International Year One programme leads to the award of the University of East Anglia International Year One certificate, and the overall objective of your course is to fully prepare you for second year undergraduate study in; BA Media Studies, BA Film and TV Studies or BA Film and Television Production within the School of Art, Media and American Studies.

The Media, Film and Television Production IYO course explores cinematic and media forms, from the traditional to the new and emergent, from the first Hollywood movies and popular tv drama series to the burgeoning computer game industry and the impact of AI (artificial intelligence).

Whether you are posting a picture of a night out with friends on social media, listening to your favourite band, researching an essay or catching up on your favourite Netflix series; accessing information and consuming entertainment are increasingly done through media. By learning about the professional practices, industry processes and creative opportunities offered in contemporary media, this course supports you to both understand and develop your own skills to participate in an increasingly digitised and global arena.

Taught by academics and industry experts at both INTO and UEA, you will benefit from a wide range of academic study and cutting edge research as well as media, film and television production expertise.

You will additionally have access to excellent resources including bespoke television studios, recording suites and editing facilities.

**All students on the IYO Media, Film and Television Production will take the following compulsory INTO modules:**

	Semester 1	Semester 2
<b>Required INTO Modules</b>	<b>Introduction to Media</b> (INTO-MFT01) 20 credits	<b>Writing for Media</b> (INTO-MFT03) 20 credits
	<b>English Language and Skills for Media</b> (INTO-MFT 04)	
	<b>Analysing Film and TV (Reading the Screen)</b> (INTO-MFT02) 20 credits	
<b><i>You will also take the below UEA modules depending on your intended BA degree course</i></b>		
	Semester 1	Semester 2
<b>For BA Film and Television Production</b>	<b>TV Studio Production</b> (AMAP-4001A) 20 credits	<b>Creative Critical Methods</b> (AMAP-4036B) 20 credits <b>Film and Video Production</b> (AMAP 4038B) 20 credits
<b>For BA Film and Television Studies or BA Media Studies</b>	<b>Media Representation</b> (AMAM-4034A) 20 credits	<b>Digital Media Concepts, Technologies and Cultures</b> (AMAM-4031B) 20 credits <b>Broadcasting Streaming &amp; Sharing</b> (AMAM-4038B) 20 credits

## Introduction to Modules

### INTO Modules

All modules focus on the skills required for future study and media, television and film industry careers.

#### **Semester 1 - Introduction to Media (MFT01) Semester 1**

You will be introduced to the inception and development of media platforms from 19<sup>th</sup>/20<sup>th</sup> century tabloid newspapers into the interactive digital platforms of the 21<sup>st</sup> century.

You will learn critical analytical skills to examine the role of the media in contemporary society underpinned by media concepts and theories.

Students will also develop key research and content production skills for future media careers which will be assessed throughout the year.

#### **Semester 1 - Analysing Film and TV (MFT02)**

You will be introduced to film and television production through an historical lens; from the early 20<sup>th</sup> century burgeoning Hollywood film industry to 21<sup>st</sup> century digital broadcasting, streaming and sharing across the globe.

You will also critically analyse film styles/form with focus on leading film directors through the 20<sup>th</sup>/21<sup>st</sup> centuries. You will further develop these skills to analyse television productions with focus on live broadcasts, recorded studio shows and documentaries.

You will also examine the role of the media in contemporary society in relation to audience engagement, representation and realism.

#### **Semester 2 – Writing for Media (MFT03)**

This module will provide the critical-creative perspective, story-telling and key writing skills necessary for assessed practical projects and professional content creation.

You will initially learn key journalistic skills to produce news articles before being taught how to write a feature and post online (blog) and how to produce written content for a variety of social media platforms.

You will learn to analyse professional film/tv scripts, reflect on the key values which define a form, and apply those lessons to the production of film/tv scripts.

Students will learn the dramaturgy and important tropes in writing for dramatic and fact-based media, exploring the defining conventions in each form.

### **Semesters 2 & 3 - English Language and Skills for Media (MFT04)**

The objective of this module is to develop your English language skills in support of IYO core subject study as well as prepare for future undergraduate studies. You will also develop communication, research and project management skills required for your future careers.

The module will additionally examine media language: narrative, terminology, genre, conventions, style and form. Students will develop media literacy skills by examining how language is used in historical, contemporary and emerging forms of media and how meaning and messages are created.

