

Welcome to the University of Lethbridge



English for Academic Purposes (EAP) Program Policies and Information

International Centre

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University of
Lethbridge

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INTRODUCTION

Welcome to the University of Lethbridge! This handbook includes very important information to help students learn English successfully while they are in the EAP program.

As an EAP student, you are expected to understand and follow these policies. If you have questions about anything related to your experience in EAP, consult this handbook.

University of Lethbridge

International Centre

English Language Institute

Students' Union Building (SU060)

Hours: Mon-Fri

9:00 am - 4:00 pm

Phone: 403-329-2053



IMPORTANT CONTACTS

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Follow us!

University of Lethbridge - English Language Institute



EAP PROGRAM OVERVIEW

The English for Academic Purposes (EAP) program is a non-credit program offered through the English Language Institute (ELI) in the International Centre. Because of its non-credit status, it is typically not eligible for student loans or for tax deductions.

The EAP program is a full-time program, including 20 hours of instruction each week for 10 hours in each course: Reading & Writing and Communication. Students should be prepared for homework and meetings with instructors and group members outside of class time.



EAP TUITION FEES

EAP tuition and other university fees **must** be paid in full to the University Cash Office **by the university deadline to remain in the EAP program**. If you require funds from overseas, or have a bank card withdrawal limit, start your payment procedures early so that you will not be late with your fee payments.

Make sure you state your ID number. **Note that the Cash Office does not accept credit cards.**

<http://www.uleth.ca/international/content/tuition-fees>



IMPORTANT: *There will be NO REFUND of tuition fees if a student withdraws or is withdrawn from the program after the extended drop date.* https://www.uleth.ca/ross/sites/ross/files/imported/academic-calendar/2019-20/cal_doc.pdf

SCHOLARSHIPS

There are currently two scholarships available to EAP Students.

A) The English for Academic Purposes Domestic Student Award

B) The English for Academic Purposes Completion Award



For more details and a list of all university Awards and Scholarships:

[https://www.uleth.ca/sites/default/files/2019/03/2019-2020 awards listing website calendar update 1.pdf](https://www.uleth.ca/sites/default/files/2019/03/2019-2020%20awards%20listing%20website%20calendar%20update%201.pdf)

HEALTH INSURANCE

Each student in the EAP program **must** have Health Insurance, so students must speak with the Health Centre staff to check their current coverage or to get assistance with applying for Health Insurance.



When you sign up for Health Insurance, make sure you bring your passport, study permit and official proof of your home address in Canada (such as a driver's license, or a copy of your landlord tenant agreement).

Please visit the health centre beside the International office in your first week of class.

HEALTH

For emergencies **ONLY**: Dial 9-1-1

UNIVERSITY OF LETHBRIDGE HEALTH CENTRE

SU020 403-329-2484

Please call or visit the Health Centre for appointment information available Monday - Friday. This is the best place to see a doctor.

WALK-IN CLINIC INFORMATION

Arches Clinic

1016 1 Ave South—North Doors

Monday - Friday 8:30am-12:00pm and 1:00pm-4:30pm

Bigelow Fowler Clinic 403-327-3977

103, 2049 Mayor Magrath Drive South

Monday - Friday 5:00 pm - 8:30 pm

Saturday 10:00 am - 16:00 pm

Bigelow Fowler Clinic Westside 403-381-8444

30 Jerry Potts Blvd West

Monday - Thursday 5:00 pm - 8:30 pm

Campbell Clinic West 403-381-7000

160 Columbia Blvd W (by Shoppers Drug Mat)

Monday - Thursday 5:00pm-7:00pm

Note: Walk-in clinics are usually in high demand so it's best to go early in order to see a doctor.

CLASS PARTICIPATION

Canadian university students are very active in class. You are expected to:

- * ask questions,
- * talk with other students,
- * contribute positively to the class
- * use English.

Learning English is why you're here! Make the most of it!

ATTENDANCE POLICY

Regular attendance and participation are an important part of our program. If you are unable to attend classes, email or call your instructors or the International Centre office to let us know **BEFORE** the scheduled class.

An excused absence is a serious illness or a family emergency only.

30+ minutes late	1 absent
3 absences	warning and you forfeit your chance for the advanced EAP scholarship

****All absences are not excused absences.***

GRADES

Students final grades are based on assignment and exam weightings as explained in individual course outlines.

Pay careful attention to how much an assignment or exam is worth.

Final exams are weighted heavily to ensure that students have met the goals of the course. However,

- * participation,
- * assignments,
- * quizzes,
- * tests,
- * and homework also contribute to the overall grade.

If you have any questions about how something is graded, speak to your instructor immediately. It is your responsibility to make sure that you understand the grading of your assignment.

