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Further information on the University's facilities, resources and support for students may be found in:

- University Student Pages ([http://www.reading.ac.uk/internal/student/stdserv-home.aspx](http://www.reading.ac.uk/internal/student/stdserv-home.aspx))

**Useful terms**

Here are some acronyms (or abbreviations) that you will frequently hear or read during your studies.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Long form</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ISLI</strong></td>
<td>International Study and Language Institute</td>
<td></td>
</tr>
<tr>
<td><strong>EAP</strong></td>
<td>English for Academic Purposes</td>
<td>The subject you are studying on this course</td>
</tr>
<tr>
<td><strong>HumSS</strong></td>
<td>Humanities and Social Sciences</td>
<td>The name of the building in which most of your classes will take place</td>
</tr>
<tr>
<td><strong>SACLL</strong></td>
<td>Self Access Centre for Language Learning</td>
<td>A kind of library where you can study after classes and in the breaks</td>
</tr>
<tr>
<td><strong>TEEP</strong></td>
<td>Test of English for Educational Purposes</td>
<td>The test which you will take at the end of each term, similar to IELTS</td>
</tr>
</tbody>
</table>
Dates of terms 2014 - 2015

PSE 1 (Autumn Term 2014)
Monday 29 September  Induction
Wednesday 1 October  Classes start
Early November  Mid-term tests
Friday 12 December  End of Term

PSE 2 (Spring Term 2015)
Monday 12 January  Induction for new students
Wednesday 14 January  Classes start
Middle of February  Mid-term tests
Friday 27 March  End of Term

PSE 3 (Summer Term 2015)
Monday 20 April  Induction for new students
Tuesday 22 April  Classes start
Middle of May  Mid-term tests
Friday 12 June  End of term
PSE 4  2015
Monday 22 June  Last date of arrival for new students
Friday 4 September  End of Term

PSE 5  2015
Tuesday 6 July  Last date of arrival for new students
Friday 4 September  End of Term

PSE 6  2015
Tuesday 27 July  Last date of arrival for new students
Friday 4 September  End of Term
### Members of academic staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Telephone/email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan McCormack</td>
<td>Room 238</td>
<td>(0118) 378 8407</td>
</tr>
<tr>
<td><em>Programme Director</em></td>
<td></td>
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<td>Colin Campbell</td>
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<td></td>
<td></td>
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<td></td>
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<td>Sarah Pachonick</td>
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<td>Anne Pallant</td>
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</tr>
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<td>John Slaght</td>
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<td></td>
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<tr>
<td>Jonathan Smith</td>
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<td>(0118) 378 8339</td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Brian Turner</td>
<td>Room 253</td>
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<td><a href="mailto:b.j.turner@reading.ac.uk">b.j.turner@reading.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Room</td>
<td>Phone</td>
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</tr>
<tr>
<td>Sebastian Watkins</td>
<td>221a</td>
<td>(0118) 378 6719</td>
</tr>
<tr>
<td>Anna Ziomek</td>
<td>253</td>
<td></td>
</tr>
</tbody>
</table>
Floor plan of HUMSS building, second floor

- ISLI Reception 224
- ISLI Classrooms 226, 227, 228
- ISLI Classroom 229F
- SACLL 230
- Joan McCormack’s office 230
- ISLI Classrooms 206, 207, 220
## Timetable: PSE 2 (Spring Term 2015)

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.00 - 9.40</strong></td>
<td>Writing</td>
<td>Writing</td>
<td>Listening &amp; Speaking</td>
<td>Reading</td>
<td>Key Concepts / Project</td>
</tr>
<tr>
<td><strong>11.00 - 11.50</strong></td>
<td>Listening &amp; Speaking</td>
<td>Reading</td>
<td>Listening &amp; Speaking</td>
<td>Key Concepts / Project</td>
<td>Listening &amp; Speaking</td>
</tr>
<tr>
<td><strong>12.00 - 12.50</strong></td>
<td>Conversation club Independent study</td>
<td>Tutorials</td>
<td>Conversation club Independent study</td>
<td>Writing support</td>
<td>Tutorials</td>
</tr>
<tr>
<td><strong>14.00 - 15.50</strong></td>
<td>Reading</td>
<td>Key Concepts / Project</td>
<td></td>
<td>Writing</td>
<td></td>
</tr>
</tbody>
</table>

