Imperial College London

Centre for Languages, Culture and Communication

Languages Students' Handbook

2023-24

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Welcome to the Centre

Language learning and teaching has a long tradition at Imperial College, and we provide language learning opportunities across the College. Our interactive classes cover a wide range of topics and situational skills as well as giving you a sound basis for further study and our language co-ordinators are happy to help with any queries. We hope you will enjoy picking up a new language or improving your existing skills in one of the many language modules on offer.

This booklet is aimed at students already registered for a Languages option within the Imperial Horizons/I-Explore programme but also includes information on Year Abroad and Language for Science degrees. It provides information and advice on how to get the most from your Languages module, key dates, regulations and links to College websites.

Languages modules are offered in Arabic, British Sign Language, French, German, Italian, Japanese, Korean, Mandarin Chinese, Russian, Spanish.

We hope you will enjoy studying a language and that you will find it an interesting and stimulating supplement to your other subjects.

1. Information

Following a re-design of our web pages, generic information, policies and procedures for Horizons/I-Explore can be found here:

https://www.imperial.ac.uk/horizons/

https://www.imperial.ac.uk/horizons/manage-your-module/

https://www.imperial.ac.uk/horizons/ug-handbook/

https://www.imperial.ac.uk/horizons/frequently-asked-questions/

https://www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/

https://www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/ug-handbook/

https://www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/frequently-asked-questions/

CLCC Staff
https://www.imperial.ac.uk/horizons/contact-us/

Additional key dates and information 2023-24

Language Grammar Workshop:	15 November 2023, 1-2pm, room tbc
Year-in-Europe Intro Sessions:	6 October and 10 October 2023
Language for Science Intro Session:	4 October 2023
Exams	
LfS Translation Exam:	w/c 18 March 2024
	In-class tests are usually scheduled in the last week of both the Autumn and Spring terms; coursework dates are posted on Blackboard Learn
Horizons/I-Explore Exams:	
Horizons Language Oral Exams:	At the end of the spring term and at the beginning of the summer term

Year Abroad/Year-in-Europe   www.imperial.ac.uk/languages/year-in-europe

Language for Science   www.imperial.ac.uk/languages/degrees-with-language-for-science

Adult Education Programme   www.imperial.ac.uk/evening-classes

Language Pairs (CLCC Language Exchange) https://www.imperial.ac.uk/languages/clcc-language-exchange-/

2.   Contact with Language Tutors and Administrators

Emails

It is **vital** that you check your Imperial College emails on a regular basis and maintain regular contact with your Language Lecturer as well as the programme administrators. Any emails requiring action or requesting information should be answered promptly to ensure we can provide you with the best support.

3.   Location

Your location of teaching will be:

South Kensington Campus,

Imperial College London,

SW7 2AZ

The Centre for Languages, Culture and Communication is located on Level 3 Sherfield Building at the west end of Sherfield Building, visit the South Kensington campus page for directions.

4.   General Information on Teaching and Assessment

Delivery of Classes

For the academic session 2023-24, most of our classes will be in person, however a very small number will remain online. You will receive an email with your class details, room information and any relevant links. This will also appear in your calendars.

Delivery of Assessment

For the academic session 2023-24 most module in-class tests will take place in class on campus with test papers on Blackboard Learn; you will be expected to bring your own laptops to access these papers. There will be a few modules where students are expected to hand-write their answers on paper.

Language for Science examinations will take place online during the normal class time and be invigilated. Translation exams may take place outside of class hours but will be agreed with students beforehand. All oral examinations will take place online on MS Teams. For oral exams, there will be a student-sign up via OneDrive Excel sheets. All oral exams are recorded with two examiners.

Online Teaching

- Online classes will take place either on Teams or Zoom at the advertised times/days with a Blackboard Learn (BBL) course as core location for generic information, schemes of work, assessments, and assignments alongside additional resources for revision and further study.

- To take part in online classes, you will need a reliable internet connection, laptop/PC with webcam and ideally headphones (in noisy environments, these are essential).

- You will need to find a quiet area with space for notes and materials. Unless it is an emergency, we do not recommend the use of phones to participate in our language classes.

