Course handbook

MA English Language Teaching (Distance Learning)

For admission in 2019/20
### Postgraduate academic year 2019-20

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td><strong>Autumn semester</strong></td>
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<tr>
<td>Welcome week (enrolment/induction)</td>
<td>w/c 23 September 2019</td>
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<tr>
<td>Teaching</td>
<td>30 September 2019</td>
<td>13 December 2019</td>
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<tr>
<td>Christmas vacation</td>
<td>16 December 2019</td>
<td>3 January 2020</td>
</tr>
<tr>
<td>Teaching</td>
<td>6 January 2020</td>
<td>10 January 2020</td>
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<tr>
<td>Examinations (for Autumn modules)</td>
<td>13 January 2020</td>
<td>24 January 2020</td>
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<tr>
<td>Dissertation Deadline</td>
<td>3 pm on 13 January 2020</td>
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<tr>
<td><strong>Spring semester</strong></td>
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<tr>
<td>Welcome programme (enrolment/induction for January starters)</td>
<td>w/c 27 January 2020</td>
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<tr>
<td>Teaching</td>
<td>3 February 2020</td>
<td>3 May 2020</td>
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<tr>
<td>Easter vacation</td>
<td>6 April 2020</td>
<td>17 April 2020</td>
</tr>
<tr>
<td>Teaching</td>
<td>20 April 2020</td>
<td>8 May 2020</td>
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<tr>
<td>Examinations (for Spring /Year long modules)</td>
<td>11 May 2020</td>
<td>29 May 2020</td>
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<tr>
<td>Dissertation deadline</td>
<td>3 pm on 11 May 2020</td>
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**Summer studies period**

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Summer Studies Period</td>
<td>1 June 2020</td>
<td>2 September 2020</td>
</tr>
<tr>
<td>Resit Examinations</td>
<td>15 July 2020</td>
<td>30 July 2020</td>
</tr>
<tr>
<td>Reassessment Coursework Deadline</td>
<td>3 pm 27 July 2020</td>
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</tr>
<tr>
<td>Dissertation Deadline</td>
<td>3 pm 1 September 2020</td>
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### Postgraduate term dates

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<tr>
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<tbody>
<tr>
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<td>23 September 2019</td>
<td>13 December 2019</td>
</tr>
<tr>
<td>Spring</td>
<td>6 January 2020</td>
<td>3 April 2020</td>
</tr>
<tr>
<td>Summer</td>
<td>20 April 2020</td>
<td>29 May 2020</td>
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### 2019/20 Academic term dates

In addition to these dates you need to be aware of other important events and deadlines throughout the year; such as coursework submission dates, publication of the exam timetable, publication of results, mitigating circumstances deadlines, programme planning deadlines.
Using your handbook

Your course handbook contains a wealth of information. Some of it will be of more relevance to you later in the course than at the start of your studies. It covers many of the questions you will have about your course and how to locate additional information or advice.

For more detailed information you will sometimes need to consult other sources, including:

- the Student Zone - for details of important University regulations and procedures within an A-Z Essential Guide. It also provides information on university life and the support services available.
- the postgraduate students’ webpage – a comprehensive on-line resource for undergraduate students. Provides information about course structures, modules and timetables.
- the Module Catalogue – provides comprehensive details of all modules in the University’s undergraduate portfolio

The course specification (Section 7.1 of this handbook) defines the key features of your course, its aims, structure and learning outcomes, and identifies all the modules you must study for your award.

All undergraduate courses are governed by the University’s academic regulations. It is your responsibility to be fully aware of the regulations, which govern your studies as an undergraduate student of the University. We provide guidance on most aspects of the Academic Regulations via our website, including our online Student Handbook; if you are unsure please contact your Student Hub. Your course may have some additional course specific regulations or may be governed by a Professional Body. Where relevant, these are included in paragraph 30 of the Course Specification (Section 7.1) of this Handbook.

When you join London Metropolitan University as a student you and the University form a formal relationship and you become a member of our academic community. The terms and conditions govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the terms and conditions you do not understand please contact the University Secretary’s Office. Other important policies that may apply during your study at the University can be found on the rules and regulations page on the Student Zone.

You should also note that, occasionally, the details in this Handbook, including the Course Specification, may subsequently be amended or revised in accordance with the general student regulations.

We would encourage you to participate as a student representative for your year of the course (see Section 5.1). We welcome comments about the course or any suggestions for improvements. We wish you every success in your studies.
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**SECTION 1: Welcome to your course**

1.1 Introduction to your Course

The course offers a global approach to the field of English Language Teaching. It is entirely delivered as a distance learning course (via WebLearn modules and email).

With our diverse and multilingual cohort, we adopt a strongly intercultural approach which provides students with a challenging and valuable learning experience. The MA in English Language Teaching DL is designed for teachers and language professionals as well as those with no teaching experience. The course ensures that students develop new ways of thinking and talking about language, language teaching and language learning across different social and educational contexts. The MA offers opportunities for career advancement both in the UK and abroad. Most of the graduates can find employment shortly after completion of the MA, some return to more senior positions in their previous employment, while others can move into new areas such as school management or language advisory work. Some of our students continue with us to study at doctoral level. The lecturers teaching on the course have long-term experience in teaching in different contexts, are research active and have publications in the subject area.

1.2 Key contacts

<table>
<thead>
<tr>
<th>Course Leader</th>
<th>Dr. Gonzalo Pérez Andrade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Leader Office</td>
<td>T3-20 Tower Building, Holloway Campus</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:g.perezandrade@londonmet.ac.uk">g.perezandrade@londonmet.ac.uk</a></td>
</tr>
<tr>
<td>Main Teaching Location</td>
<td>Online</td>
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**Section 7 sets down the key features of your course, including your Course Specification.** Your Course Specification may have a work placement as a compulsory element or you may be able to choose it as an optional module. The placements aim to enhance your work based skills and to enable you to bring these reflections productively to bear on your studies.
Section 2: Postgraduate degree courses

Undertaking study at postgraduate level is likely to involve new and different methods of working compared to your previous experience. You will study more specialised subject matter at a more advanced level, relatively quickly and over a shorter period. You will be expected to pursue your studies with a greater degree of independence than at undergraduate level and to set your own learning objectives within the framework of the course.

2.1 Key features of Postgraduate Courses

The Course Specification (see Section 7.1) details your course curriculum and structure and you should study this carefully. Many features are defined by the Postgraduate Regulatory Framework, part of the University’s Academic Regulations. The following overview provides a summary of the most common features of postgraduate courses:

- Full-time students starting Masters programmes in the Autumn semester are taught over a 48-week year (an Autumn and a Spring semester and a summer studies period), requiring approximately 40 hours of study per week. For full-time students starting courses in January the workload is similar but is distributed over a longer study period and normally completed at the end of the following Spring semester. Part-time students undertake the equivalent overall workload over a longer period of study, normally at least two years.

- The standard Masters award requires 180 credits at level M: normally 120 credits for the taught elements and 60 credits for the Dissertation or Project. Any variation to this will be detailed in the Course Specification.

- Most postgraduate modules are equivalent to 20 credits. Typically, a full-time student studies modules equivalent to 60 credits per semester (normally 3 modules), with 15 weeks of teaching, revision and assessment activities for each module.

