

CONTENTS

Welcome	2
Course Dates	3
Subject Codes.....	4
Sample Timetable	4
Course Outcomes	5
General Information	6
Course Details	
Level 1.....	9
Level 2.....	10
Level 3.....	11
Unit Outlines	
XA 101 Critical Literacy for International Students	14
XA 102 Introduction to Western Academic Culture	14
XA 103 Practical Application of Academic Skills	15
XA 201 Advanced Critical Literacy for International Students ...	15
XA 202 Understanding Western Academic Culture.....	16
XA 203 Advanced Practical Skills in Higher Education	16
XA 301 Intensive Academic English for International Students.	17
The EAP Classroom	18



Dear Valued Student,

Welcome to the University of Ballarat and the EAP Program!

On behalf of the English and Academic Program (EAP) staff and the entire University community, I wish to extend a very warm welcome to you on your arrival at one of the most sought after study destinations in the world – Australia.

Throughout the EAP course, the EAP staff will try to demystify what it means to be an international student at the University of Ballarat. You will also have many opportunities to ask your teachers questions about the course, your degree studies and living and studying in Ballarat. Please also feel free to ask questions about Australians and Australian culture.

I trust that your time in the EAP course at the University of Ballarat will be both academically and personally rewarding and I look forward to getting to know you better.

Best Wishes,

***Christine Kimonides
Director - EAP
Phone: 5327 9613
Mobile 0437 681 803***

EAP Course Dates

2006—Teaching Period 3

July 17	20 Weeks starts
September 18 – 29	Break
October 2	Classes Resume
October 3	10 week starts (Both groups come together 10, 20)
December 8	Both groups finish together

2007—Teaching Period 1

February 5	20 weeks starts
March 12	15 weeks starts (1 unit separate and intensive accelerated version of the first 10 weeks)
April 6	Easter break
April 16	Classes Resume
April 23	10 week starts (All groups come together 10, 20, 15)
May 21	5 Week course starts (separate and intensive)
June 29	All groups finish together

2007—Teaching Period 3

July 16	20 weeks starts
August 20	15 weeks starts (1 unit separate and intensive - accelerated first 10 weeks)
September 24 - 28	Break
October 1-	Classes Resume
April 23	10 week starts (All groups come together 10, 15, 20)
November 12	5 Week course starts (separate and intensive)
December 17	All groups finish together

EAP 2006
CRICOS Provider Number 00103D

Please Note: from time to time, the EAP staff will use the EAP subject codes in both verbal and written instruction. It is important that you familiarise yourself with the codes and the corresponding unit.

Subject Name / Area	Subject Code	Unit
Academic Writing	AW	XA 101 & XA 201
Listening & Notetaking	LNT	XA 101 & XA 201
Reading & Notemaking	RNM	XA 101 & XA 201
Oral Presentation Skills	OPS	XA 202
Guided Discussion	GD	XA 102 & XA 202
Library Skills	LS	XA 102 & XA 202
Research Skills	RS	XA 102 & XA 202
Self Study	SS	XA 102 & XA 202
Understanding Australian Customs	UA	XA 102 & XA 202
Understanding Western Academic Culture	UWAC	XA 102 & XA 202
Pronunciation Practice	PP	XA 101
Practice Lecture	PL	XA 103 & XA 203
Practice Tutorial	PT	XA 103 & XA 203
Please note: The above subject names/areas will be taught in flexible mode. The study areas are subject to change and depend on the students' levels and needs (as determined by the unit teachers).		