Participation online

- We expect you to adopt the appropriate netiquette during online sessions, show the appropriate level of respect and courtesy in discussions, not interrupt each other, have your camera on, microphone muted in plenary sessions and use the 'raise hand' tool or 'chat' function to communicate (chat should be used for class-related discussions only).
- You are expected to treat the online class as if you were in a real classroom situation, which means please 'arrive' on time, focus on the session, participate in activities, do not eat during class, turn mobiles off (unless using it for accessing the class in an emergency and let the lecturer know if they have to 'leave' for any reason).
- Unless you are experiencing severe internet connection problems, which might be remedied by turning the camera off, we expect you to have your webcam on.

Troubleshooting

If your connection is poor, you should inform your lecturer via the chat function and/or by email, then try:

Turning the camera off	Moving closer to the wi-fi router	Closing other applications that may be using the internet	Using a different device	Turning wi-fi off and re-connecting

If none of the above solutions work and you have to leave the session, you should let the lecturer know using the chat function or via email if the chat function is unavailable.

Important Information

Revision and Preparation

Preparation for classes is essential. All information required is on Blackboard Learn. On average 3-4 hours of preparation time is required for each class, although this will vary across levels, languages and from person to person. You must complete the specified tasks (homework, reading, watching, listening, research, etc.) before each class.

Assessment

Tests will take place in class and coursework will be completed at home by a certain deadline. Where applicable, please familiarise yourself with any upload procedures well in advance of the submission

deadline. All oral exams will take place online. Please make sure that your microphone and camera are working beforehand.

If you have any problems submitting your work on time, please get in touch immediately and refer to the Mitigating Circumstances procedure as well as the framework for extension requests. Unauthorised late submission attracts a penalty.

Queries

In case of any queries, please refer to information on Blackboard Learn and/or the Horizons website first before contacting the lecturer. Lecturers might be available shortly before and/or shortly after classes for queries and will try to respond to emails as soon as possible. However, since most lecturers work part-time and have other commitments, replies may take several days.

5.   Language Modules and Degree Programmes

Imperial Horizons

- These modules are intended for undergraduate students. You need to meet the attendance requirements and attempt all assessments.
- Classes are organised by year group as well as level and meet once weekly for a two-hour in-class or online synchronous session.
- These are generic language courses based on a communicative approach covering all four skills. Where possible, additional focus on science, technology, engineering and medicine can/should be introduced.
- For the session 2023-24, students can take language modules for degree credit, extra credit or non-credit. In the 2nd or 3rd year, students can take a Horizons module as their (compulsory) I-Explore credit choice.

Degree Credit	I-Explore	Extra Credit	Non-Credit
Many departments will allow students to take an Imperial Horizons module for 'degree credit' instead of taking one of their departmental options.	Imperial Horizons is one of the students can choose as their IExplore module. They will take their I-Explore module in either their second or third year of study at Imperial.	If they do not take their 2 term Horizons module for 'degree credit' or 'I-Explore', the ECTS will be awarded as 'extra credit' on successful completion.	1st years can take non-language 8-week modules in the Autumn or Spring term. These are for non-credit only. BSL Level 1 is a non-credit only module (for 1st and 2nd years).

Year-in-Europe (French, German, Spanish, Italian)

These classes prepare students registered on a degree with a year in Europe for their stay abroad. Students on a Year in Europe Programme (or a Language for Science degree) need to attend these in addition to their Horizons classes.

The focus of these classes is on reading, listening and presenting, as well as understanding technical and scientific material in the foreign language. A wide range of topics is covered in relation to the students' subject of study and core vocabulary and structures common to all subjects are identified and practised. Students are also introduced to university life in Europe to prepare them for their stay abroad. These will be assessed separately from the general language module (via in-class oral task at the end of Term 2).

The mark from the Year Abroad class feeds into the Final Horizons mark so it's important that you attend these sessions. Attendance is monitored.

There is a dedicated Year-in-Europe/Year-Abroad Coordinator in each department as well as in CLCC (for 2023-24 Dr Iria Gonzalez-Becerra). You may speak to them for specific information about the institution where you may go as part of an exchange programme as well as the selection process and criteria.