### Mid-morning Break (20 mins.)

### Lunch Break (1 hour 10 mins.)

You will be given a more detailed timetable at the beginning of each term, which will include the names of your teachers and the classrooms your lessons are in.
Aims and objectives of the programme

The Pre-sessional Programme comprises 5 components:

- Writing 6 hours /week
- Reading 5 hours /week
- Listening & Speaking 5 hours /week
- Key Concepts/Self-Access 5 hours /week

Some lessons are 100 minutes and some are 50 minutes long. There are no lessons on Wednesday and Friday afternoons.

Writing

The main aim of this course component is to develop your ability to write academic essays on a range of different topics. In this part of the course we will help you to:

- understand what to include in the introduction, main body and conclusion of an academic essay
- organise your writing in paragraphs including paragraph leaders
- support your main ideas with explanations and examples
- use linking expressions to show the relationships between ideas
- write in an appropriate academic style
- improve the accuracy of your writing by working on grammar, spelling and punctuation.

Our approach to developing academic writing skills includes a focus on the process of writing, so you will also have practice of:

- analysing writing tasks
- brainstorming ideas
- planning your writing
- writing drafts
- editing your drafts in response to feedback from the teacher
- proof-reading final versions of your essays.
Reading

If you are studying in a UK university you will have to cope with a lot of reading in English, and you will have to vary the strategies you use to deal with texts. The aims of this course component are to help you:

- identify different purposes for reading
- apply a range of different strategies depending on the purpose for reading (e.g. skimming, scanning for specific information, close reading)
- develop your vocabulary and understanding of grammar by focus on language in texts

You will practise both **intensive reading** (detailed reading of shorter texts) and **extensive reading** (less detailed reading of longer texts). You will read a range of texts, in print and online, on both academic and non-academic topics.

Listening and Speaking

The aims of this course component are to help you to:

- listen to and understand everyday conversation in situations related to your life in Reading (e.g. accommodation, travel, health)
- listen to and understand the main points from academic lectures, and take effective notes
- give short oral presentations to groups of students
- take part in academic seminars and discussions
- improve your control of grammar and vocabulary when speaking English
- improve your pronunciation.

You will have practice listening to audio and video recordings on a range of academic and non-academic topics in class, and will develop your speaking skills through discussion in pairs or small groups, and by preparing and delivering presentations to the class.
Key Concepts / Project

Different students have different needs in terms of the language knowledge and academic skills they need for the level at which they are studying. In this course component, depending on your level and your needs, you may learn how to:

- understand how to use different parts of speech accurately (e.g. noun, verb, adjective, adverb)
- understand simple and complex sentence structure
- develop skills for learning vocabulary effectively
- improve your control of grammar
- write an extended essay (1500 – 2000, or 2000 - 3000 words depending on level), supporting your writing with references to source materials
- work more independently, asking the teacher for guidance where it is appropriate.

Independent Study

We believe strongly that the most effective way to improve your English is through a combination of teacher-directed classroom learning and independent study. In addition, you will be expected to work independently to a certain extent on your academic courses.

For one lesson each week, you will learn how to work independently in our well-resourced Self-Access Centre for Language Learning (SACLL). Most of the time you will be working alone, or with a partner, but your teacher will be there to advise you and monitor your work. In this course component you will learn how to:

- evaluate your own strengths and weaknesses in learning English
- set goals for independent study, prioritising your needs
- locate and use suitable learning materials
- assess what you have learnt from using these materials
Conversation Club

Conversation Club gives you the chance to improve your speaking and listening skills, by talking to British and international students in small groups. There are two classes a week, both 12.00 - 12.50, and you may register for one of these classes per week. Conversation Club is optional, so if you prefer to work independently at this time, you may do so.

Tutorials

You will have a Personal Tutor (one of your teachers) who you will meet once a fortnight to discuss your progress on the programme and any issues you want to raise. More information on tutorials is given on page 17 of this Handbook.

