

**Appendix 7: University of Reading, SLES  
MAELT by Distance Study**

**Invigilation of Examinations**

Please ensure that your invigilator completes and signs the following form. You should then return the completed form to the MAELT by Distance Study Programme Administrator, SLES, University of Reading, Whiteknights, PO Box 241, Reading, Berks, RG6 6WB, England.

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

Name and address of candidate
Name of invigilator
Contact address of invigilator
Phone/Fax number
e-mail address
Address to which examination material should be sent
Invigilator's place of work
Invigilator's position/job title
Place/location of examination
Date and time of examination

Signed ..... Date .....

## **Appendix 8: MAELT by Distance Study Assignment Cover Sheet**

(This is separated from your assignment before marking, so please make sure you also have a title page with essential information: see item 19 on Assignment Submission Checklist)

Student's name
Student's candidate number
Title of module and code (e.g. English in Context LSMDDT)
Title of assignment/question number (if applicable)
Personal Tutor
<p>I declare that I have read and understood the section on plagiarism in the MAELT by Distance Study Student Handbook and that this work is entirely free from plagiarism. I have acknowledged all quotations and ideas as advised in the Student Handbook.</p> <p>The assignment is ..... words in length</p> <p>Date .....</p> <p>Signature of student .....</p>

Please attach your completed form to the front of your assignment. Your assignment should be posted to The MAELT by Distance Study Programme Administrator, SLES, University of Reading, Whiteknights, PO Box 241, Reading, Berks, RG6 6WB, England.

## Appendix 10: Notification of Change of Address

It is very important that you notify us of any change in your address. If your contact details change, please photocopy the form below, complete it and return it to The MAELT by Distance Study Programme Administrator, SLES, University of Reading, PO Box 241, Whiteknights, Reading, Berks, RG6 6WB, England

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### MAELT by Distance Study

The following changes will be effective from (date) .....

Name
New Address
New Telephone Number
New Fax Number
New e-mail address
Further Information (e.g., notification of any temporary absences or temporary changes of address with dates)

## Appendix 11: Option Choices form

**The University of Reading  
School of Languages and European Studies  
MAELT by Distance Study**

Please indicate below which option modules you will be taking for the MAELT by Distance Study. Taught track students: these are your first three option choices.

**Your Name** .....

**When did you begin the MA programme? Month:** .....(May/November)  
**Year:** 20.....

**SLES Student Number** .....

**Proposed date for starting option modules:**

**Month** ..... (May/November) **Year** .....

**Proposed course of study** (NB This choice is not binding at this stage):

- **Diploma in ELT MAELT**
- **MAELT taught track**
- **MAELT dissertation track**

	<b>Title of Module Option</b>
1 <sup>st</sup> Option	
2 <sup>nd</sup> Option	
3 <sup>rd</sup> Option	

Please return this form by the date specified on your cohort timeline (or, if in doubt, at least two months before you wish to start studying these options) to:

The MAELT by Distance Study Programme Administrator

SLES

University of Reading

Whiteknights

PO Box 241

Reading

RG6 6WB

England

## Appendix 12: MAELT dissertation track form

Name:

Current e-mail address:

SLES student number:

1. Option modules I have completed:
2. Option modules I am currently working on:
3. I have regular access to e-mail and the World Wide Web: **YES** **NO** (*pls circle*)
4. a) I have local access to an appropriate academic library, with the following EFL/Applied Linguistics/related journals (*please list titles, to give us an idea of the range of materials available*):  
  
b) I do not have access to an appropriate academic library, but I plan to: (*please outline what action you will take to overcome this problem – eg visit Reading, giving proposed approximate dates*)
5. My marks for assessed modules to date are as follows: (please list module titles and marks)
6. I would like to study Research Design starting in January 20.....(please complete)
7. The area in which I might do a dissertation is\*:

Signed:

Date:

\* This does not commit you, but gives us an idea of your current thinking.

**PLEASE RETURN THIS FORM TO AMANDA HORN AT SLES WITH YOUR SECOND OPTION MODULE ASSIGNMENT OR BY 15 SEPTEMBER IN THE YEAR BEFORE YOU WISH TO STUDY RESEARCH DESIGN IF SELECTING DISSERTATION TRACK**

## Appendix 13: Taught Track Final Option Choices Form

The University of Reading  
School of Languages and European Studies  
MAELT by Distance Study

Please indicate below which options you will be taking to complete the taught track course:

Your Name .....

When did you begin the MA programme? Month .....(May/November)  
Year.....

Candidate Number .....

Proposed date for beginning final three option choices:

Month ..... (May/November) Year .....

	Title of Option
1 <sup>st</sup> Option	
2 <sup>nd</sup> Option	
3 <sup>rd</sup> Option	

Please return this form at least two months before you wish to start studying these options to:

The MAELT by Distance Study Programme Administrator  
SLES  
University of Reading  
Whiteknights  
PO Box 241  
Reading  
RG6 6WB  
England

## Appendix 14: Request for photocopy of article/chapter of book

You must fill in a separate declaration form for each article or chapter that you are requesting. Please photocopy the form below, complete it **IN BLOCK CAPITALS** and either fax it to SLES at: +44 118 975 6506 or post it to the address below.

To: Amanda Horn, School of Languages & European Studies, Department of Applied Linguistics, University of Reading, PO Box 241, Whiteknights, Reading, Berks, RG6 6WB, England.

Details of article / chapter: (please give full bibliographical details as outlined in Student Handbook, section "References in Bibliography.")

If appropriate, which Module and Unit did this reference come from?

Your name:

Your address, e-mail and fax/phone number:

**Note:** Photocopies will normally be sent by airmail. If you would like your photocopies sent by courier (DHL), please tick this box.

There will be an additional charge for photocopies sent by courier.

### DECLARATION OF USE OF PHOTOCOPIED MATERIAL:

Please supply me with a copy of the article detailed above. I declare that:

- a)** I have not previously been supplied with a copy of the same material by you or any other librarian;
- b)** I will not use the copy except for research or private study and will not supply a copy of it to any other person; and
- c)** to the best of my knowledge no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

I understand that if the declaration is false, the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

Please make this declaration by signing below. **The Copyright, Designs and Patents Act 1988 requires such a declaration before any photocopy is supplied.** The signature must be the personal signature of the person making the request.

**SIGNATURE:**.....**DATE:**.....