- * If your instructor finds that you have copied, cheated, or otherwise engaged in academic dishonesty, your grade may be effected. (See Academic Offenses)

FINAL GRADES

At the end of the semester you can check your final grades online by logging in to your Moodle course or the Bridge.

A+	90 & above
A	85 – 89.99
B+	80 – 84.99
B	75 – 79.99
C	70 – 74.99
F	69.99 & below

Note that your confidential official academic transcript is available to you upon request from the Registrar's office.

<https://www.uleth.ca/ross/transcripts>

PASSING AN EAP LEVEL

A student with a scores below 70% must repeat that course. Courses can be repeated individually without repeating the entire level.

An EAP student who does not successfully complete any EAP course after three terms will be required to withdraw https://www.uleth.ca/ross/sites/ross/files/imported/academic-calendar/2019-20/cal_doc.pdf - page 75.



ACADEMIC OFFENSES

- EAP students should seek to be totally honest
- EAP students must complete your own work and be evaluated based upon that work
- EAP students must avoid academic dishonesty in all its forms, including cheating, falsification, and plagiarism

CHEATING

Cheating is a form of dishonesty where you try to show knowledge or skill that you do not have. Examples include:

- Copying from another person's work
- Allowing someone to copy from you
- Using unauthorized materials while working on an assignment, quiz, or test
- Talking with others without permission while working on an assignment, quiz, or test
- Completing an assignment, quiz, or test for someone else
- Allowing someone else to complete an assignment, quiz, or test for you
- Continuing work on a timed assignment, quiz, or test after the time has ended
- Using your work from a previous class
- Completing an assignment, quiz, or test and then telling a classmate what was on it
- Asking a classmate about an assignment, quiz, or test that you have not yet taken

FALSIFICATION

Falsification is a form of dishonesty where you make up or change the original information. Examples include:

- Citing a source that does not exist
- Citing a source for ideas and information that are not included in the source
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

PLAGIARISM

Intentional Plagiarism is the act of representing the words, ideas, or data of another as your own without citing the author through quotation, reference, or footnote.

Inadvertent Plagiarism is the act of using another's words, ideas, or data without citing the author properly. This usually results from not knowing the rules for documenting sources or from not being careful in research and writing. Students who have questions about citing an author should talk with their teacher.

Examples of plagiarism include:

Direct Plagiarism—Copying an original source exactly without citing the author.

Paraphrased Plagiarism—Paraphrasing ideas from another that the reader might mistake for your own because the author is not cited.

Plagiarism Mosaic—Borrowing of words, ideas, or data from an original source and blending this original material with your own without citing the author properly.

Insufficient Acknowledgment—Not completely citing the authors for their words, ideas, or data from an original source. Plagiarism may occur with unpublished as well as published writing. Acts of copying another student's work and submitting it as your own individual work without proper credit to the author is a serious form of plagiarism.



PROCEDURES AND PENALTIES

1. The instructor must review the alleged offense with the student and will direct the student to refer to the Discipline Policy.
2. Where the instructor has reason to believe that an offense has been committed, he/she may impose one or more of the following penalties in addition to a written reprimand in which a summary of both the offence and additional penalty, if any, is included.

- Grade reduction in the course
- A grade of 'F' in the course. If a student is given a grade of 'F', then the student is no longer registered in that offering of the course and no longer has classroom privileges. Should a student elect to appeal this penalty, the student can remain registered until the appeal is decided. (See below)

The instructor will forward a copy of the written reprimand to the Manager of English Language Institute for inclusion in the student's file.

At the discretion of the Manager, a student with a previous academic offence on file may be subject to further disciplinary action up to and including a recommendation of a grade reduction to suspension or expulsion.

APPEALS

Within 7 working days of having received a lowered grade because of copying, cheating, or engaging in academic dishonesty, you may challenge by submitting a written appeal letter to the Manager of English Language Institute to explain the reason you feel that the grade is not a fair assessment.

YOUR ULETH EMAIL: <https://webmail.uleth.ca>

The International Centre, as well as other university departments such as the Cash Office, Health Centre, Registrar's Office, Housing Services, and Security, will often send students emails with important information, so you **must** check your university email account **every** day. To log in, enter your username and your ID number as your password. You should change this password to a more secure password after the first time you log on.

IT SOLUTIONS CENTRE

Try resetting your password for email problems, but if you have questions about email accounts or computer access visit the IT Solutions Centre in TH218 for support or this link: https://www.uleth.ca/webtools/account_tools

MOODLE: <https://moodle.uleth.ca>

You must access Moodle for all of your courses. Use your login information and click on the correct term and course.

THE BRIDGE <https://login.uleth.ca/cas/login>

The Bridge is a self-service web application that allows students to maintain personal information as it relates to the University, such as contact information changes, online course registration, tax forms, finances parking services etc...