You will also enhance your English language skills through engagement in research and project management tasks. You will be taught how to comprehend, extract and evaluate information from printed and digital academic/media texts.

The module will also support you to develop your fluency and confidence in academic discussion and debate as well as your interview and presentation skills.

### **UEA Modules**

For students progressing to BA Film and Television Production:

#### **TV Studio Production (AMAP-4001A)**

This module introduces you to television studio production, using the resources of the campus television studio. You will learn basic skills of both live and recorded studio production (including directing, vision and sound mixing, camera-work, lighting, floor management and editing), using practice-based training. You will produce a short television programme, researching the appropriate genre characteristics, style and narrative to create the final work. The live broadcast will be accompanied by written reports that critically analyse and evaluate the production process and the finished product.

#### **Creative Critical Methods (AMAP-4036B)**

The module provides you with the basic concepts and methods necessary to devise and execute a critical-creative project. You will employ both research and creative production methods to examine the interrelationship between theory and creative practice.

Coursework will explore methods of using research to inform production, which, in turn, will deepen your understanding of theory.

#### **Film and Video Production (AMAP-4038B)**

Film making is a complex collaborative practice involving many disciplines working together to produce co-authored work that is all too often attributed to a single director. This module is an introduction to a range

of key practices which underpin film making and introduces you to the practical application of film and television grammar to explore the fundamental questions of cinematic and televisual storytelling.

It will contain a series of practical film making exercises and give you the chance to experiment with elements of camera and blocking, the use of sound, lighting and multiple editing options. Later exercises will look at script development, introduce basic techniques of working with actors, the creation of visual content and narrative techniques.

### **For students progressing to BA Film and Television Studies or BA Media Studies**

#### **Media Representation (AMAM-4034A)**

How do the media represent social groups and why does this matter? These two questions are central to Media Studies. On this module, we will give you an introduction to research across a range of topics, such as the representation of women, migrants and older people. You will learn how the media have represented these groups in the past and discuss whether and why representations have changed today. You will be introduced to theories that are central to Media Studies and which you will be able to explore in depth in more specialist modules in your second and third year, for example feminist theories, post-colonialism, critical race studies, queer theory, and disability studies.

#### **Digital Media Concepts, Technologies and Cultures (AMAM-4031B)**

This module introduces students to the study of digital media, focusing on both the technologies and platforms which drive the 'digital age' and the cultures they have produced. We will examine how scholars have theorised digital media since the early 1990s, mapping how the production, circulation and consumption of new media has changed over the past twenty years. Weekly case studies will allow students to apply theories to contemporary cultural events and phenomena, which may include #blacklivesmatter, selfie culture, the Arab Spring, and Sci Hub.

#### **Broadcasting, Streaming and Sharing (AMAM-4038B)**

You will explore a range of audio-visual and audio formats, including television, radio and more recent audio formats, such as Internet streaming, and podcasts.

Throughout the module you will be introduced to key theoretical approaches to the analysis of broadcasting content, programming, policy and regulation and reception.

Areas of interest will include topics such as narrative and soundtrack, flow, seriality, liveness, innovation and funding, and domesticity.

**Staff**

All academic members of staff are highly qualified teachers who have experience working with students from diverse backgrounds. Your Subject Leader and Academic Manager are responsible for your academic study and is your point of contact for broad academic issues. Your main English teacher will be your Pastoral 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.



The information on the following pages of the handbook apply specifically to your INTO modules and classes. Further information about the modules taught in the School of Art, Media and American Studies and UEA's policies and procedures are available on the UEA website.

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.

**Workshops** are specific seminars designed to build up skills for specialised subjects.

**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: <https://info.intouea.com/Policies/>

Group work: what is it and how can it help me? Find the answer in the 'Group Work Guidelines Q&A' at <https://info.intouea.com/Policies/>

To satisfactorily complete the programme you will need to achieve at least **40%** in all modules, at least **60%** in all English components and have attempted all elements of the programme.

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: <https://info.intouea.com/Forms/>

### 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/>

All students will be assessed on coursework and final exams. More details on these can be found on the following pages.