Sample Timetable

EAP Timetable Effective from Monday 2nd October 2006				
Monday	9.30-11.00 <i>Academic Writing Class 1</i> Room F311		12.00-1.30 <i>Academic Writing Class 2</i> G338	2.30-4.30 <i>Understanding Academic Culture</i> H123
Tuesday	10.00-12.00 <i>Oral Presentation Skills</i> T126	12.30-2.00 <i>XA103 Lecture Asia in Focus</i> T204	2.00-3.30 <i>Level 2 Transition Class</i> H124	2.30-3.30 <i>XA103 Tutorial Asia in Focus</i> T204
Wednesday	9.30-11.30 <i>Academic Writing Class 2</i> Room F311	12.30-2.30 <i>Academic Writing Class 1</i> H122	12.30-2.30 <i>Self Study Class 2</i> H124	2.30-4.00 <i>English Corner ISP Lounge</i>
Thursday	9.30-11.00 <i>Listening & Notetaking</i> H125	11.30-12.30 <i>XA103 Tutorial Asia in Focus</i> T124	1.30-2.30 <i>Research Skills</i> G338	2.30-3.30 <i>XA103 Tutorial Asia in Focus</i> F312
Friday	9.30-11.00 <i>Library Skills</i> Library	11.30-1.00 <i>Listening Class 1</i> H127 Language Lab	1.30-3.00 <i>Listening Class 2</i> H127 Language Lab	

EAP – 2007

Summary of Course Outcomes and Objectives

Outcomes

At the completion of EAP Levels 1, 2 and/or 3 (10, 15 & 20 weeks), students are expected to have the skills and knowledge to:

- ◆ Work independently and confidently in an English speaking University;
- ◆ Work confidently and appropriately as part of a group;
- ◆ Confidently undertake independent research and have the ability to report their research findings in fluent written or oral form;
- ◆ Write fluent, well structured and referenced academic essays and reports without the need to plagiarise.
- ◆ Converse fluently in academic situations.
- ◆ Competently and clearly present a seminar/tutorial and lead discussion groups.
- ◆ Evaluate academic materials.
- ◆ Have well developed self-study skills and strategies (including self discipline) that increase the student's chances of success in exams and assignments.
- ◆ Have a greater understanding of western academic culture and the expectations of lecturers and other university staff.

Objectives

EAP courses are designed to enable students to:

- ◆ actively participate in tertiary studies at the University of Ballarat;
- ◆ understand the linguistic and cultural factors which underlie academic discourse in English;
- ◆ identify cultural variations in general academic discourse, teaching and learning;
- ◆ develop the relevant theoretical framework necessary to inform the practical application of skills and knowledge in the context of western academic discourse;
- ◆ apply new skills and knowledge effectively in authentic and authentically simulated academic situations

General Information

The English & Academic Preparation program (EAP) is an access and preparatory pathway program for non English speaking background (NESB) international students intending to undertake approved undergraduate and postgraduate degree studies at the University of Ballarat as specified in their offer letter.

EAP aims to enhance and develop students' English language skills and knowledge of western academic culture for the purposes of academic study in Australian universities. A unique feature of the EAP program is the 'in-course' practicum unit, giving the students opportunities to apply and *practise* their academic skills in higher education mainstream lectures and classes relevant to their destination studies.

The comprehensive preparation for academic study is underscored by the range of key learning areas that focus on enhancing the students' skills of reading, writing, listening and speaking. Students also benefit from the transition studies in Australian culture and customs, designed to enhance the cultural adjustment phase.

At the completion of EAP, it is expected that students will engage confidently in academic situations in their destination courses, and will contribute significantly to university life as members of the international student cohort.

Course Structure

EAP consists of a nested set of units within three courses, EAP Level 1 (20 weeks duration) and EAP Level 2 (10 weeks duration) and EAP Level 3 (15 weeks duration). The courses are short non-award programs that run in and between the normal academic semesters. Credit points generally do not apply.