USING EAP TO MEET THE ELP REQUIREMENT

Satisfactory completion of the Advanced level of the EAP program meets the English Language Proficiency requirements for the University of Lethbridge undergraduate studies. It is your responsibility to *ensure that you meet all undergraduate entrance requirements and have a complete application submitted.*



CONTINUOUS ENROLLMENT STATUS

Students admitted under the Conditional English Proficiency Admission route to undergraduate studies at the University of Lethbridge, **must** maintain continuous registration in the EAP program during Fall, Spring and Summer Semesters until the ELP requirement is satisfied. Failure to do so will result in loss of your conditional admission status, as outlined [here](#), on page 34.

APPLYING FOR ADMISSION TO THE UNIVERSITY OF LETHBRIDGE

If you want help applying for admission to the University of Lethbridge, follow the direction on-line [here](#). You can speak to the front desk staff at the International Centre for advice.

[Immigration Status in Canada](#)

 **APPLY NOW**

It is your responsibility to ensure your immigration status in Canada follows the guidelines set out by CIC. This includes ensuring you have an up-to-date study permit and that you are following the conditions of your study permit. Note that not following these conditions can have serious consequences and can affect your study in Canada.

USEFUL INFORMATION

For more detailed information about academic, campus and practical life in Lethbridge, please see the [International Student Guide](#).



CELL PHONES

To get the best price when purchasing a cellphone, you may have to pay for the phone and sign up for a monthly plan. *The nearest outlet for the major cell providers in Canada is Park Place Mall – 501 1st Avenue South.*

Long distance calls

We recommend that you buy an international phone card at Rockerman's (SU Food Court) or use online tools such as Skype rather than using your phone plan which can be *very* expensive.

INTERNET

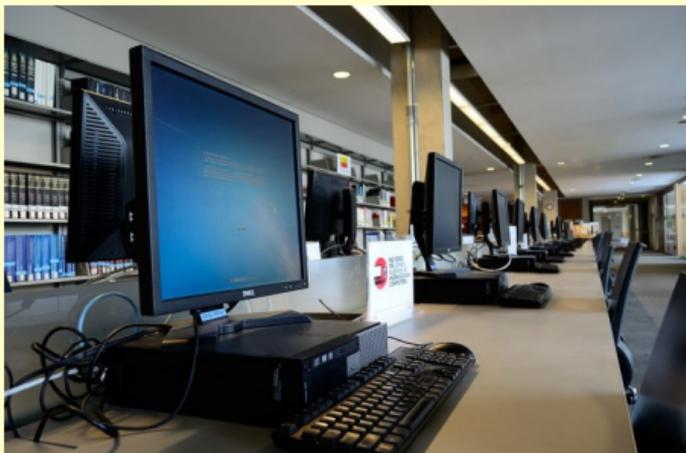
Wi-Fi is free on campus to all university students. On the Wi-Fi settings on your phone, tablet, or computer, select Guest@UofL or UofL. For UofL, you will have to login in with your username and password.

COMPUTERS

There are computers for student use in the library, computer labs, university hallways or SU Food Court.

PRINTING & PHOTOCOPYING

Students can load money (“Bridge Bucks”) onto their student ID cards to pay for printing and photocopying (and other campus services). [See this video for instructions.](#)



USEFUL CONTACTS

uLeth Toolkit: (Free App) Campus maps to help you get around, links to campus services, security features and more!

Library Guide to International Student Resources: Print and online resources including translations, international newspapers, cultural and academic guides for International Students: libguides.uleth.ca/content.php?pid=633586

Health Centre: www.uleth.ca/hr/health-centre

On-Campus (free) Counselling Services: www.uleth.ca/counselling/

Career and Employment Services: www.uleth.ca/career-bridge

Computer Lab Hours: <http://www.uleth.ca/information-technology/resources/lab-resources>

Sport and Recreation Services: www.uleth.ca/sportrec

Security: L911 | 403-329-2345 | www.uleth.ca/security

USEFUL WEBSITES FOR EAP STUDENTS

- English Language Institute Open Educational Resources
<https://eliuleth2018.wixsite.com/open>
- Cambridge Dictionary
<https://dictionary.cambridge.org/>
- Word A Day (learn a new word each day!):
<http://www.wordsmith.org/awad/index.html>
- Vocabulary.com
<https://www.vocabulary.com/>
- Phrasal Verb Demon - information about collocations:
www.phrasalverbdemon.com/collocationstheory.htm
- Watch Your Particles! Practice tests for ESL students:
<http://www.flo-joe.co.uk/cpe/students/tests/index.htm>
- The English Learner Movie Guides (movie plots are summarized and analyzed for vocabulary learning):
<http://www.eslnotes.com/>