- The taught elements of postgraduate courses are mainly compulsory “core” modules and normally include one concerned with research methodology and project development and practice, in preparation for the dissertation or project. Some courses may include “option” modules, which can be chosen from a specified list for the course.

- All taught modules and the dissertation or project module are marked on a percentage scale, with a pass/fail threshold of 50%.

- Based on the final aggregate of average percentage results, Masters awards are graded as: Masters (50-59.99%), Masters with Merit (60–69.99%), or Masters with Distinction (70% plus)

- While most students will aim to achieve the full Masters qualification, all Masters courses offer the subsidiary awards of Postgraduate Certificate or Postgraduate Diploma (both available with Merit or with Distinction) for students unable to complete their full programme of study. The full list of awards and their requirements is as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th>Credits at level M</th>
<th>Modules Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>180 credits (Level 7)</td>
<td>6 modules + dissertation (60 credits)</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>120 credits (Level 7)</td>
<td>6 modules</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>60 credits (Level 7)</td>
<td>3 modules</td>
</tr>
</tbody>
</table>
2.2 Dissertation or Project

You register for your Masters Dissertation or Project in the same way as for your other modules. Once you are registered for your dissertation/project, you are expected to submit it in the period for which you are registered. The University’s standard assessment arrangements and mitigating circumstances procedures apply (see below for information on withdrawal and mitigating circumstances).

Formal requirements for your dissertation are set out in detail in the Dissertation/Project Module Booklet for your course. Please note that some postgraduate courses will require you to have passed research methods before you can begin your Dissertation/Project.

You should also consult the University’s [Code of Good Research Practice](#) to see whether these guidelines raise any issues for your own research, and discuss them with your supervisor.

There are three standard deadline dates for submission in every academic year. The dates for 2019/20 are:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Date</th>
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<tbody>
<tr>
<td>Autumn Semester</td>
<td>3pm on 13 January 2020</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>3pm on 11 May 2020</td>
</tr>
<tr>
<td>Summer Period</td>
<td>3pm on 1 September 2020</td>
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</tbody>
</table>

Dissertations/Projects must be submitted to your Student Hub or via WebLearn. Your supervisor will be able to confirm the correct mode of submission.

2.3 Credit for previous learning

If you already hold a qualification (for example from another college) that may exempt you from part of your course, you may apply for Accreditation of Prior Certificated Learning (APCL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge equivalent to a module you will be studying you may apply for Accreditation of Prior Experiential Learning (APEL). Collectively these are known as Accreditation of Prior Learning (APL).

It is important to be aware that any application for APL credit in respect of postgraduate studies must be based on prior learning or experience at a suitably advanced level. This means that it is not normally possible to accredit prior learning at undergraduate level, even if the content may appear similar.

The University operates the European Credit Transfer System (ECTS), where 1 European credit (ECTS) is equivalent to 2 UK credits (CATS). Thus, each taught module of 20 credits is normally equivalent to 10 ECTS credits, and a full Masters of 180 UK credits is equivalent to 90 ECTS.

If you wish to claim for APL please contact your Student Hub.

2.4 Module registration

Your Course Leader should provide the information you will require in order to choose your modules. **Core Modules** are compulsory for your course, but your course may also offer **Option Modules**, which can be chosen from a specified list. Your Student Hub will contact you to inform of the process to register modules and of the relevant timescales/deadlines.

Please consult [Course Catalogue](#) (year of entry) for information about your course structure and [Module Catalogue](#) for information about the modules you will be studying.
2.5 Open Language Programme

In addition to their main programme of study, the University offers all postgraduate students the opportunity, through the Open Language Programme, to learn (or gain fluency in) one of a wide range of languages. For the majority of courses an additional fee payment is charged should you wish to pursue this.

Before registering for an OLP module you will need to be assessed so that you can be placed at the appropriate level; these assessments are made by the Open Language Programme at key points in the year.

Modules range from complete beginner to graduate level in the following languages: Arabic, French, German, Spanish. Please visit Open Language Programme to view the arrangements and further information.
Section 3: Being a student

3.1 Induction programme checklist

Following your Induction Programme and Course Introductory Meetings, you should check that you have received the following:

- an ID card (including library number and computer network username)
- a personal timetable
- the location of your Student Hub
- the location of your main Library and IT facilities
- the name of your Academic Liaison Librarian
- the name of your Course Leader

If you miss your Induction Programme you still need to obtain all of the above items and there will be a Late Induction session for you. Contact your designated Student Hub to ensure that you know what to do and where to go. It is very important that you complete the enrolment process as this is what activates your status as a student and ensures, for example, that you appear on your module class lists.

3.2 Your first semester

Classes commence on 30 September 2020 and your timetable will list all the classes that you need to attend.

Your first semester usually involves mainly compulsory (core) modules covering essential subject contents and skills elements in your area of study. During this first semester you will meet with your Course Leader who will discuss your study programme and advise you on how to plan your studies for the second semester if you did not do this at the start of the course.

3.3 Attendance, academic engagement and employment

In order to succeed on your course you should attend all classes and attempt all assessments; indeed the University requires this of you. Whilst some absences may be unavoidable you should always let your Module Lecturer know in advance and you must to catch up on what you have missed.

Attendance at classes is recorded and is reviewed on a regular basis. You can view this via your Evision account. If you miss too many classes your Module Leader can withdraw you from that module. If your attendance is not satisfactory over your whole programme you may risk having your enrolment terminated.

For International students holding a Tier 4 visa a high level of attendance is essential, not only to your success, but also to maintaining your visa conditions. If your attendance does not meet satisfactory requirements it could have serious implications for your stay in the UK. Please see the international support section for further details.

We recognise that our full-time students may need to undertake part-time work, and we encourage you to do so. However, we strongly recommend that you not work more than 20 hours per week during term time. The University’s Careers and Employability Service can help you find a suitable part-time job that can enhance your employability and complement your studies.

If you are an international student holding a Tier 4 visa, please ensure that you work within the rules set by UK Visas and Immigration. The international student advice team can advise you on how many hours and the types of work you can undertake. More information is available on the student pages or contact the advice service adviceinternational@londonmet.ac.uk
3.4 Your timetable

The University timetable operates from 9.00 am to 9.00 pm, Monday to Friday. Provided that you enrolled at the required time your **timetable** will be available on-line and the structure of classes will be explained during your Induction Programme. Your timetable will change each semester (except for Year long modules), and will be available on the web shortly before the start of each academic year.

If you do not have a course timetable please contact your Student Hub without delay.

3.5 Studying

As a postgraduate student, you will be seeking to develop your learning at a more advanced level and your course will provide many opportunities to acquire new knowledge and skills. To make the most of the opportunities available you need to organise and plan your learning to help you manage your time effectively – see the guidance provided on the **Study Hub**, collection of online guides on academic and study skills.

Assessment is an important feature of study at postgraduate level. Each Module Booklet sets out detailed assessment requirements and learning outcomes, providing a focus for your studies. There are various forms of assessment and modules often involve a combination of examination and coursework or presentation. It is important that you understand clearly the expectations and deadlines for each item of assessment.