EAP XA1 (20 weeks)

- XA 101 Critical Literacy for International Students
- XA 102 Introduction to Western Academic Culture
- XA 103 Practical Application of Academic Skills in Higher Education
- XA 201 Advanced Critical Literacy for International Students
- XA 202 Understanding Western Academic Culture
- XA 203 Advanced Practical Application of Academic Skills in Higher Education

EAP XA2 (10 weeks)

- XA 201 Advanced Critical Literacy for International Students
- XA 202 Understanding Western Academic Culture
- XA 203 Advanced Practical Application of Academic Skills in Higher Education

EAP XA3 (15 weeks)

- XA 201 Advanced Critical Literacy for International Students
- XA 202 Understanding Western Academic Culture
- XA 203 Advanced Practical Application of Academic Skills in Higher Education
- XA 301 Intensive Academic English Preparation for International Students

Learning tasks are based around developing academic skills in the areas of listening, reading, writing and speaking. Students develop skills in critical thinking and knowledge of western academic culture, specifically the method of instruction that prevails in Australian academic culture.

The program content builds skill proficiency and communicative competence in the following areas:

- Academic Writing
- Oral Presentation/Pronunciation
- Listening & Notetaking
- Academic Reading & Notemaking
- Research Skills
- Study Skills
- Guided Discussion/Tutorial
- Lectures
- Reflective Learning & Group Participation
- English Corner – Everyday Australian English

Assessment

A range of continuous assessment methods will be used to enable students to demonstrate competency. Students will be assessed by performing set tasks at specified standards, under prescribed conditions. Students are generally not required to sit an IELTS test after their satisfactory completion of EAP.

Mode of Study

Each year, the School of Behavioural and Social Sciences and Humanities at the Higher Education campus at Mount Helen, delivers two 10 week, two 15 week and two 20 week courses on a full-time basis.

Delivery Mode

EAP subjects are taught by a combination of lectures, seminars and tutorials and a range of curriculum extension activities.

Pathway Opportunities

At the satisfactory completion of EAP, students are guaranteed entry into their chosen course of study at the year level specified in their offer letter or planned enrolment into post graduate study.

Students who have completed EAP at the University of Ballarat include undergraduate and post-graduate students in the following degree study areas:

- Business
- IT
- Humanities
- Social Sciences
- Science
- Engineering
- Nursing

Who Can Apply?

International students with a language background other than English and an overall IELTS score of 5.0 or 5.5 are eligible for one of the three EAP courses on offer.

Entry Requirements

The EAP program generally allows three official entry points based on the student's assessed need for language and academic preparation.

Entry into EAP Level 1 (20 weeks) is for students with an overall minimum IELTS score of 5.0 or its equivalent.

Entry into EAP Level 2 (10 weeks) is for students with an overall IELTS 5.5 or its equivalent with a minimum of two bands of 5.0.

Entry into EAP Level 3 (15 weeks) is for students with an overall IELTS 5.5 with three bands of 5.0 or lower.

Admission decisions will rest with the Manager, Admissions, International Student Programs and the EAP Course Coordinator. Assessment will be based on a combination of factors including the student's English language level and ability, and a review of the student's prior learning experiences.

Fees

For fees and other related costs, please contact the International Student Programs Office at international@ballarat.edu.au.

Course Enquiries

For information about EAP course content and delivery please feel free to contact Ms Christine Kimonides, Director of EAP:

School of Behavioural & Social Sciences & Humanities
University of Ballarat
PO Box 663
Mount Helen Vic 3353
T +61 (03) 5327 9613
F +61 (03) 5327 9840
E c.kimonides@ballarat.edu.au
www.ballarat.edu.au

Course Details

Title of course:

English and Academic Preparation (EAP)

Level 1 20 weeks

Course Code: XA1

CRICOS Provider Number: 050427C

This course is a short non-award course offered as pre-entry to higher education degrees through articulation arrangements or for approved undergraduate and postgraduate study.

Year of Introduction:

2004

Location:

University of Ballarat, Mt Helen Campus.

Admission Requirements:

Students will be non-English speaking background fee paying international students meeting the minimum requirement of an overall IELTS score of 5.0 or its equivalent, and will be in an articulation arrangement to a higher education award course, or an approved undergraduate or postgraduate program.

Duration of the Course:

The course will be of 20 weeks duration and the students will have 500 contact hours during this period. It may be taught in any semester or in semester break.