Language for Science (French, German, Spanish)

These modules are offered to students registered on a combined degree in Biology/Biotechnology/ Biochemistry as well as Chemistry with a Language for Science (please note that there is no new intake for LfS Chemistry) and are part of their curriculum. They include:

- History and Politics (1st year)
- History of Science (2nd year)
- Translation (3rd/4th year)
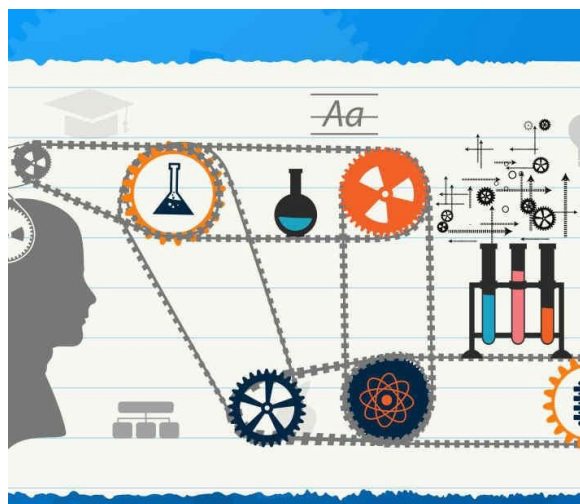
They are taught in addition to the Horizons language as well as Year-in-Europe modules.

History and Politics and History of Science are assessed through one in-class exam as well as a project (coursework) plus presentation (viva). For Translation, students need to complete 4 pieces of coursework plus an examination at the end of the year.

During the year abroad, students need to complete the Extended Language Project. Please note the different submission dates for Life Sciences and Chemistry.

Details of assessment can be found on the Language for Science webpages.

🖥 http://www.imperial.ac.uk/languages/degrees-with-language-for-science/

6.   Timetabling

Horizons

Imperial Horizons classes have been scheduled with the departments. All eligible students should therefore be able to attend on the allocated day for their year group without experiencing timetable clashes. Any student claiming to have a clash should email horizons@imperial.ac.uk.

Mondays	Tuesdays	Thursdays
16.00-18.00	16.00-18.00	16.00-18.00 –
2nd Year Students	1st Year Students	3rd & 4th Year Students

Year Abroad/Year-in-Europe

All YA/YiE classes take place Friday lunchtime.

    ⬜   12:00-13:00 or 13:00-14:00

These timeslots should have been kept free by the departments; in cases of timetable clashes, please contact the Languages Administrator in the first instance.

Language for Science

Content classes usually run-on Thursday 12:00-13:00 and 13:00-14:00. However, translation classes may be arranged as convenient.

7.   Assessment

General Information

Imperial Horizons Language Module Assessment Guidelines
Please visit the link below to find more information about the assessment guidelines for each language module.

💻 https://www.imperial.ac.uk/languages/language-assessment-guidelines/

Examinations

Oral Examinations
*   Oral exam scheduling is done via online spreadsheets created by Coordinators on OneDrive.
*   Level 1 normally takes place before Easter and all other levels after Easter. However, some students in higher levels may have to complete their orals before Easter.

By the end of the module, students should have the ability to understand what is said to them, and to communicate - with the appropriate degree of syntactical and lexical accuracy that can reasonably be expected at a particular level. Unless resources are expressly permitted in oral examinations, students must not use any additional material or online aids. This would constitute an examination offence.

Written Examinations
With the exception of Mandarin and Japanese, in-class tests in Languages will take place in the last week of the Autumn Term as well as the Spring Term. Information will be available on Blackboard Learn.

Coursework

With the exception of Mandarin and Japanese, all modules include two coursework assignments set on Blackboard Learn.

Homework

The syllabus calls for students to do around three hours' work each week outside class contact periods (possibly more for coursework). This will normally be a piece of written work, reading or listening comprehension, though there may be weeks when the tutor sets a learning task to be tested in class.

Academic Misconduct Policy and Procedures

In cases of plagiarism or collusion, the College Academic Misconduct Policy and Procedure will be followed.

- If your tutor suspects plagiarism/collusion, the relevant Language Coordinator and the CLCC exams officer will be informed who will determine if the offence on its own is minor or major plagiarism.
- The CLCC Exams Officer, or other delegated staff member will alert your department. This is an important step as the department will need to verify if this is a first offence. A piece of minor plagiarism becomes major plagiarism if it is a second offence.
- A formal meeting ('viva voice investigation meeting') may be appropriate as part of the investigation process.
- After liaising with your department, the CLCC Exams Officer or delegated authority will advise you of next steps and the appropriate sanction.

Plagiarism and Collusion Definitions

Passing off someone else's work as your own, i.e., plagiarism and/or asking someone else to write a coursework for you, i.e., collusion, are serious offences. Copying somebody else's work or asking for help from a speaker of the language you are studying is counter-productive because the work set is necessary to assess your progress and provide feedback. Plagiarism and/or collusion, as well as using online translators, are usually very evident, and where students have not done the work themselves this will soon become obvious in class tests.

