

## Languages for All

### Terms and Conditions summary:

- All Essex students on a degree course of at least 12 months are eligible for one year of language tuition at no additional cost – please see Section 2 for full details.
- Students who have already used their Language for All offer are able to study further on payment of a fee; for 2023/24 this is £280. All fees will need to be paid by 27 October 2023 and are non-refundable – please see Section 3 for full details.
- The 2023/24 application period opens on 13 September 2023 and closes on 11 October 2023.
- Student attendance is monitored to ensure maximum use of the places available and non-attendance/engagement in the first two weeks may lead to a student being removed from a module and the place allocated to a student on the waiting list.
- A student may request withdrawal from the programme but for this to be without penalty a request must be received by 31 October 2023.

### Terms and Conditions 2023-24

#### 1. The Offer

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

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

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

We reserve the right to cancel a class if the number of enrolments fails to reach the minimum number required. We also reserve the right to merge classes if the total number of attending students is low.

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

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



## 2. Eligibility

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

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

## 3. Application and Fee Level

All applications must be made via the LfA [website](#) which in turn will link to the dedicated web application form on myEssex. The link to the myEssex application page will be displayed on the Languages for All web pages once the application period has begun and details relating to the application process will be published on the Languages for All website. The application period for 2023-24 will open on 13 September 2023 and close on 11 October 2023. Students may only apply for one module online.

All University of Essex students who meet the eligibility criteria under Section 2 are eligible for one module of language tuition at no additional cost. For students wishing to study a second module (eg by undertaking a second year of LfA study or studying a second language), a fee applies and for 2023-24 the fee is £280.

Fees are non-refundable and must be paid in total by 27 October 2023 at the very latest. Students who have not paid their fees by this date and who have not communicated with the LfA Administrator may be removed from the module register.

Places are distributed on a “first come first served” basis. Students should submit their application as early as possible to avoid disappointment.

In line with the attendance policy (see Section 5 below), any students with “pending status” will normally be informed by the end of week 6 if a space has become available. Students may use the “Listen Again” service and the materials made available on Moodle to catch up with missed work.

## 4. Attendance Policy

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



All LfA modules commence in week 3 of the Autumn term. Students who fail to attend in the two weeks following enrolment may be withdrawn from the module and their place offered to a student on the waiting list.

In the case of absence due to urgent commitments or sickness, students must inform the module tutor as soon as possible, and at the latest within 24 hours after the missed class. Depending on the reason given for the absence, and at the Language Tutor and Programme Coordinator's discretion, students may be excused from the missed class(es) and recorded as a "Notified Absence".

In the case of Language Portfolio modules, regular contact with the module tutor is expected and engagement will be monitored.

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

Students may choose to leave an LfA module and can do so by filling out the [online withdrawal form](#). The deadline for withdrawal requests without penalty is [31 October 2023](#).

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

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

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

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

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

All assessed work is marked on a scale of 100. To pass a module, a student must achieve an aggregate mark of 40% or higher.

All students taking a LfA module who are participating in the Big Essex Award and who meet the relevant criteria will have the name of the successfully completed module and "PASS" entered on their Higher Education Achievement Report under "extra-curricular" activities. The criteria are: completion of all three assessments, a final mark of 60% or higher and a minimum attendance record of 70%.

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

LfA modules are non-credited, extra-curricular modules and do not appear on any University degree transcripts.

## **7. Timetabling/class allocation**

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

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

It is possible to request a change of class but this can only be done in person at the LfA office or by emailing [lfaadmin@essex.ac.uk](mailto:lfaadmin@essex.ac.uk) with reasons, and changes can only be made in exceptional circumstances and where class numbers allow.

## **8. Extenuating circumstances**

Extenuating Circumstances are circumstances beyond a student's control which have had a negative impact on their assessed work, either by preventing them from attending an assessment event, for example an exam or an in-class test, or from submitting a coursework assignment by the published deadline, or by causing them to perform less well in the assessment.

If a student is unable to attend an Assessment on their allotted day/time, they may be able to take the assessment in another class in the same week. The student should contact LfA by emailing [lfaadmin@essex.ac.uk](mailto:lfaadmin@essex.ac.uk) and their Class Teacher as soon as possible. It is not normally possible to take the Assessment outside of this week.

In line with University policy, where a student does not attend an Assessment, this will be recorded as an "Absence" and a mark of zero awarded.

In cases where circumstances beyond a student's control have prevented them from attending, or caused them to perform less well in a LfA Assessment, they may contact LfA via email to [lfaadmin@essex.ac.uk](mailto:lfaadmin@essex.ac.uk) to ask for extenuating circumstances to be taken into consideration by the Board of Examiners, providing details of the circumstances supported by documentary evidence, for example a medical letter/certificate from an appropriate medical professional.

In those cases where a student files an Extenuating Circumstances Claim with the department responsible for them, and where this could affect the outcome of their LfA module, it is the responsibility of the student to inform LfA.