Our approach to learning grammar and vocabulary

You will be learning grammar and vocabulary in all the course components. We do not have separate grammar and vocabulary lessons, because we believe that to understand how grammar and vocabulary is used, it is best to focus on it in the context of reading and listening activities, and to use grammar and vocabulary accurately, you need to practise it in the context of speaking and writing tasks.

Transferable skills

The University’s Strategy for Teaching and Learning has identified a number of generic transferable skills which students are expected to develop by the end of their degree programme. The Pre-sessional Programme seeks to introduce students to these skills through the teaching methodology used in class, and the homework assignments. The key skills relate to communication (both written and oral), use of information, problem solving and team-working.
Self-Access Centre for Language Learning
HumSS Room 230

Our spacious Self-Access Centre encourages independent learning beyond the classroom, offering a motivating environment in which to develop and practise your language skills.

Facilities include

- 30 fully-networked PCs with flexible use of learning space
- headphones, record, and playback facilities for listening and pronunciation practice
- pleasant study area for collaborative group and pair work
- comfortable seating area for reading books, newspapers and magazines

Materials include

- grammar and vocabulary practice books and CD-ROMs
- graded readers, magazines and dictionaries
- listening and pronunciation material including web-site support, including useful language-related web links and online catalogue of all our materials
- study skills guidance

Languages

The language collection incorporates extensive resources for learning English, Spanish, French, Greek, Italian, German, Arabic, Japanese and Chinese. In addition, the centre holds a core of materials in over 50 languages.
Support

If you are new to the Self-Access Centre you will have a general introduction to help you to find materials and use the equipment. There is always a member of staff available to help you find what you need, and it is also possible to arrange an appointment to help work out a programme of independent study. You can book an appointment at the desk.

SACLL opening hours during term:
Monday to Friday, 9.00 am to 5.00 pm.

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**How should you start in SACLL?**

1. Try out a few different activities at different levels to find the level which is best for you. They are colour-coded.

2. Decide what you most need to work on e.g. academic listening, pronunciation.

3. Decide how often you will go e.g. every day for 20 minutes/once a week.

4. Keep a record of what you do, so that you can evaluate your progress after several sessions.

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Please ask for any help or advice you need; the staff are very happy to help.

You can also access the website, which has many useful resources for improving your English:

[http://www.reading.ac.uk/sacfl/SACLL-Home.aspx](http://www.reading.ac.uk/sacfl/SACLL-Home.aspx)
Your learning responsibilities

During the Pre-sessional Programme and your future studies at the University of Reading, it is your responsibility to do the following:

- see your Personal Tutor as required and to develop this partnership as part of your academic and personal progress.
- comply with University Charter, Statutes, Ordinances and Regulations as set out in the University Calendar.
- attend punctually all classes and tutorials as required.
- complete and hand in all written or work on time.
- provide reasons and, if necessary, supporting documentation for absences or missed deadlines.
- satisfy all formal assessment requirements, including attendance at examinations.
- give due regard to the balance between academic work and other activities, including paid employment.
- take the initiative in raising problems or difficulties and seeking advice.
- keep appointments with teaching or support staff, or give adequate notice of alternative availability.
- ensure that the University is informed of any changes to registration or other personal circumstances.
- respond to evaluation questionnaires or other requests for information and student opinion.
- act responsibly and with due regard to the health and safety of others and University property.
Feedback to students

It is the University’s policy that you should receive rapid, structured and appropriate feedback on your assignments. This will normally be within a maximum of two weeks of submitting your assignments. Whilst such feedback may be oral, normally it will be written and will contain comments appropriate to the nature of the assignment and how it is to be assessed. These comments should provide the basis for you to improve and develop.

You should expect that the type and amount of feedback will vary depending on whether the assignment is formative (these assignments do not count towards your final mark but are helpful in highlighting your strengths and weaknesses) or summative (these assignments count towards your final mark for a module). Your teachers will tell you whether an assignment is formative or summative.