Mode of Delivery:

This course will be delivered in full-time mode on-campus.

Rationale for the Course:

This course aims to assist international students with a minimum overall IELTS score of 5.0 or its equivalent to achieve competency in English language and academic skills prior to their commencing approved articulation programs in higher education or postgraduate training, or planned enrolments.

The course consists of 6 units which enhance English and academic language skills, as well as studies designed to enhance the academic cultural adjustment phase so that students can successfully enter their chosen course of study at the year level specified in their offer letter or planned enrolment. Satisfactory progress must be made in each unit to enable a student to progress.

Structure of the Course:

Students enrol in the 6 units and must satisfactorily complete these units prior to entry to degree courses. Satisfactory progress in the introductory units is mandatory for continuation into advanced units within the EAP program. The first three units will focus more on language acquisition, while the second set of three units is more focused on academic skills.

EAP Level 1	3 units x 10 weeks	3 units x 10 weeks
20 weeks	XA 101 Critical Literacy for International Students	XA201 Advanced Critical Literacy for International Students
Entry requirement:		
Minimum overall: IELTS 5.0	XA102 Introduction to Western Academic culture	XA202 Understanding Western Academic Culture
	XA103 Practical Application of Academic Skills in Higher Education	XA203 Advanced Practical Application of Academic Skills in Higher Education

Title of course:

English and Academic Preparation (EAP)

Level 2 10 weeks

Course Code: XA2

CRICOS Provider Number: 050429A

This course is a short non-award course offered as pre-entry to higher education degrees through articulation arrangements or for approved undergraduate and postgraduate study.

Year of Introduction:

2004

Location:

University of Ballarat, Mt Helen Campus.

Admission Requirements:

Students will be non-English speaking background fee paying international students meeting the minimum requirement of an overall IELTS score of 5.5 and will be in an articulation arrangement to a higher education award course, or an approved undergraduate or postgraduate program.

Duration of the course:

The course will be of 10 weeks duration and the students will have 250 contact hours during this period. It may be taught in any semester or in semester break.

Mode of Delivery:

This course will be delivered in full-time mode on-campus.

Rationale for the Course:

This course aims to assist international students to achieve competency in academic language and relevant academic skills prior to their commencing approved articulation or post graduate programs at higher education at the

University of Ballarat. Students who enrol in this course will normally come from an educational context which is different to that of Australian academic culture. This program will assist them in identifying and understanding these differences and provide an avenue for enculturation into the University and their 'destination' course. A significant aim is to prepare them to successfully engage in their studies by providing understanding of the different values and expectations in Western academic culture, and to assist them to develop strategies and confidence to enable them to effectively contribute and participate within their award course.

The course consists of 3 units which provide a range of English and academic language skills as well as significant academic preparation. The course is a non-award program. Many students undertaking this program will be articulating approved courses with advanced standing into a degree program (e.g. Management, Business, IT or Arts) as part of our articulation agreements. The agreements provide for a program of study including English language enhancement, academic English, critical literacy skills, social and cultural orientation, as well as academic preparation so that they can successfully enter their chosen course of study at the year level specified in their offer letter.

Title of course:

English and Academic Preparation (EAP) (*New Course*)

Level 3 15 weeks

Course Code: XA3

CRICOS Provider Number: 058664C

This course is a short, access and preparatory pathway program offered as part of the University of Ballarat's articulation arrangements or as pre-entry to approved higher education undergraduate, postgraduate or TAFE courses.

Year of Introduction:

2006

Location:

University of Ballarat, Mt Helen Campus.

Admission Requirements:

Students will be non-English speaking background fee paying international students who meet the minimum requirement of an overall IELTS score of 5.5 or its equivalent. The students will be in an articulation arrangement for higher education award courses, or pre-approved undergraduate, postgraduate or TAFE program. Admission decisions will ultimately rest with the Manager – ISP Administration and Admissions, and the Director – EAP.