You should be aware that **all** the various coursework assessments and examinations have to be completed for the achievement of your final award. In addition to attending the timetabled sessions, you will need to study in your own time. You should expect to spend 12-14 hours per week on each module, making a 40 hour per week commitment for a full-time student. Part-time students need to plan a similar time commitment for each module, but will generally be taking fewer modules at any one time.

Independent study is particularly important when planning work for your dissertation or project. This is a substantial piece of work, to be developed and completed over a relatively lengthy period, with much of the writing concentrated in the final stages. Working closely with your assigned supervisor, you will need to plan your work carefully, with initial discussion to define the topic, preparatory research and reading, planning the structure of the research and final report, writing and re-writing particular sections and drafts.

Please be respectful of the learning environment and remember to switch off your mobile phone **before** entering all classes and study areas.

| In summary: plan your learning strategy; allocate enough time; attend all of your module lectures, tutorials and other sessions; start assignments well in advance; seek advice and help when you need it; use the learning resources offered; and, enjoy the learning experience! |

3.6 Feedback on your assessments

Assessment feedback is a critical part of your learning experience and supports successful achievement on your course. Feedback can be:

- **formative** – it provides you with feedback on progress of your work. The work may or may not contribute to the overall module grade.
- **summative** – it provides comments in respect of your performance in relation to intended learning outcomes and requirements for a piece of assessment.

During your course you will probably receive feedback in a number of ways:

- in teaching sessions to the whole class or to you individually;
- orally or in writing;
- written using a feedback sheet on your work;
- via WebLearn, the online space for modules – written and/or audio feedback;
- during the module as well as at the end.
You are entitled to receive feedback on all assessments, normally within 3 weeks of submission. For assignments submitted during the module – especially where feedback can be delivered within timetable class sessions - the module team will help you to understand how to improve future submissions. For end-of-module assignments feedback may be given on-line but you can request a meeting with your module tutors to help you understand why they have awarded the grades you received.

All arrangements for coursework and feedback return will normally be stated in Module Booklets. This should include:

- due dates for coursework submission;
- dates when coursework feedback will be distributed in class;
- dates when coursework feedback can be collected from the module lecturer or your Student Hub;
- the format by which assessment feedback will be given;
- the process by which end-of-module coursework can be collected following the publication of the result concerned.

3.7 Building careers

At London Metropolitan University we pride ourselves in taking seriously your future employment potential. Whether you are studying for a postgraduate qualification in order to seek employment, developing an existing career or to engage with new career opportunities we will prepare and support you in this transition by developing the attributes and skills that employers need and by training your mind to deal with complex questions.

Your course has been designed with the involvement of employers at a variety of levels and for many of you your award will be accredited by a professional body recognised directly or indirectly by the industry to which it serves. All Masters level qualifications will enable you to specialise, or to become more highly specialised, in an area of employment or practice related to a particular profession. All of our Masters graduates will normally be equipped to continue academic study at a higher level, for example for a PhD or a professional doctorate. Graduates of a Masters level qualification will typically develop a range of key skills, including: being able to use their initiative and take responsibility, solve problems in creative and innovative ways, make decisions in challenging situations, continue to learn independently and to develop professionally, including the ability to pursue further research where appropriate, and communicate effectively, with colleagues and a wider audience, in a variety of media. These skills have been identified by the government as being critical in curtailing the continued shortage of higher level skills within the wider UK economy and we believe that you will be best placed following graduation in developing your career aspirations. You need to be effective and adaptable in challenging times, so we offer a range of services to support you, including a career planning service. Please log in to our careers portals to see more details on how we prepare you for employability.
Section 4: Communication, information and advice

4.1 Your University IT account

You use the same IT account to access all University IT systems and Library electronic resources. Your account name is printed at the top of your student ID card that you receive at enrolment and is 7 characters in length (e.g. ABC1234). Your password (which you would have already used during pre-registration) was initially set as your date of birth (DDMMYYYY) so, if you have not already done so, please do change it to something more secure at: https://password.londonmet.ac.uk/

4.2 Communication

We do our best to keep you informed of what you need to know at all times. We use the Web to provide much of the information you need so it is essential to familiarise yourself with the University website. At other times we will use email to contact you so it is essential that you check your University email on a regular basis.

4.3 Your contact details

The University will contact you by letter, phone, or email, perhaps to arrange a meeting, to provide you with information, or to respond to a query. It is therefore essential that you keep your contact details up to date on your student Evision account.

Increasingly, we use email to communicate and keep you informed. You will also have been allocated a University email address, which is your 7 character account (see 4.1 above) e.g. ABC1234@my.londonmet.ac.uk. Even if you already have an email account that you will continue to use you should regularly check your London Met account or set up an auto forward, as important messages will be sent to your University email address.

4.4 Evision

Evision is the University’s online facility that allows you to access your personal student record, and is where you print your coursework submission sheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:

- personal and contact details (can be updated online)
- registered modules
- enrolment and progression
- tuition fee details
- record of coursework deadlines and submissions
- mitigating circumstances and appeals decisions
- module results (available from notified date of publication)
- details of final award

4.5 WebLearn – online module resources

WebLearn provides online support for your modules, enabling you to communicate with your tutor and other students. Course materials, information and assessments are available on WebLearn as well as study programmes such as “Writing and Communicating at University”. WebLearn requires your user name and password.

4.6 Your student hub

The student hub is the place to go for any query related to your studies or your time at the University. The Student Hub is also the gateway to the wealth of other support services offered in the University, such as Student Services (Student Money and Accommodation Advice, Counselling Service, Disabilities & Dyslexia Service), finance and learning support services.

During your Induction Programme, you will be informed of the location of your Student Hub. Below is just a small selection of the ways that your Student Hub can help you. However, no matter what your query is, your student hub is the place to go:
• queries about your enrolment, the fees that you have been charged or if you have not received your student loan;
• book appointments with Student Services;
• module registration and queries about your timetable or the requirements for your course;
• if your ID card is not working or if it has been lost or stolen;
• the results for your modules, including result queries, claims for mitigating circumstances, appeals, and advice about examination arrangements;
• queries relating to your attendance in classes and seminars;
• advice on claiming credit for previous study or experience;
• obtain standard letters and council tax exemption certificates;
• advice on transferring or withdrawing from your course or taking a break from your studies;
• for answers to many questions make sure to check our FAQs

The Student Hubs are open to visit throughout the academic year and can also be contacted by phone, email and chat.

When contacting the Student Hub, please always quote your student number as it enables the team to access your information quickly and respond to your query. When contacting the Student Hub by email please use your University email account.

4.7 Learning development support

A range of learning development support is available to all students wishing to make the most of their time studying at University. This includes:
• advice from module lecturers;
• assistance from Academic Liaison Librarians for particular subject areas
• opportunities provided by Schools, including workshops, advice and support offered by Academic Mentors;
• online tools, resources and advice for developing writing, presentation, critical analysis and other academic and study skills, available via the Study Hub, a dedicated website for students

4.8 Course leader

Course Leaders are the main contacts for personal academic advice, including programme planning and approval, and are also responsible for the day-to-day organisation of your course. They support systems for positive student engagement, achievement and progression and are also a source of valuable advice for other matters. They should be the first port of call if problems arise as they are able to:
• provide you with academic advice on all aspects of your studies and progress
• explain the implications of assessment results and associated feedback on your academic performance
• advise you on managing and planning your studies;
• refer you to Student Services for support regarding personal problems, housing, health and finance.