Monitoring your progress

Throughout the pre-sessional Programme, your progress will be closely monitored. All teachers complete daily attendance records and any absences will be reported to your Personal Tutor and the Course Director. Personal Tutors are also informed if you do not submit your homework or coursework. At the end of each term, your teachers complete a report on your progress. These reports are discussed with you at a meeting with your Personal Tutor, at the beginning of the next term. The reports are also sent to your sponsor.
Attendance

We look forward to seeing you at all lessons. This is one of your most important learning responsibilities. If, at any time, you are unable to attend because of illness or other valid reason, you must follow the procedures below:

- Students who are absent should contact the teachers whose classes they will miss, their Personal Tutor and the Course Director, to explain their absence. This should be done by email. (You can ask a friend to pass on the message, or telephone the International Study and Language Centre on 3788516, or email j.p.smith@reading.ac.uk directly). If you are absent because of illness for more than two days, please get a Doctor’s Certificate and show it to Joan McCormack.

- Students who have a serious condition which requires medical attention or are experiencing problems which they feel have affected their performance in assessed coursework and/or examinations, should complete an Extenuating Circumstances Form which can be obtained from the Pre-sessional Blackboard site.

Teachers will keep an attendance record in all classes; we are concerned when a student is absent without a reason. Irregular attendance by one student can affect teaching, group work and the progress of all the students in the class.

Punctuality

Classes begin on the hour and finish 10 minutes before the hour. You are expected to be on time for your lessons. Lateness disrupts the class and is inconsiderate to the tutor and the other students. Students who are persistently late will be excluded from the class.
**Homework**

Homework is an important part of the course and will be given to you regularly by your teachers. Marks given may contribute to your record of continuous assessment. Please note that homework handed in late without a good reason may not get marked.

If you are having problems completing your homework on time please discuss this with your teachers. Please do not miss classes in order to complete homework assignments.

**Neglect of work**

If your attendance record shows that you are missing without good reason, you will be asked to see the Programme Director who may issue you with a formal warning. If improvement does not occur, you will be referred to the Director of the ISLI.

Please ask your tutor or the Programme Director if you require further information on any of these points.

Please remember that regular attendance and completion of coursework is a requirement of the conditions of your student visa. We are obliged to monitor and report to the UK Visas and Immigration service any students who do not attend regularly or complete coursework.
**Tutorial system**

One of your teachers will also be your tutor. You will meet with him or her for 15 minutes approximately every 2 weeks to discuss: your progress on the course; how you feel about living and studying in Reading; and any questions you may have. You will be given the name of your tutor in the first week of term. His/her duties are to:

- help you in the transition as you settle into the University and to help you make the most of your time at Reading.

- advise and support you in your studies, and help you with any academic or personal difficulties that may affect your progress.

- provide reports as appropriate and references for future academic or career choices.

Your tutor will arrange a time to meet which is convenient for both of you. Please be on time or you may inconvenience your tutor or other students who are waiting.

You can, of course, arrange to see your tutor at any time to discuss very urgent matters or problems. Your tutor will give you their email address. You should also contact your tutor in case you are ill and cannot attend class.

The ISLI tutorial system is part of a wider University tutorial system which is used in all departments and on all courses.
Remember that this is an opportunity to discuss:

- your work and progress on the course

- your future studies

- any questions you may have; if your tutor cannot help you directly, s/he will be able to suggest where you can find what you need

- any personal matters you may wish to raise.

Please prepare for tutorials by noting down any questions or issues you would like to discuss.

Your Personal Tutor will give you a Personal Academic Record (PAR). This contains useful information about the Personal Tutor system and forms that will be completed and signed at your meetings with your Personal Tutor.

The Programme Director is also available for consultation - please make an appointment in advance, if possible.
Assessment and reports

You are assessed at the end of the Pre-sessional programme through:

- Continuous Assessment tasks (in class and at home)
- Observation of your performance and progress, by teachers in class
- Project (extended essay, other relevant tasks)
- TEEP (Test of English for Educational Purposes)*

* In Autumn Term only those students leaving the Pre-sessional TEEP in December will take TEEP. In Spring and Summer terms all students will take TEEP unless they chose not to.

Some continuous assessment tasks are formal tests, usually given half-way through the term – your teachers will tell you the dates of these.

At the end of each term, you will receive a Tutor Report containing comments for each course component, continuous assessment grades and an assessment of progress. Your sponsor, if you have one, will also receive a copy.