Under no circumstances will work that has not been done by the student be accepted as valid coursework. If your teacher suspects work handed in may not be your own, you may be invited to a meeting with your lecturer, the language coordinator as well as a staff member from your home department. Please note that whilst the use of dictionaries is usually permitted, the use of any AI tool, grammar correction or translation websites is not and will be regarded as collusion. If in doubt, please check with your lecturer and read any assessment instructions very carefully.

Referencing

Where applicable, your coursework (essay, project or presentation) needs to include a bibliography. This is a list of references you cited in your write-up and other sources you consulted that informed your work but are not directly referred to in the text. It is essential to acknowledge your sources by citing them in the text and in the reference list. If you have used the words of others verbatim, these must appear in quotation marks, cited, and listed in the bibliography. If you do not do this, you will be plagiarising.

You MUST consult the library's resource on how to cite references.

🖥️ https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvardhttps://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/citing/style/citing/

🖥️ https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/

Course Expectations and Learning Agreement

You are expected to use the correct method of referencing sources for essays and presentations and will be asked to complete and sign a declaration.

Imperial College information on academic integrity is available at:

🖥️ www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taughthttp://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

8. Marking

Each piece of assessment which contributes to the overall grade will be marked in accordance with marking guidelines ensuring consistency, transparency, and fairness. Your lecturer will talk you through all marking aspects and show the matching information on Blackboard Learn.

Communication of final grades
Detailed marks: you will receive your final grades for individual modules as well as overall year grades through My Imperial; if you take a module for degree credit you will be given your final result as a percentage.

Feedback: feedback on results may be given as general oral feedback (about your written and oral exams without giving percentage details) by the appropriate language coordinator.

Extra credit results: appear on transcripts as Pass, Merit or Distinction, except for fails

Calculation of overall grade
The breakdown of marks for each module is given in the module description on Blackboard. These can also be found on the Imperial Horizons website.

🖥️ https://www.imperial.ac.uk/languages/language-assessment-guidelines

Presentation and Marking of Written Work

You should submit neat, legible work, typed unless otherwise arranged, through Blackboard. Please put your name and the date on each piece of work which handed in for marking and submit work on time.

Mark Scales and Criteria

All assessment is marked out of 100, grades are given in percentages. Please ask your lecturer if you are unsure about detailed marking criteria. These are usually available on Blackboard Learn. The following are general grade band guidelines.

Mark Scale for Credit

First Class (1st)	70% - 100%
Upper Second (2.1)	60% - 69%
Lower Second (2.2)	50% - 59%
Third (3rd)	40%- 49%
Fail	Below 40%

Mark Scale for Non-credit

Distinction	70% - 100%
Merit	60% - 69%
Pass	40%- 59%
Fail	Below 40%

Sample criteria for grade bands as applied to languages coursework and examinations at Level 1 in all languages.

First Class: 70-100%

Outstanding work demonstrating a high degree of accuracy, a confident grasp of linguistic structures and a wide vocabulary, and showing evidence of initiative in language learning and originality in expression.

Upper second: 60 - 69%

Predominantly accurate work with an above-average command of linguistic structures, a fairly wide vocabulary and good communicative and comprehension skills.

Lower second: 50 - 59%

Generally satisfactory work showing evidence of effort, though marred by some weaknesses, and displaying fair communicative and comprehension abilities.

Third: 40- 49%

Poor work, displaying major weaknesses in linguistic structure and vocabulary, in which only partial success in communicating in the foreign language is attained.

Fail: 0 - 39%

Inadequate language skills to communicate orally or in writing, i.e. a failure to grasp or manipulate linguistic structures and a deficient range of vocabulary.

Sample criteria for grade bands as applied to languages coursework and examinations from Level 2 upwards in all languages.

First class: 70-100%

Outstanding work with sophisticated content relating to the cultural background of the country concerned; a high level of linguistic accuracy and flexibility in the use of complex structures, an extensive vocabulary and an exceptional competence in understanding and drawing on source materials in the foreign language; also testifying to a substantial level of independent enquiry.

Upper second: 60-69%

Generally accurate work with good content, a competence in handling linguistic structures, and a wide vocabulary, and displaying the ability to deal satisfactorily with source materials in the foreign language.