Duration of the course:

The course will be of 15 weeks duration with a minimum of 22 study hours per week. The course may be taught in any semester or in semester break.

Mode of Delivery:

This course will be delivered in full-time mode on-campus.

Rationale for the Course:

This course aims to assist international students who have a minimum overall IELTS score of 5.5 or its equivalent with two or more bands of 5.0 or lower, to achieve competency in English for academic purposes prior to their commencement of approved articulation programs into higher degree courses, or planned enrolments. Students who would normally enrol in the 15 week course would need more English language and academic preparation than a student eligible for a 10 week course.

The first unit, XA 301 - Intensive Academic English for International Students, is delivered independently of the co-requisite units. It combines critical and practical approaches within a TESOL methodology. By enhancing the core skills required for academic study, specifically academic writing, reading, listening and speaking, this unit aims to prepare non English speaking background international students for tertiary study in the English medium environment, specifically Australian universities. The core academic English language skills are developed and extended in the co-requisite units through a variety of topics and activities, including studies in Australian society and a range of academic cultures. Such topics provide students with opportunities to examine the values and methods of instruction and learning that prevail in Australian universities, compared with their own. By developing an insight into cultural variations in teaching and learning styles, it is expected that students will be better prepared to effectively respond to the demands placed on them in a variety of academic situations in their new learning environment.

The co-requisite units, XA 201 and XA 202 and XA 203 provide for a program of study which is more advanced than XA 301 and include advanced critical literacy skills and considerable preparation in western academic culture so that students can successfully and confidently enter their chosen course of study at the year level specified in their offer letter or planned enrolment.

The 15 week EAP program is full time with a minimum of 22 contact hours per week. The course consists of four units, Intensive Academic English Preparation for International students, Advanced Critical Literacy for international Students, Understanding Western Academic Culture and Advanced Practical Application of Skills in Higher Education.

Students enrol in the four units and must satisfactorily complete all four prior to entry to the articulated program or planned enrolment into their higher degree courses. Satisfactory progress in the 5 week intensive unit is mandatory for continuation into advanced units within the 15 week EAP course. Students who demonstrate a high level of ability in XA 301 may be eligible for a reduced load in XA 203.

The five weeks of intensive classroom instruction provided in XA 301 focus on developing the core skills of academic reading (6 hours), writing (7 hours), listening (3 hours), and speaking (3 hours), with additional allocated self study time and

daily/weekly homework tasks. By the end of week five, it is expected that students will have the foundation skills necessary to confidently undertake the co-requisite units in which students critically examine the methods of instruction and learning that prevail in western academic culture and the English speaking medium environment. The co-requisite units, in particular XA 203, provide many opportunities for students to apply and produce the newly acquired skills in authentic and authentically simulated academic situations and through the range of learning and assessment tasks allocated to each unit of study. The remaining ten weeks are less intensive than weeks 1-5.

<p>EAP Level 3</p> <p>15 weeks Entry requirement: Minimum: IELTS score 5.5</p>	<p>1 unit x 5 weeks</p> <p>XA 301 Intensive Academic English Preparation for International Students</p>	<p>3 units x 10 weeks</p> <p>XA 201 Advanced Critical Literacy for International Students XA 202 Understanding Western academic Culture XA 203 Advanced Practical Application of Skills in Higher Education.</p>
---	---	--

Unit Descriptions

Unit Code & Title:	XA 101 Critical Literacy for International Students
Author:	Talia Barrett
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Teaching Periods:	1 & 3
Pre-Requisites:	Status as a Non-English Speaking background (NESB) Fee-paying student with a minimum IELTS score of 5.0
Co requisite:	XA 102 and XA 103
Duration:	10 weeks

Description:

This unit focuses on developing the academic skills of reading, writing, listening and speaking as they apply to tertiary study in Australia, specifically academic writing, research skills, text analysis and oral presentations.