4.9 Module lecturers

Module lecturers are members of academic staff who lead the modules contributing to your programme of study and are key to your learning experience. They should be your first port of call for academic advice on any topics you do not understand following a lecture or seminar. All Module Lecturers have “office hours” – these are set times during the week when they are available for consultation. For each module there will be a Module Booklet, which should be available via Weblearn. The Module Lecturer and your seminar tutors also confirm your attendance at classes each week and you can view the data they submit via your Evision account.
Section 5: Your voice counts

5.1 Students’ Union

The University is proud to work with the Students’ Union. Met SU is an independent, student-led organisation that is here to support you during your time as a student. Whether that be getting involved with our sports teams or societies, launching a campaign, or getting involved with our radio station or magazine, the SU is here to make sure you’re getting the most out of your time at London Met.

The Students’ Union is led by our four Full Time Sabbatical Officers and elected student representatives from each School, who represent the views and voices of the students here at London Met.

5.2 Student Reps

Feedback from students is vital to the University to find out how well the teaching, guidance and other services are working. This is obtained in different ways, including via Student Reps who, supported by the Students’ Union, provide direct feedback from students on the course and raise any issues on their behalf.
Section 6: Your A-Z essentials

6.1 Academic liaison librarians

Academic Liaison Librarians are qualified to provide learning support and information skills training and ensure that, where possible, the appropriate information resources you need are available throughout your course.

Your dedicated librarian can help you acquire valuable information literacy skills which will enable you to locate, retrieve, evaluate and use the most relevant resources for your research for specific assignments and projects. This support includes referencing skills and the use of reference management software. The Librarians publish guides and online tutorials to resources specific to your subject area which are a good starting point when you need support.

Additionally, there is a section called Library Matters available in WebLearn. Library Matters will help you learn how to find, evaluate and use the information you need for your studies and assessments. It is designed for you to dip into different sections, and there is no need to log in or create an account.

To access subject guides and find your Academic Liaison Librarian please visit your library.

6.2 Academic misconduct

You are responsible for ensuring that all work submitted is your own, and that it is appropriately referenced. The University does not tolerate cheating of any kind and all students must respect all relevant academic conventions and practices, and must not give or receive unpermitted aid in relation to any assessed work. You are strongly advised to familiarise yourself with the General Student Regulations on Student Conduct, which list a range of categories of academic misconduct and associated penalties, covering instances of academic misconduct (plagiarism, collusion, exam cheating). From the outset of your studies you should receive information and guidance on referencing conventions and group work activities to ensure that you do not contravene the University’s Regulations. If you are unsure about referencing, paraphrasing or group work activities (and what may constitute collusion in such activities), you should seek advice as soon as possible from the Module Tutor, your Academic Tutor or the Students’ Union.

Further information can be accessed academic misconduct

6.3 Academic regulations

We provide guidance on most aspects of the academic regulations via Student Zone, if you are unsure please contact your Student Hub or ask your Course Leader.

6.4 Academic board appeals

Prior to submitting an Appeal you should familiarise yourself with the procedures for the submission of appeals. Students should also familiarise themselves with the General Student Regulations on Complaints and Appeals.

6.5 Complaints

The University is committed to providing a high quality service to its learning community. If you have concerns about the service and want to formally express your dissatisfaction with an act or omission by the University or a member of staff, we want to hear about it. We will use your feedback as an opportunity to help you and to learn how we may improve our service. Further information about how to make a complaint and how the University will deal with your complaint can be found at complaints procedure. Where possible students are encouraged to resolve the issue with the person concerned or responsible for the matter. This is usually the quickest and easiest way of resolving matters. However, if you have not had a response or you are not satisfied with the response, you should submit a formal complaint.
6.6 Counselling and personal development

The University Counselling Service consists of a team of experienced counsellors, who know that studying at university can be a challenging and sometimes stressful experience. Some students talk to family, friends and tutors and others find it very helpful to speak with a counsellor. We encourage you to ignore the stereotypical ideas about counselling. Instead, think of counselling as a chance to reflect and to work on developing your potential. Counselling is a chance to speak freely about your personal or emotional difficulties, with someone who will not judge you nor your experiences. If you think you could benefit from this support, please contact the Counselling Service. We will be better able to support you if you act early – don’t wait until your difficulties reach crisis proportions.

6.7 Course transfers

If you intend to change course you should seek advice from your student hub. Do not stop attending your course until a transfer has been agreed and confirmed in writing to you.

If you are an international student holding a Tier 4 Visa you must contact the International Student Advice Team for advice on possible visa implications before changing your course adviceinternational@londonmet.ac.uk

6.8 Coursework submission

When handing in coursework you must ensure that you have understood and followed all the instructions provided by the Module Lecturer. For each coursework assessment, the type of submission will be specified as either:
- a ‘Hardcopy Submission’ which you submit in person to Student Hub; or,
- an ‘Online Submission’ via Weblearn

Please access further information on the coursework submission process, including how to obtain coursework cover sheets.

6.9 Criminal convictions

If you are a student with an unspent criminal conviction, or you are charged, convicted or cautioned for an offence during your studies, you must notify the University. If you have a spent conviction or caution that is not eligible for filtering but are studying on a course which is exempt from the 1974 Rehabilitation of Offenders Act and/or requires a DBS (Disclosure and Barring Service) check you must also inform the University immediately.

If you are a student with an unspent criminal conviction relating to a relevant offence, or you are charged, convicted or cautioned for a relevant offence during your studies, you must notify the University. Relevant offences are offences involving any kind of violence (including threats); sexual offences; harassment or stalking; supply of controlled substances; offences involving firearms, explosives, knives or other weapons, or arson; or terrorism offences.

If you are studying on a relevant course or undertaking regulated activity as part of your course, you must immediately notify your Course Leader if you
- have any unspent criminal convictions or any spent criminal convictions that are not eligible for filtering
- are charged, convicted or cautioned for any criminal offence; or
- are subject to a formal child protection investigation (or any member of your household is),
- are barred from working with children or vulnerable groups or in a regulated activity or are the subject of a referral to the DBS

Relevant courses include (but are not limited to) Dietetics, Counselling Psychology, Social Work, Initial Teacher Training (e.g. PGCE), Primary Education, Early Childhood Studies, Montessori Early Childhood Practice and Early Years Education. Regulated activity includes (but is not limited to) activities which involve working closely with children or people in vulnerable circumstances, such as caring for, training, supervising or being solely in charge of them.

Full details of the University's regulations regarding criminal convictions are available at www.londonmet.ac.uk/convictions
6.10 Criteria for awards

The Postgraduate Awards Framework, the list of all of the University’s postgraduate awards, can be found at the beginning of Section 4.1 of the Academic Regulations. Section 4.2 of the Academic Regulations details the minimum criteria for each of postgraduate award.