Lower second: 50 - 59%

Generally satisfactory work showing evidence of effort, with a fair degree of linguistic accuracy and flexibility, though marred by significant errors; content and language both lacking in sophistication.

Third: 40- 49%

Poor work displaying serious weaknesses; grasp of linguistic structures only just sufficient for written or oral communication purposes; inadequate content owing to major difficulties in handling foreign language source materials of any complexity.

Fail: 0 - 39%

Failure to communicate orally/in writing owing to a basic inability to grasp or manipulate linguistic structures, to an inadequate range of vocabulary and to very poor comprehension skills.

Assessment Policy

Examinations, coursework, and in-class tests

Language coursework and exams are marked by your lecturer and exams are checked by a second marker. At the end of the year, an external examiner verifies marks and the marking procedures. Marks awarded are not final until ratified by the external examiner and confirmed by the Board of Examiners.

Most languages modules are assessed through an examination component (comprising of 2 in class examinations and an oral examination), and a coursework component (consisting of 2 pieces of coursework)*. All examination components of the assessment are compulsory.

*With the exception of Mandarin and Japanese.

Please see the module descriptions for further details on the weighting of marks for your particular language option.

🖥 www.imperial.ac.uk/horizons

Attendance

Attendance is monitored and any absences are followed up, where applicable, with the home department. We keep a close eye on students' attendance (particularly for those who are taking the module for degree credit/I-Explore). You will be contacted if you missed a class without justification.

1. If you forward a valid reason for your absence (such as sickness, or an essential commitment in their department), your attendance will be amended to 'A' for authorised on the register. Where possible, you should contact your lecturer in advance.

2. If you fail to respond to the initial attendance reminder email within 48 hours and your absence exceeds two consecutive sessions, the Languages Administrator will then contact your department and inform colleagues of the situation.

Repeating a Module

If you have attended less than 50% of the language module (actual attendance) and only completed the 1st coursework in the 1st term, you may re-enrol on a module that you have already started but not completed. Provided the above conditions are met, you may repeat a module for degree credit or extra credit. In this context it is important to note that a commitment to the module is imperative and to consider the consequences of erratic attendance/submission of coursework over a longer period.

Imperial Horizons classes cannot be rescheduled and therefore it is very important to attend.

Change of Registration Status

A change of registration, i.e., credit status has   serious implications for a number of aspects. Please remember that if you are changing your registration   from degree credit to extra credit or vice versa, you must   inform your lecturer, as well as the Languages Administrator   (cc email to: horizons@imperial.ac.uk) and ask your department to confirm this in writing.

> **Attendance at the in-class examinations and the oral examination is expected. If you have missed an in-class examination or the oral examination you may, provided documentary evidence of mitigating circumstances is submitted, be given an alternative date to complete it.**

- Where a student has submitted the coursework (whether a pass or fail has been achieved) but fails the examination component (i.e., the overall average mark for the in-class examinations and the oral examination is a fail) and this results in them failing the entire module, they may re-sit one written paper. If they have failed both the written papers and oral, a re-sit for the written paper only is offered. Re-sits for the written examination take place at the beginning of September. The maximum possible overall mark for the whole module will be a bare pass[*].

- Where a student fails the coursework component, and this results in them failing the entire module, then, at the discretion of the Director of Language Studies, one or more pieces of work may be completed in September under supervision, and the maximum possible overall mark for the whole module will be a bare pass[*].

- Where a student fails to submit coursework or does not complete an in-class test, a mark of zero will be recorded for that piece of work. The only valid reason for missing an examination is illness or a serious personal problem. Students are required to follow the Mitigating Circumstances procedure.

9.   Policies and Procedures

Student Feedback

We are committed in providing you with timely and appropriate feedback on your academic progress and achievement, enabling you to reflect on your academic progress. During your study, you will receive different methods of feedback according to assessment type, discipline, level of study and your individual needs. Further guidance on the Policy of Academic Feedback can be found on the Academic Governance website:

💻 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academichttp://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdfgovernance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taughthttp://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdfprogrammes.pdf

Feedback on homework/coursework/exams

Homework as well as coursework will be returned (the latter with a mark) along with concise as well as constructive feedback and suggestions for improvement. Please ensure that you understand the nature of mistakes made and how to improve. All coursework is assigned a percentage grade out of 100 and should include a breakdown of the total mark e.g., per task or for essays content/grammar/vocabulary.