Continuous assessment and TEEP are graded in the four skills of listening, speaking, reading and writing using a 0-9 scale. Your major Project task is graded A, B, C or D.

A Final Exit Report will be issued to those students who achieve the grade they need to meet the language condition for their further studies, and to those students who have decided to leave the programme at the end of term. This final report is accepted by all departments at the University of Reading as proof that students have met the language condition. It may be accepted by other universities in the UK, or they may choose to accept only TEEP grades. If you wish to study at another university, please contact them directly to find out if our qualifications are acceptable for entry. Ask your personal tutor or the Programme Director if you need help with this.
If you expect to study at the University of Reading, please note that it is not necessary for you to take IELTS or TOEFL tests.

**All activities you do in class are relevant to continuous assessment and the TEEP. They also represent the skills you need for academic study on your future courses.**

Please note that any student who is repeatedly absent risks being unable to complete the assessed assignments during the course.


**Factors affecting your performance in examinations and special examination arrangements**

If you have medical or personal problems which you feel may affect your performance in examinations or assessments, you should inform your Personal Tutor at the earliest opportunity. You must also complete the University’s *Extenuating Circumstances Form* which is available from the Pre-sessional Blackboard site. This form should be submitted as soon as possible to the Pre-sessional office. Equally, if you feel that such factors have affected your performance in examinations or assessment, even though you completed the examination or assessment, you should complete and submit the *Extenuating Circumstances Form*. This form provides for certification by the Health Centre if you consulted them about your illness. If you consulted your own GP or a hospital, you should provide a medical certificate.

Students are reminded that it is their responsibility to submit an *Extenuating Circumstances Form* and to keep their Personal Tutor and the Course Director informed of any medical or personal problems which may affect their examination performance.
A number of arrangements can be made regarding examinations for students with disabilities. Examples of such arrangements include allowing the student extra time, allowing the student to take rest breaks, arranging for the student to sit examinations in an alternative venue, or arranging for the student to use an amanuensis or reader. These arrangements will be made on an individual basis through the Course Director.

**Academic misconduct**

The University takes the most serious view of academic misconduct. This includes cheating in written examinations and plagiarism of others’ work. Cases of alleged academic misconduct will be reported to the Director and, if necessary, to the Faculty Director of Teaching and Learning, and the Standing Committee on Academic Misconduct. A proven case of academic misconduct is treated as a disciplinary matter.

The Standing Committee on Academic Misconduct has the power to impose disciplinary sanctions, It may also recommend that a student be expelled from the University.

**Copying**

Copying all or part of some else’s work is not acceptable: **copying is cheating** and is regarded as seriously as academic misconduct. For this reason, **you should never download essays from any website** and if you use material from the web you should acknowledge it, as in the case of materials drawn from books.

Equally, **you should never ask anyone to write an essay (or other coursework) for you.** This is a form of copying.
Just as importantly, copying is not sensible. The purpose of asking a student to do a piece of work is to assess the student’s learning. Copying does not contribute to learning or assessment of learning.

Falsifying data

This is another form of academic misconduct.

Communication between staff and students

Communication between staff and students is extremely important. All students are given a university email address and this form of communication is the ‘official’ form of communication between students and staff. **You should therefore check your University email for any messages every day and reply immediately to messages received.** In addition, if you are living in a Hall of Residence, you **should check your pigeon-hole in your Hall every day for any letters which may have been sent to you.** There is also a notice board outside HumSS room 224 which displays the timetable and other information which will be useful to you.

You are expected to use your University email account in preference to private email accounts. **ISLI staff and your tutors will send messages only to your University address.** You may set up forwarding arrangements to automatically send email received in your University account to another email account of your choosing, but you do so at your own risk. The University can only be held responsible for email reaching your University email account. If an email has been sent without apparent problem to your University account, the sender may reasonably assume that you will receive the email. This webpage gives information on forwarding email from your University account to a private email account;

http://www.reading.ac.uk/internal/readinglive/Changes/its-rl-resends.aspx
Administrative Procedures

The main ISLI administration office for the Pre-sessional Programme is located in Room 224 in HUMSS. If you have questions or need advice about issues such as accommodation, health care, paying your tuition fees, opening bank accounts, go to the counter and our staff will be there to help you.

