Course Units 2016-2017

Registration Form – EAP

If you have already applied for a CLIE language module this academic year please give the code: ........................................

Surname(s): ........................................................................................................................................................................

Forename(s): .................................................................................................................. □ Male ................................................................ □ Female

Mobile: ................................................................................................................................. University email: ..........................................................................................

University: □ UCL □ Other*: ................................... Department: .................................................................

Degree programme: ......................................................................................................................................................

□ Undergraduate □ Graduate Your year of study: ...... Duration: ........... years

Language information

Your mother tongue(s): 1) ......................... 2) ........................................ 3) ........................................

All other languages learnt: 1) ......................... 2) ........................................ 3) ........................................

Language(s) spoken by your parents at home: 1) ......................... 2) ........................................

Please indicate your most recent score on a test of English (e.g. IELTS [please give a breakdown of your scores for each skill], TOEFL [including score for TWE], Cambridge Examinations): .................................................................

If you have attended courses at the UCL CLIE (formerly Language Centre) please give details, including marks for individual components: ........................................................................................................................................

Have you written academic essays in English before? □ Yes □ No

If YES: Please give details: .................................................................................................................................

What types of academic English do you feel you need most help with for your degree?

□ Taking notes in lectures □ Reading and taking notes

□ Participating in academic seminars □ Giving presentations

□ Written essay assignments □ Reports

□ Timed examination essays □ Dissertation

□ Other – please specify: ........................................................................................................................................

Please read and sign

I have received and read the Language and TEFL Course Units 2016-2017 Student Handbook and wish to apply for one of the English for Academic Purposes course units. I have read, understood and agree to the terms and conditions overleaf.

Signature: ................................................................. Date: .................................................................

To be completed by a UCL Centre for Languages & International Education EAP Tutor

The above student has been interviewed today and I recommend the following course:

Undergrad: □ LCEN6001 □ LCEN6801 □ LCEN6802

Graduate: □ LCENG001 □ LCENG801

Signature: ...................................................................................... Initials: .................. Date: .................................
**Terms and conditions**

- I will attend weekly language classes from October to April; if my attendance falls below UCL’s minimum of 70% I understand that I may be barred from summative assessment;
- I will devote the recommended time to self-study and inform my CLIE language tutor or the CLIE Course Units office of any difficulty I may experience with my language course;
- Language levels are determined by the Centre for Languages & International Education;
- The timetable is set for Terms 1 and 2 and it is my responsibility to ensure clashes do not occur with my other courses;
- I am responsible for checking online (and correcting if required) that I am entered for the correct course (on PORTICO by 18 January 2017);
- I am responsible for ensuring I know the dates of, and attend, all coursework and examinations;
- I will inform the CLIE Course Units office by email (clie-courseunits@ucl.ac.uk) if I do not want my results publicly displayed;
- Unless urgent, contact by the Centre for Languages & International Education will be via email (to your UCL account only);
- I will notify the Centre for Languages & International Education as soon as possible of any change of telephone;
- If any circumstances prevent me from continuing with this course I shall inform the CLIE Course Units office (clie-courseunits@ucl.ac.uk) immediately;
- The Centre for Languages & International Education reserves the right to withdraw anyone who withholds information or gives false information.

**How to register**

1. Complete this form and come to the CLIE for an informal interview with a CLIE EAP tutor, who will assess your level and sign this form.
2. Attend the timetabling session for your course and submit your completed Registration Form there. You will be given the time of your timetabling session at the interview with an EAP tutor; if this has already taken place then bring your completed form to the CLIE Course Units office (26 Bedford Way room 111).

Full information is in the *Language and TEFL Course Units 2016-2017 Student Handbook* and at ucl.ac.uk/clie/CourseUnits.

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* Intercollegiate students must also complete and submit the *UCL Examination Registration Form for Intercollegiate Students* (available from the CLIE Course Units office and ucl.ac.uk/clie/CourseUnits).