For written or oral examinations, we do not provide detailed information in the form of a breakdown of marks, nor do we release the overall mark for each examination. However, general

comments can be given for each exam part, explaining where you did well and/or to highlight where you may have lost points along with recommendations.

If you have any questions relating to grades or feedback, please approach your lecturer immediately.

Requests for Additional Arrangements

If you have approved Additional Exam Arrangements (AEAs) already in place, please alert the CLCC Disabilities officer and we will verify with your department. If you believe you may be entitled to these arrangements for your Horizons/ I-Explore assessments please liaise with your home department Disabilities Officer and see the guidance on applying for additional examination arrangements on the College website. We are also unfortunately unable to accommodate ad hoc requests for extra time during exams.

Late Submission Policy

The department will implement the following penalties to assessment submitted late. Work submitted up to one (1) day after the assessment deadline (date and time) will be marked but capped at the pass mark. Work submitted more than one (1) day late will not be accepted as a valid attempt and mark of zero will be recorded.

🖥 Late Submission Policy

Days/Hours late	Penalty
1 (up to 24 hours after the assessment deadline)	Capped at the pass mark
2 (more than 24 hours after the assessment deadline)	Mark of zero awarded

Missing Coursework

Once you have missed two pieces of coursework (Degree Credit/I-Explore students), the admin team will notify your department.

Missing exams (written or oral)

If you take a Horizons module for degree credit or I-Explore and miss an examination (written or oral), you will be contacted to check the circumstances and your department informed.

Re-scheduling oral exams

If you need to reschedule your oral exam less than a week in advance or cannot attend, a valid reason must be given for a reschedule to be permitted i.e., illness/funeral/ another exam/hospital appointment. (NB reasons such as pressure of work, an impending deadline, a clash with a lecture, labs, oversleeping or forgetting the date are not acceptable.) Evidence of the valid reason may be requested via the Mitigating Circumstance procedure. If no valid reason is given, no further opportunity to take the oral exam will be offered. This could affect the final grade for the year if you are taking the Horizons module for I-Explore or degree credit.

Mitigating Circumstances

Requesting Mitigating Circumstances

If you have a serious problem affecting your performance on your Language module, including coursework and examinations, please refer to the Mitigating Circumstances Procedure:
https://www.imperial.ac.uk/horizons/ug-handbook/mitigating-circumstances/

If you have a query relating to a mitigating circumstance, please email **horizonsexams@imperial.ac.uk** for advice.

10.　　Frequently Asked Questions

How much time should I set aside for my Horizons option?
There are 38 contact hours for 1st Years and 40 contact hours for 2nd Years, 3rd & 4th Years. You will need to set aside three to four hours per week for homework, written assignments, or other tasks. Further details about assessment can be found in the module descriptions.

🖥 http://www.imperial.ac.uk/horizons/module-options/

Where can I find a module description?
Module descriptions giving aims, objectives, content, set texts and assessment details are available for each module. We recommend that you read the module description carefully, especially information related to the module assessment.

🖥 www.imperial.ac.uk/horizons/module-options

Can I register for a module after the start of teaching, or can I change to something different?
We will not normally allow you to enrol or change modules after they have started, except where there are extenuating circumstances.

Which level is right for me?
Please check the relevant language-specific page under the module options for your year group to find out which level you should take. You only need to have your level checked if you do not fall into the categories listed or are still unsure which level you should take.

🖥 https://www.imperial.ac.uk/admin-services/centre-for-languages-culture-and-communication/imperialhttps://www.imperial.ac.uk/admin-services/centre-for-languages-culture-and-communication/imperial-horizons/module-options/horizons/module-options/

What happens if I am registered for the wrong level?
- You need to ensure your eligibility for the module you have applied for and will have met with the relevant Language Coordinator, where appropriate, for advice prior to enrolling on a module. However, if after the start of module, you suspect that you may be in the wrong level, you need to speak to your class teacher in the first instance.

- A move to a lower/higher level, must be discussed with the class teacher in the first place and must be made as soon as possible, **within the first two weeks** at the most. Where appropriate, you may be asked to complete a written test, the outcome will be reviewed by the Language Coordinator and the decision made within three weeks. You must then be present in class in week 4.

- Should there be no space available in the right level, you will be transferred to an alternative Horizons module of your choice if spaces are available.