Coursework is a mixture of assessed tests, formal essays, case study presentations, reports, and timed writing exercises based on research, and will constitute a percentage of your final grade. INTO recommends using the Harvard system of referencing when citing sources in coursework: : <https://my.uea.ac.uk/departments/learning-and-teaching/students/academic-cycle/regulations-and-discipline/plagiarism-awareness>

To help support you develop your written and spoken communication, you will have opportunities to produce drafts of your work during your course. Your English teachers may offer you feedback on your draft (or on specific sections) which you can use to improve your assignments.

For tips on proofreading and referencing from the UEA Student Support Service, please visit:

<https://my.uea.ac.uk/departments/learning-enhancement/help-with-your-studies/resources/academic-writing-and-study-skills/plagiarism-awareness>

Please submit all coursework in the appropriately labelled submission boxes in the main foyer outside INTO reception. Before submitting your coursework, you should:

- Fill out a coursework submission form
- Time and date stamp your coursework submission form and
- Attach the white copy of the coursework submission form to the front of your coursework.

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 penalties applied.

After 15:00 on Thursday and before 15:00 on Friday – you will **lose 3 marks**.

After 15:00 on Friday and before 15:00 on Saturday– you will **lose 10 marks**.

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



You will often be asked to submit an electronic copy of your coursework on Blackboard as well as a paper copy to reception. Please be sure you submit **both** on time or you could lose marks.

Submission	Penalty deduction	Details
Late submission	3 marks	< 24 hours late
	10marks	24 hours – 48 hours late
	All marks	> 48 hours late
Electronic submission only	5 marks	
Hard copy submission only	5 marks	
One copy before the deadline and one copy after	5 marks	
If student requests the later copy of these two is marked	Late submission penalty applies to marked copy	

Some coursework may **only** require an electronic copy to be submitted.

Students are required to keep copies of all assessed work that has been marked and returned to them.

### 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 5,000, you may submit work that is up to 5,500 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 5,000 and you submit work that is 6,000 words long, your marker may only grade the first 5,500 words. You **must** state how many words are in your coursework assignment on the front page.

### Deadlines and extensions

If you have missed a coursework deadline 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 Academic Manager.

In some very extreme circumstances, you may be eligible for an extension on your coursework.

Circumstances that may be considered for an extension:

- If **you** have to go to hospital for a medical emergency.
- Funeral of a close family member where you are expected to be involved in the arrangements.
- If you are ill for the days leading up to the deadline.

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

Circumstances that **will not** be considered for an extension:

- 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.
- You have other deadlines close together.

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**' and then handing it in at reception. The form is available at:

<https://info.intouea.com/Forms/>

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

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>

All of your content modules are assessed through coursework but you will have final exams for your English module.

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 Year One 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.

If you are ill or have an emergency, please try to attend your exams if possible but make your Subject Leader, Academic 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:

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 books, notes or writing paper 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).
- 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: <https://info.intouea.com/Policies/>
- **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.

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

For a full explanation of exam regulations, please visit:

<https://info.intouea.com/Policies/> **INTO's advice on plagiarism**

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\* (the Academic Support Team will send you an e-mail in good time), plagiarism could mean a formal meeting for you, with 5 days' notice or less at the end of your course. 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.

\*For IYO, this starts with the second written content assignment.

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

**Key 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%.

The full policy is available here: <https://info.intouea.com/Policies/>

### Passing a module and right to reassessment

Students must achieve a pass ( $\geq 40\%$ ) in each individual academic module. Students scoring less than 40% in a module 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:

<https://info.intouea.com/Policies/>



## 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://www.uea.ac.uk/password?mode=portal>

**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 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 Resource Centre (next to the INTO Lecture Theatre) 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 and Olivia: 01603 592977
- The 24-hour emergency phone number is: 07986 957047

## UEA support services

- Career Central 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=Ydfxj26UUOKBwhI5djwkFqWHomtq3dDod7Kk3x8z7FUNDcxM0U3RUIINN0pOSTFCNVkxQjA5U1pXTC4u>

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

### Authorised absence ('exceptional circumstances')

- Evidence of Police Registration
- 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**' <https://info.intouea.com/Forms/>

### 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)
- 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 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**