Unit Code & Title:	XA 102 Introduction to Western Academic Culture
Author:	Talia Barrett
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Teaching Periods:	1 & 3
Pre-Requisites:	Status as a Non-English Speaking Background (NESB) International Fee-paying student with a minimum IELTS score of 5.0
Co requisite:	XA 101, XA 103
Duration:	10 weeks

Description:

The focus of this unit is on clarifying the differences and similarities between western and non-western cultures and, specifically, identifying the values that underpin those systems. This unit introduces students to elements of Australian culture and society in order to develop students' understanding of the linguistic and cultural factors which underlie English discourse by: analysing and identifying cross-cultural similarities and differences in written and oral communication; exploring the cultural values which shape those differences; applying the knowledge and skills learned.

Unit Code & Title:	XA 103 Practical Application of Academic Skills in Higher Education
Author:	Talia Barrett
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Teaching Periods:	1 & 3
Pre-Requisites:	Status as a Non-English Speaking background (NESB) Fee-paying student and meeting the requirement of a minimum IELTS score of 5.0
Co requisite:	XA 101 and XA 102
Duration:	10 weeks

Description:

The purpose of this unit is to expose students enrolled in the English for Academic Purposes course to mainstream lectures and classes in a higher education unit at the University of Ballarat relevant to their destination higher education studies. The student will attend classes in an approved unit within the 'destination' school, or as otherwise negotiated, and then reflect upon this learning and experience with class members and staff in the EAP program. Activities and assessments will be constructed by the EAP staff to ensure relevance of this experience.

Unit Code & Title:	XA 201 Advanced Critical Literacy for International Students
Author:	Talia Barrett
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Teaching Periods:	1 & 3
Pre-Requisites:	Status as a Non-English Speaking background (NESB) Fee-paying student with a minimum IELTS score of 5.5.
Co requisite:	XA 202 and XA 203
Duration:	10 weeks

Description:

This unit focuses on the skills that are required for success in tertiary study in Australia, specifically academic writing, research skills, text analysis, oral presentations and self-study skills.

Unit Code & Title:	XA 202 Understanding Western Academic Culture
Author:	Talia Barrett
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Teaching Periods:	1 & 3
Pre-Requisites:	Status as a Non-English Speaking Background (NESB) International Fee-paying student with a minimum IELTS score of 5.5.
Co requisite:	XA 201 AND XA 203
Duration:	10 weeks

Description:

The aim of this unit is to further develop students' understanding of the linguistic and cultural factors, which underlie academic discourse in English particularly relevant to higher education. It explores and analyses cross-cultural similarities and differences in academic discourse; and reviews the cultural values which shape those differences. This unit assists the student to gain further skills in applying the knowledge and skills relevant to participation in higher education courses. The focus of this unit is on analysis of academic texts and argument evaluation and presentation. The purpose is to equip students with the knowledge of the linguistic and academic conventions needed to produce academic work in an Australian university.

Unit Code & Title:	XA 203 Advanced Practical Skills in Higher Education
Author:	Talia Barrett
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Teaching Periods:	1 & 3
Pre-Requisites:	Status as a Non-English Speaking background (NESB) Fee-paying student and meeting the requirement of a minimum IELTS score of 5.5.
Co requisite:	XA 201 AND XA 202
Duration:	10 weeks

Description:

The purpose of this unit is to expose students enrolled in the English for Academic Purposes course to mainstream delivery in a higher education unit at the University of Ballarat. It builds upon students' previous experience at education and prepares them for entry into their 'destination' courses. Students will attend lectures and classes within their 'destination' course as guided by the EAP Course Coordinator, and reflect upon this experience in a supportive and reflective environment. Student's skills and confidence to participate and effectively engage in higher education award courses will be a focus of their learning in this unit.