- Where, on the basis of homework or in-class contribution, you are found to have considerably higher proficiency than required for a particular module, you may be moved to a different level.

- If you deliberately omit pertinent information regarding their language proficiency during the enrolment process and are found to be more proficient than the level requires, you will be moved to a different level within the specific language or a different Horizons module.

Any change of module request must be approved by the relevant Language Coordinator.

Can I repeat a level?

You may repeat the module provided you have less than 50% attendance and completed only the first coursework in the first term. In this context it is important to bear in mind that a commitment to the module is imperative and to consider the consequences of erratic attendance/submission of coursework.

What happens if I have to miss a class?

Regular attendance at classes is essential for the successful completion of a language module. If you have to miss a class or seminar through illness or unavoidable College commitments, you are expected to catch up on the work and must inform your lecturer in advance if you are unable to attend.

As a sponsor of Tier 4 migrants, the College is required to monitor your attendance and report any long-term absenteeism by student visa holders. Extended unauthorised absences will be reported to your department in accordance with the College's requirements to comply with the regulations of the UK Border Agency.

If you are registered for degree credit and/or I-Explore, please note that your department will be contacted if you are absent for two consecutive lessons or more, or if your attendance is too erratic regardless of whether you are on a student visa or not.

What do I do if I want to withdraw from the module?

If you have changed your mind about taking a module for whatever reason, you may withdraw but we would encourage you to do so within the first 2 weeks of term, if possible. If you are experiencing any problems with the module, or have any concerns, please contact either your lecturer, the appropriate coordinator for your language, the Horizons administrator, or the Languages administrator.

If you are taking your Imperial Horizons module as part of your degree, you will need to discuss your situation with your department before withdrawing.

To withdraw you will need to complete the withdrawal form.

🖥 https://www.imperial.ac.uk/horizons/manage-your-module/withdrawal

I-Explore students are **not** permitted to withdraw from their allocated module unless they will not be in College in the Academic Year stated or are repeating a year and are therefore no longer eligible for the Horizons module allocated. I-Explore students should **not** complete the withdrawal form. Any queries about I-Explore modules should be directed to iexplore@imperial.ac.uk.

What happens if I don't submit a piece of coursework?

Coursework must be submitted on time. You should check the information pages for module submission deadlines on Blackboard Learn. If you do not submit required coursework on time, you will receive a capped pass mark (i.e., 40) if the piece is submitted within the next 24 hours, after that a mark of 0 is recorded for that assignment.

For some types of assessment where a student finds, prior to the assessment hand-in date, that their studies are being impacted by unforeseen or unavoidable mitigating circumstances, they may be able to request an extension to the deadline. Extension requests will not normally be accepted after the deadline, a claim for mitigating circumstances must normally be made instead.

How do I find out about my timetable?
You will receive a timetable by email before you start your module. Classes will also be scheduled in your CELCAT calendar including links to the relevant online classes or details of your classroom.

What happens if I have a problem with my module?
If you have any concerns, you are advised to seek the help of the individual lecturer concerned without delay. Alternatively, please contact the appropriate coordinator for your module.

You may also approach the Year Representatives in your own department, or one of the Student Representatives for Languages.

11.   Acland Prize
Awarded annually, the Sir Arthur Acland Prize celebrates outstanding achievement in Languages.

12.   Wellbeing, support, and advice for students
Department Disability Officer
If you have a disability (including mental health issues) and need special arrangements for teaching or exams, please contact horizonsexams@imperial.ac.uk in the first instance.

💻 www.imperial.ac.uk/registry/exams/specialexamarrangements

At Imperial College, we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this. Please note that students with a disability may also contact the Disability Advisory Service if they need their disability assessed or are looking for extra support. Information and contacts are available online.

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. They can also help if you think that you may have an unrecognised study problem such as dyslexia. Their service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

💻 http://www3.imperial.ac.uk/disabilityadvisoryservice

Student Hub

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, exams and the Undergraduate Research Opportunities Programme (UROP).

💻   www.imperial.ac.uk/student-hub

Student Support Zone

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you are looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

💻   www.imperial.ac.uk/student-support-zone

Useful support contacts

Health and wellbeing

If you have moved home to take up your place at Imperial you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare.

