

Salford Languages

University Wide Language Programme (credit-bearing module) Module enrolment information 2016/17

Enrolment and updating your student record

1. The University Wide Language Programme modules are only available for credit as an optional module on approved programmes. You can either enrol for a language through online module enrolment or by making a request to change your optional modules through the School Programme Office.
2. Bookings for UWLP modules must be made online by submission of an online booking form via the Salford Languages website.
3. Each booking is subject to availability and is only binding if we send you confirmation by email that your enrolment is accepted.
4. You will need to contact your Programme Support Office once your enrolment on the Language modules is confirmed. Before Salford Languages can enrol you onto a language module you may need to decide which other module option you will drop if you have already enrolled onto the maximum number for your programme.

Module Availability

5. In the event that your preferred language module cannot run due to insufficient uptake, you may be enrolled on your second choice and informed via email. This can be an alternative language or a module from your main programme of study.
6. If you have not made a second language choice Salford Languages will inform your School Programme Office so they can enrol you onto the default optional module as part of your programme of study.

Timetable

7. UWLP classes may not appear on your online timetable straight away. A separate email with details of your language classes will be emailed to you at the start of the semester.
8. If your UWLP module clashes with another class, please notify Salford Languages on Salfordlanguages@salford.ac.uk as soon as possible (please include "Timetable clash" in the subject line of your email). There may be an alternative class you can attend for this module but it may mean you have to take an alternative language / optional module.

Attendance

9. It is important that you attend all classes otherwise your academic performance may suffer. If you are not able to attend for any extended period of time please ensure that you contact your Module Tutor and Salfordlanguages@salford.ac.uk and visit Blackboard to keep up to date with learning materials and class content covered.
10. Language learning differs from other disciplines in that it consists of a process of progressively acquiring complex skills (e.g. reading/writing/listening and speaking) as well as developing intercultural knowledge and awareness. Continuous participation throughout the 24 week programme is important for your language learning and experience as a group. Lecturers like to encourage group work and establish a dynamic class environment and one of the main benefits of studying a language is the conversational activities. Having class mates regularly absent can disrupt the learning pace of the class.

Transfers of all Courses

11. In line with the Academic Regulations for Taught Programmes you may transfer to any other language up to the end of the second week of teaching on the module.
12. Exceptionally, the transfer from one language to another may be authorised on academic grounds and depending on what experience participants already have of learning the language; up to the end of the fourth week of teaching. Authorisation must be given by the UWLP Coordinator and tutor/lecturer responsible for the language to which the participant is transferring.
13. Transfers between languages will only be permitted on one occasion. Once you have transferred, you cannot transfer again.
14. We may cancel, suspend or terminate a module if any circumstances beyond our control prevent or delay its delivery (including but not limited to staff shortage) or if student enrolment numbers fall below a sustainable/viable level.
15. All modules last the full academic year. You may not be able to 'drop' the module in Semester 2.

Complaints

16. For the purposes of managing concerns and complaints, the UWLP follows the University's [Student Complaints Procedure](#).