

## PROGRAMME SPECIFICATION

This document describes the **Pre-Sessional English Language Programme**, administered by Royal Holloway International and designed primarily for non-native English speaking students whose English language levels fall short of College entry requirements. This specification is valid for new entrants from **July 2010**.

This programme aims:

- to develop students' knowledge and use of the study skills and academic English required for university study;
- to develop students' proficiency and confidence in both oral and written English so that they can communicate in a variety of situations;
- to provide an introduction to the academic environment at Royal Holloway;
- to provide an introduction to some aspects related to contemporary British society, thus enabling students to adapt to everyday life in the UK.

This document comprises the following further sections:

[Programme Learning Outcomes](#)

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This document provides a summary of the main features of the programme(s), and of the outcomes which a student might reasonably be expected to achieve if full advantage is taken of the learning opportunities provided. Further information is contained in the College prospectus, the College Regulations and in various handbooks issued to students upon arrival. Whilst Royal Holloway keeps all its information for prospective applicants and students under review, programmes and the availability of individual courses are necessarily subject to change at any time, and prospective applicants are therefore advised to seek confirmation of any factors which might affect their decision to follow a specific programme. In turn, Royal Holloway will inform applicants and students as soon as is practicable of any substantial changes which might affect their studies.

### **Programme Learning Outcomes**

#### *Knowledge and Understanding*

The Pre-Sessional English Language Programme is primarily focused on the development of relevant skills. However, students will acquire some understanding of

- the academic environment in which they will be expected to operate;
- issues related to contemporary British society.

#### *Skills and Other Attributes*

The Pre-Sessional English Language Programme will enable students to:

- write a well structured and clearly argued academic essay based on secondary sources;\*
- use appropriate academic conventions when writing a text;\*
- summarise a text;\*
- read effectively and critically;\*

- understand a variety of written sources;\*
- develop effective listening skills in order to understand lectures and take notes; \*
- research, plan and deliver a short oral presentation;\*
- participate effectively in seminars;\*
- begin to build up discipline specific vocabulary;\*
- develop general oral communication skills in English;\*
- develop word-processing skills;\*
- use the internet as a source of information;\*
- become familiar with the Royal Holloway library and other information resources including the university's VLE, Moodle;\*
- function as an independent learner.\*

\* transferable skills

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### **Teaching, Learning and Assessment Strategies**

The teacher plays a key role within the programme and has the role of language expert, presenter of information, facilitator in the classroom as well as monitoring students' understanding and progress. During the programme, students will participate in lectures, seminars and individual and group consultations. A range of formal and informal activities are used to promote learning, including:

- discussion activities in small groups or involving the whole class;
- information gathering and problem solving activities;
- interviews;
- oral presentations;
- individual research.

Independent learning will be fostered through learner training in class, which will encourage students to use learning resources on campus and to develop skills of self-reliance. Consultations will provide support and structure in setting and achieving personal goals. Assessment is typically based on a Project Presentation, an essay, and an Assessed Seminar Discussion. Further details on the course can be obtained via the [Royal Holloway International website](#).

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### **Programme Structure**

Students can join the Pre-Sessional English Language Programme for four or eight weeks, depending on their language level. Those students planning to progress to Postgraduate degrees in the School of Management will follow separate subject-specific courses for the four and eight week components. The programme is intensive in nature with 40 learning hours per week (approximately 40% of these hours will be teacher – student contact time).

The Pre-Sessional English Language Programme includes the following core courses:

- Reading Skills
- Writing Skills
- Listening Skills
- Speaking Skills

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## **Student Support and Guidance**

- Regular consultations with a Personal Tutor in RHI where issues of an academic nature may be discussed
- Programme of orientation to the local environment and academic services
- Programme Leader, Deputy Leaders and Language Tutors available and accessible by appointment
- Meetings between Assistant Director of RHI and elected student representatives
- Approximate class size of 12 – 20 students
- Detailed Programme Guide which details programme resources
- Extensive supporting materials and learning resources in College library, RHI Student Resources, via Metalib, via Moodle and in CALL laboratory
- Access to all College support services including Student Counselling Service, Health Centre and the Educational Support Office for students with special needs.

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## **Admission requirements**

Applicants will normally have been offered a place at Royal Holloway for a particular undergraduate or postgraduate degree. Applications for the Pre-sessional English Language Programme are sent to RHI, where decisions on admission are made by the Director. Students are not normally admitted to the Pre-Sessional programme unless they already hold an internationally-recognised English Language qualification at a level which indicates they are likely to be successful on the Pre-Sessional programme. For the 8-week programme, this means students are not normally admitted unless their English language qualification is only 0.5 or 1.0 band below the level specified in the Prospectus for their programme. For the 4-week programme, it means that students normally need an English language qualification which is only 0.5 below the level specified in the Prospectus. For further details, please refer to the [Pre-sessional English Language Programme webpage](#).

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## **Progression and Award Regulations**

The Pre-Sessional English Language Programme is non-award bearing. The results from the three assessed elements (project presentation, essay and assessed seminar discussion) form a profile of students' achievements on the programme. They receive a transcript of this information and also a recommendation, if necessary, for future English language study on the In-Sessional English Language Programme. A copy of the transcript is also sent to students' future academic department.

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## **Further Learning and Career Opportunities**

On completion of the Pre-Sessional English Language Programme and fulfilment of any conditions set by academic departments, students will progress to undergraduate, pre-Masters or postgraduate study at Royal Holloway. For further details please refer to the [Careers Service](#).

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## **Indicators of Quality and Standards**

Royal Holloway's position as one of the UK's leading research-intensive institutions was confirmed by the results of the most recent Research Assessment Exercise (RAE 2008) conducted by the Higher Education Funding Council (HEFCE). The new scoring system for the RAE 2008 measures research quality in four categories, with the top score of 4\* indicating quality that is world-leading and of the highest standards in terms of originality, significance and rigour. 60% of the College's research profile is rated as world-leading or internationally excellent outperforming the national average of 50%. The College is ranked 16th in the UK for research of 4\* standard and 18th for 3\* and 4\* research.

## List of programmes

The majority of the teachers on the programme are full-time members of staff in RHI; they have experience of both teaching English for Academic Purposes in Higher Education and working on Pre-Sessional programmes. The Pre-Sessional English Language Programme is validated by Royal Holloway, University of London. The programme has two Banner codes:

- Pre-Sessional English Language Programme: **1335** (4 weeks); **1336** (8 weeks).

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