New Unit

Unit Code & Title:	XA 301 Intensive Academic English for International Students
Co-Coordinator:	Christine Kimonides
School:	School of Behavioural & Social Sciences & Humanities
Course:	English and Academic Preparation
Co requisites:	XA 201 & XA 202 & XA 203
Duration:	5 Weeks
Credit Points:	30cp

Description:

This unit focuses on intensively developing the academic English language skills of reading, writing, listening and speaking as they apply to non English speaking background international students who intend to undertake tertiary study in Australia. The skills specifically developed and extended are academic writing, reading, listening and speaking.

Unit Content:

This unit focuses on intensively developing the English language and academic skills necessary for effective study in higher education in English speaking medium environments.

The following skills are developed, extended and practised using a variety of topics related to Australian society and western academic culture:

- Research & Referencing skills
- Academic Essay writing
- Argument evaluation and analysis
- Academic and non-academic text response
- Academic and non academic spoken text response
- Summarising, paraphrasing and synthesising skills for written discourse
- Study Skills

The EAP Classroom

1. Studying and Learning English Successfully

Understanding the method of instruction that prevails here in Australian universities will enhance your chance of success. Studying in English presents new challenges and requires full commitment for a good outcome. It is natural to speak one's 'mother tongue' frequently, but experience has shown that those students who try to converse in English – both in and out of class – generally improve their language skills at a faster pace, and this is reflected in their work.

It is good policy to buy and carry a good general English dictionary and a bilingual one as well. It is similarly good policy to develop a list of new terms/vocabulary that you find in both written and spoken texts. You should learn their meanings and try to use the new words regularly.

English language teaching in Australia differs from that in other countries in several ways. In Australia, for example, there is a strong emphasis on self-guided learning and teachers expect students to create their own learning objectives and outcomes. This means that for example, vocabulary building is both the students' and teachers' responsibility. Tools to assist vocabulary building, such as 'electronic' dictionaries are not recommended because they are not as comprehensive or as accurate as the hard copy dictionaries. English teachers generally disapprove of the use of electronic dictionaries in class. An English Grammar book and Thesaurus are most important vocabulary building tools and particularly useful for 'paraphrasing'. Most good English language reference books can be purchased from Newsagencies and bookstores.

2. Speaking English in the EAP classroom

Most EAP teachers insist that students speak English in the classroom at all times. This rule is designed to maximize the students' use of and exposure to the English language so that learning happens at a faster rate. Speaking English in the classroom also assists the teacher to 'hear' or identify the problem areas, and to assist as and when is necessary. In this culture, it is also generally considered impolite to speak languages other than English in an English classroom, especially when several students habitually converse in their native language at the exclusion of others. Speaking ones' own language may send unintended message of exclusion that can create uncomfortable situations and miscommunication.

3. The Role of Teacher and Student

The teaching environment in Australia is based on the idea of a partnership between teacher and student. Students are encouraged to work closely with their teachers, asking questions about subject content, assessment and study methods. Teachers monitor student progress and comprehension, however, if you are having particular difficulties, it is advisable that you tell your teacher or student mentor. He or she wants to know about anything that may be affecting your studies and will assist you as much as possible to overcome your difficulties. Communicating your

needs or difficulties in an open and timely manner, helps to reduce your stress and increases your chances of success.

4. Rules and Regulations

a. Visa Requirements

DIMA requires International Students to attend 80% or above of all classes. If this requirement is not met, visas will not be renewed.

b. Attendance and Punctuality

1. Formal attendance is not only a legal requirement but an educational one as well. In order to do well, students should attend all classes.
2. If a student cannot attend classes because of illness, he/she must show a medical certificate to the teacher and then give the medical certificate to the EAP Program manager. Only original certificates will be accepted.
3. Study and class attendance are considered to take precedence over other activities. Looking for accommodation, testing for a drivers licence or working, are not valid reasons for absences from class. Students with special circumstances, such as those having particular difficulties finding accommodation, or settling-in should seek assistance from International Student Support in the Union Building. Students who need to miss a class for any reason must seek permission in advance from the EAP Program Manager.
4. Students who are persistently absent without a medical certificate, will be formally interviewed by the Program Manager.
5. Students are expected to be punctual. Teachers wish to begin class on time and students are expected to show courtesy to staff and peers by being on time. The attendance roll will be marked at each class. Lateness will be noted and time missed will be deducted from the attendance record.
6. Tests and major assessments are often held at the beginning and end of term. Students should not make travel arrangements that would cause them to miss these days.
7. Students needing to leave the country during the program, for any reason, must obtain permission from the Program Manager.