The ISLI administration office is open from 9.00 - 13.00 and 14.00 - 16.30 from Monday to Friday.

Telephone number: 0118 378 6983 (or extension 6983 within the university)
Email address: isli@reading.ac.uk

The Student-Staff Committee

The university encourages feedback on all aspects of your time at Reading University, and we are especially interested in feedback during your time on the Pre-sessional Programme in ISLI. One way we do this, is for staff to meet with student representatives. Each Listening & Speaking class will have one representative, who will meet 3 or 4 times during the term with the Course Director, Joan McCormack. The main purposes of the meeting are to:

- discuss student feedback
- respond to student requests for social activities

The Student-Staff Committee exists to allow for discussion between staff and students on matters relating to the work of the Pre-sessional Programme and issues of concern to students and staff. If there is something which you would like the Student-Staff Committee to discuss, you should contact one of the student representatives.
Programme Evaluation

During the year, we are always happy to receive students’ comments on the operation of the Pre-sessional Programme and suggestions on ways in which we could help you during your time on the Programme. Each term you will be asked to complete a course evaluation form. This will give you the opportunity to provide us with your assessment of the quality of the teaching you have received and to comment on more general aspects of the Programme.

Complaints procedure for students

We sincerely hope that you will not find it necessary to make a complaint during your period of study on the Pre-sessional course. If this becomes necessary, however, please follow these guidelines to ensure that your complaint is dealt with quickly and effectively, by the right person.

<table>
<thead>
<tr>
<th>If you want to complain about....</th>
<th>You should see...</th>
</tr>
</thead>
<tbody>
<tr>
<td>teaching and learning aspects of the course</td>
<td>your tutor or Joan McCormack</td>
</tr>
<tr>
<td>administration aspects of the course</td>
<td>Liz Sanneh, Senior Administrator ISLI, or your tutor or Joan McCormack</td>
</tr>
<tr>
<td>hall and accommodation aspects of the course</td>
<td>Liz Sanneh, Senior Administrator ISLI, or your tutor or Joan McCormack</td>
</tr>
<tr>
<td>any other aspects of the course</td>
<td>your tutor or Joan McCormack</td>
</tr>
</tbody>
</table>
If, for any reason, you would prefer not to consult the staff suggested above, please contact:

**Liz Wilding, Deputy Head of ISLI**  
( Room 241, email: e.a.wilding@reading.ac.uk )

who will represent your complaint to the Head of School, as necessary.

A full copy of the University’s Student Complaints Procedures can be found at: [http://www.reading.ac.uk/internal/student/rules-and-regulations/student_complaints_procedure.aspx](http://www.reading.ac.uk/internal/student/rules-and-regulations/student_complaints_procedure.aspx)

**Social Events**

There will be a number of social events you can take part in. These include opportunities to share food and drink with other students and your teachers, sports activities and trips to interesting towns. We shall let you know details nearer the time of the event.

You can organise other social events in discussion with your student representatives.
Checklist for new students

This checklist will help you be prepared for your course. Please ask if you do not understand any of the questions.

1. a) Have you registered at ISLI Reception (HumSS Room 204)? □
   b) Have you signed your consent form? □
2. Have you completed online enrolment? □
3. Have you collected your student card from Student Services (Carrington building)? □
4. Do you know how to access your University e-mail account? Have you checked your Inbox? □
5. Have you registered with the University Health Centre? □
6. If you live in a university hall of residence, have you completed the online University fire safety test? □
7. Have you paid your tuition fees? □
8. If you are sponsored, have you given a copy of your sponsorship letter to ISLI Reception? □
9. If in hall, have you read, understood, and signed your Residency Agreement and returned it to the Reception Desk in your hall of residence? □
10. Do you have the following items of stationery?
   - pad of paper size A4 □
   - ring binders size A4 □
   - file dividers □
   - pens □
   - pencils □
   - eraser □
   - pencil sharpener □
   - ruler □
   - highlighter pens □
   - pencil case □