6.11 Disabilities and Dyslexia

Our Disabilities and Dyslexia Service (DDS) can assist you if you have a disability, long-term medical or mental health condition or a Specific Learning Difficulty (e.g. dyslexia or dyspraxia). You will need to provide medical evidence of your condition, or a full post 16 diagnostic assessment for Specific Learning Difficulties (SpLDs). If you are eligible for support, our Advisers can help you obtain a range of adjustments depending on the level of need identified. Support can include:

- notes/hand-outs in advance
- permission to record lectures
- individual examination arrangements (e.g. extra time, use of a computer, sheltered accommodation, amanuensis), alternative assessment arrangements
- extended library loans
- accessibility related classroom adjustments
- screening for a Specific Learning Difficulties (dyslexia)
- Individual Needs Assessment Report, to identify any adjustments to support you in your studies
- advice and guidance in applying for study-related funding e.g. the Disabled Students’ Allowance (DSA)
- assistance with arranging specialist tutoring, mentoring, communication support

Please Note:

1. There are some aspects of course assessment that cannot be changed. These are known as ‘competence standards’. A ‘competence standard’ is defined in the Equality Act 2010 as an academic, medical, or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability. These standards must be essential to the course and all students must be able to fulfil these criteria. Although in such situations it may not be possible to alter the format of the assessment, you may still be entitled to adjustments (e.g. extra time or an amanuensis). Competency standards are different to the fitness to practice standards that exist in certain professions, such as teaching, social work and medicine.

   You are responsible for obtaining medical evidence of your disability/long-term medical or mental health condition. Adjustments and extra support can be arranged only after a full diagnostic assessment and/or medical evidence is received. While the Service can provide screenings for a Specific Learning Difficulty, adjustments and extra support can be arranged only after a full diagnostic assessment is made. You may also be entitled to government allowances (e.g. DSA). You are strongly advised to contact the DDS for help with funding applications.

2. If you have a disability, long-term medical or mental health condition or a Specific Learning Difficulty, please contact DDS as soon as possible as we are not usually able to arrange adjustments to teaching and assessments at short notice. DDS require medical evidence of your condition/a full diagnostic assessment at least 4 weeks before the start of the relevant exam period. This is to ensure our Advisers have sufficient time to assess your requirements and communicate them to our Assessment and Conferment Office, who then implement any individual exam arrangements to which you are entitled.

3. It is your responsibility to update us if your condition changes. We need to know this in order to assess if there is any additional support you need – so please do stay in touch with us throughout your course.

6.12 Enrolment and re-enrolment

Enrolment is an annual process. The first time you enrol you will need to provide evidence of your identity. You will also need to pay your tuition fees or demonstrate how these will be paid.

The University ID card you receive at enrolment contains your library number and computer network username and allows entry to the University’s buildings. Provided you fully completed the enrolment requirements your card should work throughout the year. If it stops working then please seek advice from your Student Hub.
Each academic year when you return to complete your studies, you will need to re-enrol online usually from early August. Re-enrolment is necessary for your ID card to be reactivated for the new academic year. There will be a deadline for this so it is important that you complete this before the start of the next academic year. You will need to register modules before you re-enrol.

6.13  Examination papers

Most past examination papers, except those for the summer reassessment period, are available online. In some cases sample rather than actual papers are provided.

6.14  Examination timetable

Examination periods are detailed in the Undergraduate Academic Year found at the beginning of this Course Handbook. The examination timetable is published three weeks prior to the start of the examination period.

6.15  Fitness to study

The University recognises that medical, psychological, behavioural or emotional problems or a student’s circumstances may affect a student’s fitness to study and we are committed to maintaining and preserving the physical and psychological wellbeing of all students. Where concerns about a student’s fitness to study have been raised, these will be dealt with, in a supportive and understanding manner, in accordance with the fitness to study procedure.

6.16  ICT Services

The University has a number of computer studios, offering both specialist and general-purpose software on PCs and Apple Macs. ICT facilities can only be accessed through using individually assigned IDs and passwords. General-purpose PC and Mac studios are provided and supported by IT support staff and laptops are available to loan from lockers around the campus. Most IT studios are open-access to students except when booked for teaching.

Many open access PCs and Apple Macs are available in the libraries for students to use.

Support is provided throughout the day and is also available evenings and weekends every day of the year.

Please visit IT resources online

The University has an Acceptable Use Policy which applies without exception to all users of the University’s ICT facilities.

6.17  International Student Advice Service

The International Student Advice Team at London Metropolitan University is here to assist international students and staff on subjects relating to UK immigration and Tier 4 sponsorship by providing expert advice and comprehensive support on a range of matters including visas and immigration for students and their dependants. You can contact the Advice Service by email on adviceinternational@londonmet.ac.uk or by telephoning +44 (0)207133 4186
6.18 International support

The international support team is responsible for monitoring all international students, and in particular those who are studying in the UK on a Tier 4 student visa. The team will regularly monitor:

- visa expiry dates
- students who have an immigration application pending with the Home Office
- passport expiry dates
- weekly attendance (including students on work placements)
- changes in student status (intermission, suspension, withdrawal etc.)
- changes in module registration or course transfers

It is important that you respond to all communication from the international support team quickly and as a priority as it could have implications for your UK visa or your enrolment at the University.

If you are unable to attend lectures or scheduled sessions, have questions about your course, or are changing your immigration status, please promptly contact the team at visa.compliance@londonmet.ac.uk for further information.

6.19 Libraries and special collections

You have access to our two libraries located at Aldgate and Holloway Road. Both libraries house plenty of computers and comfy informal learning spaces and a large range of up-to-date information and resources. The electronic resources include e-journals, e-books, and databases, which are also accessible outside the University, via the library catalogue.

The libraries have open access networked PCs and printing and copying facilities to support your studies. You can also get wireless access to the Internet using your own device. Both the libraries offer group and silent learning zones and there are group study rooms some of which can be booked. To save you time, there are many self-service facilities including borrowing and returning items, renewals and reservations or borrowing a laptop. The web based catalogue is easy to use and can be accessed both on and off campus.

The Special Collections Reading Room is located in The Wash Houses, Aldgate. This is where you can access our unique and distinctive collections, such as the Frederick Parker Collection & Archive, the University Archive, the Archive of the Irish in Britain and the TUC Library Collections as well as our set of Artists’ books. The Reading Room can also be used as a silent study space. You do not need an appointment to access Special Collections, but as most of our material is held in store, you are advised to email us in advance at specialcollections@londonmet.ac.uk so we can make sure everything is ready for you.

6.20 Marking and grades

The University provides you with marks and grades for the work that you submit for assessment. The detailed requirements of assessment in each module are specified in Module Booklets, together with indicative assessment criteria associated with different levels of performance and results. Each component of assessed work is assigned a percentage mark with a pass/fail threshold at 50%. At postgraduate level degrees are awarded according to the overall average mark obtained for all modules and the dissertation, with classification thresholds for each grade of award as follows:

- 70% and above Masters degree with Distinction
- 60% - 69.99% Masters degree with Merit
- 50% - 59.99% Masters degree
- 0% - 49.99% Fail

At the end of each semester, module results and awards are confirmed by Assessment Boards (Subject Standards Boards and Awards Boards). Assessment Boards uphold the academic standards of your course and ensure that each student is treated fairly and equally through the assessment process.
6.21 Mitigating circumstances

The mitigating circumstances process is for students who have exceptional, unforeseen circumstances which prevent them from attending an examination or which prevented them submitting coursework. If you need to make a claim, independent supporting evidence is required and, if accepted, this will allow you an opportunity to redo the exam/resubmit the coursework without penalty i.e. without capping of the mark. The deadline for the submission of claims is two weeks from the date of the assessment concerned (i.e. the examination date or submission deadline).