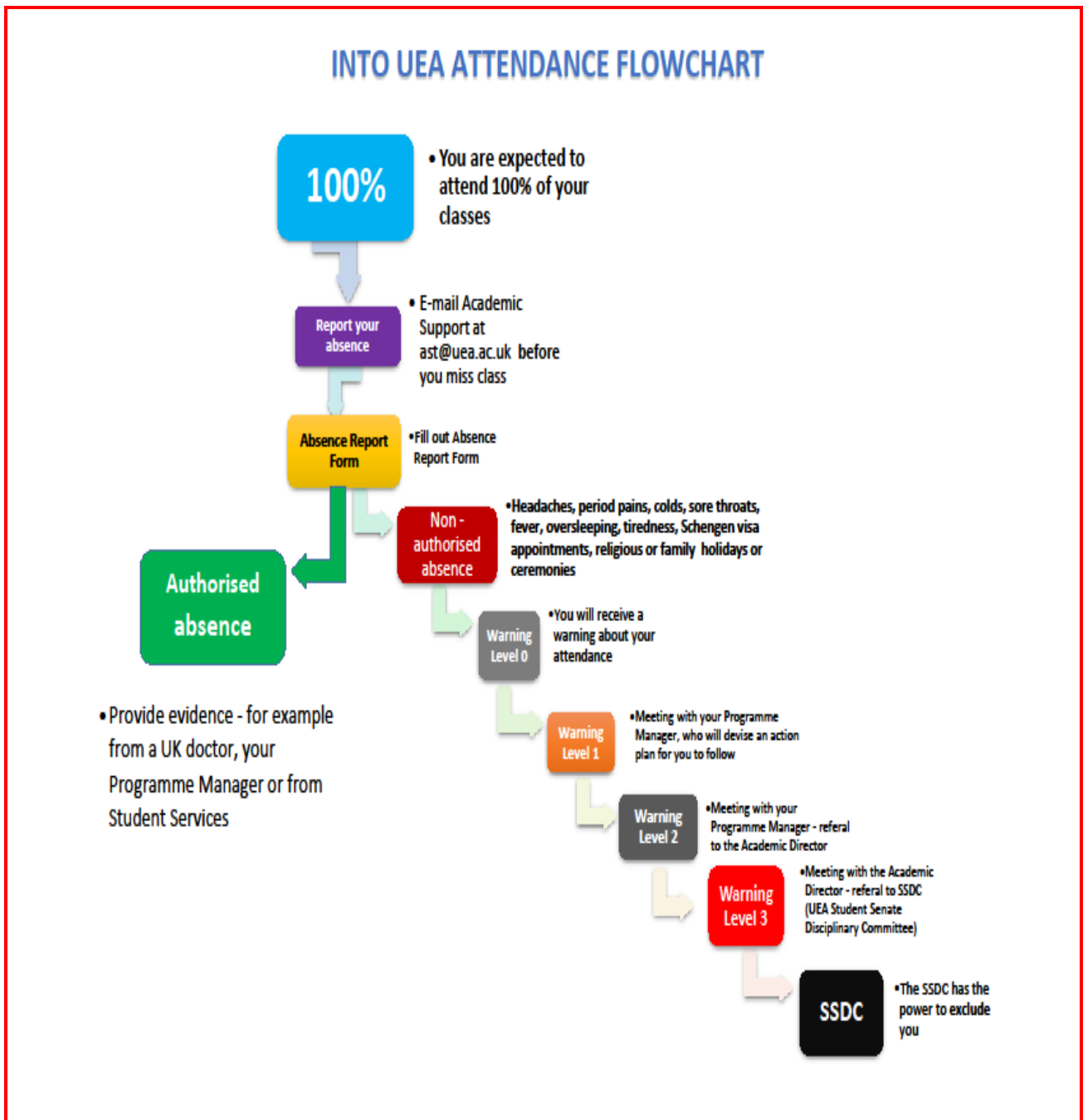
**What happens if I have unauthorised absences?**

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.

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.



### **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 Academic 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 UEA disciplinary policy and procedures relating to attendance, engagement and progress, please visit: <https://portal.uea.ac.uk/academic-calendar/general-regulations>

### **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.



## 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 student representatives from their programme and their elected deputies to discuss issues of academic concern 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 Pastoral Tutor or your Programme Manager.

## 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.

## 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, finance, accommodation, or aspects of student life, please follow the steps below:

- In the first instance, please raise the concern with your Pastoral Tutor. If this is not appropriate or possible, please speak to your Subject Leader or Academic Manager. If the complaint is serious then put the complaint in writing to your Academic 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.

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 Academic Manager to discuss this. If, after talking things over with your Academic 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.