c. Submission of Work

All work is to be submitted on or before the due date. Submission dates (due dates) will not generally be extended. All work submitted is to be clearly labelled with the student's name, student's number and teacher's name.

d. Assignment Extensions

Assignments must be handed in on or before the due date. **Marks will be deducted for late work at 10% per day.** Thus an essay worth 10 marks would lose 1 mark a day; an essay worth 15 marks would lose 1.5 marks a day.

In special circumstances, if the students are unable to complete work and submit it by the due date, they must see the teacher before the due date and seek an extension. A medical certificate must be supplied to cover illness.

5. Assignment Boxes

There is an Assignment Box in Building H, Level 2. All assignments should be handed directly to the teacher or lodged in the assignment box. Students must complete an Assignment Attachment Form and attach this to the front of their assignment. Assignment Attachment forms will be located near the assignment box. **Students must keep a copy of their assignments.**

6. Tests and Oral Presentations

Students who are absent during tests will not generally be given another opportunity to sit for tests. Only in special circumstances, (such as medical reasons) and at the teacher's discretion, will students be able to sit for a supplementary test. A medical certificate must be supplied to cover illness. If students are absent for a test or presentation, they must notify their teacher (in person, by phone or in writing) **within 2 days** of the test or presentation. Failure to do this will result in the student receiving zero marks.

7. Cheating

Cheating is a serious offence and treated as such in most Australian Universities. Copying from another student's work or giving any information from tests to students in other classes is cheating. Cheating in tests, essays, assignments or examinations will generally result in a fail and further action may be taken.

One form of cheating is **plagiarism**:

Plagiarism means copying other people's work and it has several forms, but most commonly:

1. **Copying** from books without **acknowledging** the **source**.
2. **Copying** work **done by other students**, even students from other universities.
3. **Copying** information **from internet web pages** without acknowledging the sources.

All forms listed above are serious and the University of Ballarat takes plagiarism offences very seriously. Allowing someone else to copy your work is considered a passive form of cheating and is usually disciplined.

The EAP Program will deal with cheating, specifically plagiarism, in the following way:

1. The work will be rejected and the student will be asked to resubmit it.
2. A statement will be recorded on the student's file.
3. Subsequent plagiarism will be referred to the EAP Program Manager for further action and a fail may be recorded against the student for the entire subject.

Please note: The EAP teachers understand that plagiarism is a new concept to many international students and will treat plagiarism cases sensitively. However, once the teachers are assured that all students have learned the academic skills necessary to avoid plagiarism, (such as paraphrasing, referencing and citation) they will expect all students to comply with the rules. Unfortunately, in western academic culture, 'ignorance is no excuse' for plagiarism or other forms of cheating.

8. Student Resources and Materials

All students will be expected to have an English language dictionary, English language Grammar book and an English Thesaurus. Students must also have a folder (ring binder) or other, with 'inserts' to store class handouts provided by the teachers throughout the course.

9. Materials for note-taking / note-making during lectures/classes

Students will be expected to take the necessary materials to each class to ensure an optimum learning experience and environment. Students are expected to take suitable writing paper (A4 size notepads) and pens/pencils to each lecture/class. Students are expected to take notes during lectures or when indicated by the teacher. Students will also be expected to 'think ahead' of class to ensure they go to class with the appropriate and relevant texts/handouts and other materials. Students will be taught note-taking and note-making skills in the EAP course.

10. Mobile Phones

All mobile phones must be turned off during class time. Students are not permitted to bring mobile phones to tests/exams/oral presentations.