Claims for mitigating circumstances must be submitted, together with the evidence, via the online task on your Evision account.

6.22 Mode of study

Your mode of study is determined by the University based on the number of modules that you have registered for a particular semester. While students are permitted to change their mode of study at the end of an academic year, they must be clearly registered as either full-time or part-time for each enrolment period. This is because the funds allocated to the University by the Higher Education Funding Council (England) relate to the number of students registered in each mode. You should be aware that a change in mode of study is a formal University process and you should therefore seek advice from your student hub or student services before making any decision.

6.23 Printing, photocopying and scanning

Dual purpose self-service photocopiers/printers are available around the university and are available in all libraries. Once a print job is sent you can release the job on any FollowMe printer in the university using your ID card or login to authenticate, they are not site specific. Please note that print jobs remain active for only 24 hours after they are submitted. Please read the instructions on printing and photocopying.

6.24 Progression

At the end of each year the University considers the performance of each student and decides whether they have passed sufficient modules to be able to move to the next level of their course. Failure in modules, particularly failure due to non-submission of coursework or non-attendance at an exam, is likely to have serious consequences for progression through your course. In some cases, students who cannot progress will have the opportunity to repeat modules that they have failed. A student who has received failing marks in three modules (60 credits) shall be required to undertake a review of their academic performance with the course leader or nominee. On the basis of this review the student may be counselled/required to leave the course and/or to seek readmission on a different course.

Any failure to progress is likely to delay your graduation and will lead to you incurring extra debt; for Tier 4 students this could also affect your sponsorship by the University. For this reason, students who think they may be unable to attempt assessment should seek advice from their Student Hub as soon as possible. International students should also contact the international student advice team adviceinternational@londonmet.ac.uk for advice on possible implications for their Tier 4 visa.

6.25 Publication of results and transcripts and awards certificates

Your marks will be formally confirmed at the end of the academic year, once they have been confirmed by the Subject Standard Board for your subject. Marks are published via Evision.

An official transcript will be posted to you at your home address on the completion of your course, together with your award certificate. There is no charge for either your end of course transcript or your original award certificate, but if your certificate is lost you will need to pay a fee for a replacement. Since certificates are posted out to your registered home address, it is essential that you keep your home address updated in the University’s records system.

For reason of employment, or to provide proof of study at the University during your course, you may need a formal transcript. There is a fee for these transcripts, payable at the time of request. Requests should be made via the University’s Eshop, who aim to produce transcripts within 10 working days of request. You can also print a copy of your results from Evision and your Student Hub will stamp it to confirm it is valid.
6.26 Reassessment

If you fail or do not attempt a component of assessment you will be provided with one reassessment opportunity during the reassessment period (normally during July following the end of the academic year), provided you have failed the module overall. If you pass after reassessment the component concerned will be capped at 50%. (See also section 6.21 above).

6.27 Retaking a module

If, after reassessment, you still have not passed a module, you may need to re-register and to take the whole module again. You are only permitted to re-register any module on one occasion and a fee may be charged for re-registrations.

However, you should note that there are limits on the number of modules you can register to gain your degree. If you repeat too many modules it will affect your funding, your ability to continue on your course and, if you are an international student, your right to remain in the UK.

6.28 Student conduct

The University expects all its students to behave appropriately as part of a community of scholars in which all members can work beside each other in conditions which permit freedom of thought and expression within a framework of intellectual honesty and respect for the rights of other persons. Accordingly all students must:

- Respect and uphold the rights and dignity of others regardless of race, colour, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or socio-economic status.
- Uphold the integrity of the University as a community of scholars in which freedom of speech within the law is available to all.
- Respect university policies as well as the law.
- Not improperly interfere with the functioning or activities of the University, or of those who work or study in the University, or improperly damage the University or its reputation.

Students who commit acts of general misconduct (i.e. in relation to their behaviour as opposed to academic misconduct such as plagiarism or cheating) are subject to action in accordance with the procedures set out in the general student regulations on student conduct.

6.29 Student Charter

Our Student Charter sets out the mutual expectations and obligations between the University and students. It establishes rights, responsibilities and expectations to support you in your studies help you to flourish in shaping your future and empower you to fulfil your full potential.

6.30 Student services

Student services provides a range of specialist advice, information, guidance and personal counselling to support you in achieving your academic aims. We provide services related to:

- student funding, finance and debt and accommodation
- counselling and personal development
- personal and emotional well-being
- physical and mental health related disabilities
- Specific Learning Differences (SPLDs)
- immigration advice for international students
- advice on living and working in the UK for international students
6.31 Taking a break from your studies

We understand that, unfortunately, some students encounter exceptional circumstances resulting in them needing to take a break from their studies. The University has procedures in place to support students who need to take a break from their studies or, in exceptional cases, modify their current programme of studies.

If you are considering taking a break from your studies whilst you are enrolled, you need to seek:

- financial advice from our Student Services team
- academic advice from your course leader

If you are a Tier 4 student, a break from your studies will have immigration implications that could be costly if you do not understand them fully; therefore you must seek advice from the international student advice team before making your decision adviceinternational@londonmet.ac.uk

Please think carefully about whether taking a break from your studies is right for you and please do contact your Student Hub for help and guidance, as during an approved break you will not be eligible to sit examinations, submit coursework or undertake any other form of assessment.

The maximum break permitted is one year and the maximum period in which to qualify for an Honours degree (including any agreed breaks) is 8 years.

If you leave without prior approval you are at risk of being deemed to have withdrawn from your course and, as such, not allowed to recommence at a later date.

6.32 Terms and conditions/student-University relationship

When you join London Metropolitan University as a student you and the University form a formal relationship and you become a member of our academic community. Our regulations (the academic regulations, the general student regulations and course specific regulations and specifications) govern the relationship between you the University and it is your responsibility to read and understand this important information. If there are aspects of the Regulations you do not understand please contact the University Secretary’s Office.

Please note the University also has an additional set of regulations for International students (included in the general student regulations). If you are an International student it is important that you read these.

6.33 Volunteering

Improve your chances of gaining employment by engaging in voluntary activities, which in turn will enable you to make useful contacts and gain valuable experience. The student development and volunteering programme, run by Reach, includes: voluntary work experience, mentoring young people, volunteering overseas, tutoring in local schools, community work and career mentoring. Student volunteering is undertaken with statutory agencies or charitable and voluntary bodies. It provides opportunities of a theoretical and practical nature, in fields such as community work, conservation, research, administration, legal, marketing, PR and education. Please visit the volunteering section of the website.

Tier 4 students should check with the International Student Advice Team before volunteering as some types of voluntary work may need to be counted towards your allowed weekly working hours – adviceinternational@londonmet.ac.uk
6.34 Withdrawal from a module

Normally once you have a registered programme for the academic year it cannot be changed. You have until the end of week 2 to request a withdrawal from a module without academic or financial penalty. However, if by withdrawing from a module your enrolment changes from full-time to part-time, this will have implications for your funding and you should seek further advice on all the implications of withdrawing from a module before doing so. After this point you are expected to complete every module registered against your record and to pay any fee due for your registered programme. For further information and advice please contact your student hub.

Withdrawal from a module is not permitted after week 2; students with unforeseen circumstances, which prevent completion of an assessment or a module, should submit a mitigating circumstances claim.

For International students holding a Tier 4 visa, withdrawing from modules or course could have serious implications on your stay in the UK. Before you take any action, please contact the international student advice team for more information: adviceinternational@londonmet.ac.uk
### Section 7: The key features of your course

#### 7.1 Course specification

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<thead>
<tr>
<th>Section One: ABOUT THE COURSE</th>
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<tbody>
<tr>
<td>Name of course and highest award</td>
<td><strong>MA</strong></td>
<td>English Language Teaching (ELT)</td>
</tr>
<tr>
<td><strong>Entry Year</strong></td>
<td>2018</td>
<td></td>
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<tr>
<td><strong>Level of highest award (according to FHEQ)</strong></td>
<td><strong>Level 7 (PG)</strong></td>
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<tr>
<td><strong>Possible Interim Awards</strong></td>
<td><strong>Postgraduate Certificate</strong></td>
<td>PG Certificate in ELT</td>
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<tr>
<td></td>
<td><strong>Postgraduate Diploma</strong></td>
<td>PG Diploma in ELT</td>
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<td><strong>Awarding/validating institution</strong></td>
<td>London Metropolitan University</td>
<td></td>
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<tr>
<td><strong>Teaching institution(s)</strong></td>
<td>London Metropolitan University</td>
<td></td>
</tr>
<tr>
<td><strong>Total credit for course (for highest award)</strong></td>
<td>180 credits</td>
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<tr>
<td><strong>School responsible</strong></td>
<td><strong>Guildhall School of Business and Law</strong></td>
<td></td>
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<tr>
<td><strong>Pattern of attendance, Mode of Study, and length of course</strong></td>
<td><strong>Autumn start</strong></td>
<td>Distance Learning/Full Time/Part Time</td>
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<td>Length of course: FT 1 year if the student starts in Autumn, PT 2 years if student starts in Autumn</td>
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<td><strong>Spring start</strong></td>
<td>Distance Learning/Full Time/Part Time</td>
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<td>Length of course: FT 1 year if the student starts in Autumn, PT 2 years if student starts in Autumn</td>
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9 About the course and its strategy towards teaching and learning and towards blended learning/e-learning.

The Distance Learning MA English Language Teaching (DL MA ELT) offers the chance to enhance students’ disciplinary knowledge and understanding, introduces them to new ways of thinking about the English language, language pedagogy and practice and opens them up to career opportunities that they may not have previously considered. In so doing, it provides advantage to students, whether in the early stages or in the middle of their career.

With its international orientation, the course explores the sociocultural, political, cultural, linguistic and other contexts in which the English language is learned, taught and used worldwide. It enables students to become both more reflexive and reflective in their practice and encourages them to think of themselves as global language professionals with a strong contribution to make in the field.

The course structure allows students to develop their professional and academic interests through wide reading and supported research, encouraging them to develop the abilities they will need to become highly skilled and globally employable teachers, policy makers, educators and researchers. It provides modules which allow students to deepen their understanding of the fundamental disciplinary areas of language pedagogy, linguistics and sociolinguistics while also expanding into other areas which involve a closer focus on more specific theoretical and/or practical themes. These include key areas such as language awareness and the psychology of the classroom as well as the more specialist areas of language testing and assessment. Students also undertake a supervised research study leading to a dissertation and in preparation for this take a module in research methods.
All students will take part in an Induction Module (unaccredited) in which the navigation skills necessary for online learning will be presented and explained and students will have the opportunity to test their own skills to make sure that they can fully participate and understand what is required of them.

Students will have access to a dedicated module site on the VLE where they will find learning activities and online forums. They will have access to the university library website and make use of electronic journals, ebooks, databases and full text journals. Support for developing and improving IT skills as well as information on other web-based study support are available on the library website. Students will have a nominated tutor who will support and guide them through the module, who will assess their written work and who they can consult by email, telephone or Skype. The teaching on the course is through workbooks which include various activities and discussion questions for learners. The workbooks are written with the needs of distance learners in mind to ensure that students engage with the modules and are guided step-by-step to achieve the learning outcomes and submit their assignments. Module lecturers will be in contact with the distance learners on the VLE and via email, telephone or Skype.

On-line resources in the form of journals and ebooks are available through the university library and there are also relevant sources on the internet. The course has its own specific Weblearn resource to accompany the teaching. This means that students can access materials and participate in asynchronous on-line discussions from anywhere and at any time.

It should be noted that the DL MA ELT should not be considered as an initial teacher training course although in some countries it may be accepted as such.

### Course aims.

**The Distance Learning MA ELT aims to:**

1. provide an appropriate context for professional, academic and personal development in the field of ELT which builds upon the concept of reflective teaching and a critical approach to theory and practice;
2. offer a programme of study that is academically challenging and professionally rigorous in that it stretches the participants’ critical thinking and encourages them to develop their knowledge and skills in evaluation, analysis and research at Master’s level;
3. provide an opportunity for the participants to develop an in-depth insight into a wider range of disciplinary perspectives on theory, practice and policy and to extend their knowledge and understanding of the common themes in English language teaching and learning;
4. help them become independent professionals who can critically evaluate and analyse issues related to their professional practices and can solve practice-related problems;
5. develop their knowledge, skills and experiences that can help them accept leadership responsibilities in their future jobs;
6. enable participants to apply theoretical knowledge to practice-oriented tasks by becoming independent researchers.

### Course learning outcomes.

On successful completion of the module, the participants should be able to:

1. demonstrate a critical knowledge and understanding of important concepts in theory, practice and policy of English language teaching and learning;
2. locate their own professional practice, or the policies and practices of their home institution and country, within a global linguistic, sociolinguistic, cultural, social and pedagogic context, at an advanced level;

3. understand, analyse and critically evaluate the main theoretical issues influencing current debate on matters of the English language, language learning and teaching;

4. relate current theories and debate to their own situation or that of their national situation, and be able to contribute to the development of specific responses to the problems faced in that situation;

5. have developed the ability and the confidence to carry out independent, scholarly research in an area of professional interest to them, including the selection and review of relevant literature, the collection of data, its sustained and detailed analysis, and the drawing of substantiated conclusions.

In terms of cognitive and intellectual skills, by the end of the course students are expected:

1. to have developed appropriately postgraduate-level intellectual skills, particularly with regard to critical thinking and researching and to be able to produce persuasive, well argued, coherent ideas at an appropriate scholarly level;

2. to have demonstrated the ability to participate as a member of the ELT disciplinary community.

12 Describe the arrangements for promoting reflective learning/personal development planning (PDP) on this course

Independent and critical thinking and development are central to the focus of the course and therefore encouraged from the beginning of the course. Personal development takes place through tutorials and feedback sessions.

13 Teaching site(s) for course

| Distance Learning | [click to select location] | [click to select location] |

14 PSRB accreditations (where relevant)

Full name of accrediting body: N/A
Please include latest review date: N/A

15 Exemptions from Professional Body examinations (where relevant)

N/A

16 Principal QAA Subject Benchmark Statement

N/A

17 Other external reference points

N/A

18 Admissions requirements, to be demonstrated through certificated or experiential learning (up to 300 words)

**NOTE:** Standard university admissions requirements to apply unless otherwise approved.

Applicants should hold a good degree in a relevant field (e.g. languages, linguistics, English, education) and normally have some experience of language teaching. For non-native speakers of English, a minimum IELTS score of 6.5 (or equivalent) is normally needed. Applicants are also required to find an institution in their context where they can observe 4 hours of English language classes.

19 Details of organised work experience, work based learning, placement, sandwich year or year abroad available during the course

N/A

20 Career, employability and opportunities for continuing professional development.

Job promotion may occur as a result of following the course; teaching in schools (private and public), at colleges and universities worldwide; accepting managerial roles in the education sector; setting up business and private enterprise; continuation to PhD courses.
Section Two: COURSE STRUCTURE AND ASSESSMENT

21 Course assessment strategy

Assessment includes: presentations, poster presentations, test development, journal and diary writing, case studies, coursework, academic essays and dissertations. A final dissertation (12,000-15,000 words) is the single assessment on the guided independent research study. A combination of summative and formative strategies are also in place. Students will be supported by bespoke on-line module materials and with access to an allocated tutor who is available to support them on the VLE, by e-mail, telephone or Skype.

22 Course Structure Diagram

Level Seven Autumn Period

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Period (15 weeks)</td>
<td>LN7062DL</td>
<td>Patterns in Global Sociolinguistics</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>Autumn Period (15 weeks)</td>
<td>LN7075DL</td>
<td>Issues in Language Learning: an intercultural approach</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>Autumn Period (15 weeks)</td>
<td>LN7006DL</td>
<td>Linguistics &amp; Language Teaching</td>
<td>Core</td>
<td>20</td>
</tr>
</tbody>
</table>

Level Seven Spring Period

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Period (15 weeks)</td>
<td>LN7077DL</td>
<td>Research Methods</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>Spring Period (15 weeks)</td>
<td>LN7063DL</td>
<td>Understanding the Language Classroom</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>Spring Period (15 weeks)</td>
<td>LN7055DL</td>
<td>Language Testing &amp; Assessment</td>
<td>Core</td>
<td>20</td>
</tr>
</tbody>
</table>

Level Seven (Autumn, Spring and Summer Period)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Code</th>
<th>Title</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn, Spring and Summer Period (15 weeks)</td>
<td>LN7P08DL</td>
<td>MA ELT Dissertation</td>
<td>Core</td>
<td>60</td>
</tr>
</tbody>
</table>

23 Mapping matrix of modules (at para 22) delivering the course learning outcomes (at para 11)

Insert table mapping modules (with code) against the course learning outcomes:
<table>
<thead>
<tr>
<th>Module Titles</th>
<th>Module Codes</th>
<th>LOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patterns in Global Sociolinguistics Issues in Language Learning</td>
<td>LN7062DL</td>
<td>Demonstrate a critical knowledge and understanding of important concepts in theory, practice and policy of English language teaching and learning</td>
</tr>
<tr>
<td>Linguistics &amp; Language Teaching Understanding the Language Classroom Language Testing &amp; Assessment</td>
<td>LN7055DL</td>
<td>Locate their own professional practice, and the policies and practices of their home institution and country, within a global linguistic, sociolinguistic, cultural, social and pedagogic context, at an advanced level</td>
</tr>
<tr>
<td>Language Testing &amp; Assessment Understanding the Language Classroom Patterns in Global Sociolinguistics Issues in Language Learning</td>
<td>LN7055DL</td>
<td>Understand, analyse and critically evaluate the main theoretical issues influencing current debate on matters of language, language learning and teaching</td>
</tr>
<tr>
<td>Patterns in Global Sociolinguistics Issues in Language Learning</td>
<td>LN7062DL</td>
<td>Relate current theories and debate to their own professional and national situation, and be able to contribute to the development of specific responses to the problems faced in that situation</td>
</tr>
<tr>
<td>Linguistics &amp; Language Teaching Understanding the Language Classroom Research Methods</td>
<td>LN7077DL</td>
<td>To have developed the ability and the confidence to carry out independent, scholarly research in an area of professional interest to them, including the selection and review of relevant literature, the collection of data, its sustained and detailed analysis, and the drawing of substantiated conclusions</td>
</tr>
<tr>
<td>Research Methods Understanding the Language Classroom MA ELT Dissertation</td>
<td>LN7063DL LN7062DL LN7075DL</td>
<td>To have developed appropriately postgraduate-level intellectual skills, particularly with regard to critical thinking and researching and to be able to produce persuasive, well argued, coherent ideas in both written and spoken format at an appropriate scholarly level</td>
</tr>
<tr>
<td>Patterns in Global Sociolinguistics Issues in Language Learning</td>
<td>LN7062DL</td>
<td>To have demonstrated the ability to participate as a member of the ELT disciplinary community</td>
</tr>
<tr>
<td>Linguistics &amp; Language Teaching Understanding the Language Classroom</td>
<td>LN7075DL</td>
<td></td>
</tr>
<tr>
<td>Research Methods Understanding the Language Classroom MA ELT Dissertation</td>
<td>LN7077DL</td>
<td>To have developed appropriately postgraduate-level intellectual skills, particularly with regard to critical thinking and researching and to be able to produce persuasive, well argued, coherent ideas in both written and spoken format at an appropriate scholarly level</td>
</tr>
</tbody>
</table>

24 Which modules are required to be taken to gain specific awards?

*Please specify if there are any combinations of modules that a student is required to take to gain either the highest level of award or one of the interim awards listed in section 3.*

Any three modules totalling 60 credits result in a PG Certificate.

Any six modules totalling 120 credits result in a PG Diploma.

To obtain an MA, all seven modules should be covered (180 credits).

**Section Three: COURSE SPECIFIC REGULATIONS**

25 Courses shall conform to both framework and University Academic Regulations. Where a course in addition has course specific regulations which have been formally approved by the University, these should be included below.
### Section Four: OFFICIAL USE AND CODES – responsibility for completion is as indicated

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>(School) Course Leader at time of approval</td>
<td>Dr Ahmad Nazari</td>
</tr>
<tr>
<td>27</td>
<td>(School) Source of funding</td>
<td><strong>Tuition fees</strong></td>
</tr>
<tr>
<td>28</td>
<td>(QEU) Original date of approval</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>(QEU) Course approved to run from</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>(QEU) Course specification version number</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>(QEU) Revision date (specify cohort)</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>(Student Journey) London Met course code</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>(Student Journey) Route code</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>(Planning Office) JACS code ¹</td>
<td></td>
</tr>
</tbody>
</table>
Index of key online information

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- Health and wellbeing
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- Mitigating circumstances
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- Student hubs (first-stop shop for students)
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- Student Zone
- Timetable information
- Undergraduate course information
- University rules and regulations
- Weblearn