Imperial College Health Centre

40 Prince's Gardens, South Kensington Campus

020 7584 6301

www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre

Prince's Gardens, South Kensington Campus

020 7589 6623

www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service

020 7594 9637

counselling@imperial.ac.uk

www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service

Chemistry Building, South Kensington Campus

chaplaincy@imperial.ac.uk

www.imperial.ac.uk/chaplaincy

Disability Advisory Service

Room 566, Level 5, Sherfield Building, South Kensington Campus

020 7594 9755

disabilities@imperial.ac.uk

www.imperial.ac.uk/disability-advisory-service

International Student Support team
020 7594 8040 www.imperial.ac.uk/students/international-students/

ICT and software
ICT Service Desk

Central Library, South Kensington Campus

020 7594 9000

www.imperial.ac.uk/ict/service-desk

Software shop www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/

13.   Health and Safety

ID Cards

All students are required to carry a College ID Card which also acts as a swipe card to access buildings.

The South Kensington ID Card office is open from 9.00 to 11.00 and 14.00 to 16.00.

Access

The Centre for Languages, Culture and Communication main doors are open from 08:00 to 19:30 Monday-Thursday and 08:00 to 19:00 on Fridays; at other times (06:00 to 23:00 7 days a week) the entrance is through swipe-card access only.

Changes due to Coronavirus

The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

💻 www.imperial.ac.uk/about/covid-19/

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff, students or visitors is not permitted on or within 20 metres of College land.

💻 www.imperial.ac.uk/smoke-free

Please take great care of your possessions and ensure that you always keep them with you. Do not leave laptops or belongings unattended in the breakout area.

14.   Language Resources and Learning Opportunities

Below, we have included information about where you can find useful language resources and materials in the College and other institutions. In addition to Horizons, we offer the CLCC Language Exchange and the Adult Education Programme (please note that the latter is fee-paying), Summer Extension Courses for students on a Year Abroad degree strand and a Grammar Workshop for European Languages (levels 1-3).

Adult Education Classes

The Adult Education programme (evening and lunchtime) which offers courses from a wide range of disciplines also includes all languages offered in Horizons but additionally Brazilian Portuguese. Please note that this programme is not free and that courses are organised at fewer as well as different levels. For further information, please refer to the website. https://www.imperial.ac.uk/evening-classes/

Extension Courses

An Extension Course is offered in the Summer Term (usually in the 3rd week of June and over 3 or 4 days). This is primarily for Physics students (8 hours) in their second year; however, this will also be offered to all students on a Year Abroad/Year-in-Europe degree/Language for Science programme in preparation for residence abroad.

CLCC Language Exchange

This free scheme pairs participants for conversation practice in the language they are learning. Students are paired, so each student will have a native speaker of the language they wish to learn to help with pronunciation, idiom, vocabulary etc., though this is not in any way to replace a language class. The scheme is free and is for all Imperial students and staff; you do not have to be registered for a language class in order to participate.

💻CLCC Language Exchange Form | Administration and support services | Imperial College London

You can also contact Sheila Ekudo, who manages the scheme, at languagepairs@imperial.ac.uk

Grammar Workshop

Every year we offer a Grammar Workshop for European languages in early November. This is intended for levels 1-3 only. More information will be sent via email in due course.

Other Language Resource Centres

You will find a number of specialists and non-specialist resources in languages at the Imperial College Library (including literature, dictionaries and language textbooks) while more specialist materials can be found in the relevant library section.

Contact details, information on languages support and resources in the Central Library can be found on:

🖥 https://www.imperial.ac.uk/admin-services/library/subject-support/languages/

Senate House Library (University of London Library)

Malet Street, London WC1E 7 HU

Tel: 020 7862 8500

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SOAS Library

Thornhaugh Street, Russell Square, London WC1H 0XG

Tel: 020 7898 4163

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Institut Français de Londres (French Language and Culture)

17 Queensberry Place, London SW7 2DT

Tel: 020 7871 3515

www.institut-francais.org.uk

Goethe Institute (German Language and Culture)

50 Princes Gate, London SW7 2PG

Tel: 020 7596 4000

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Cervantes Institute (Spanish Language and Culture)

15-19 Devereux Court, WC2R 3JJ London

Tel: +44 (0)207 201 0750

http://londres.cervantes.es

Istituto Italiano di Cultura di Londra (Italian Language and Culture)

39 Belgrave Square, London SW1X 8NX

Tel: 020 7235 146 icilondon@esteri.it

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The Japan House London (Japanese Language and Culture)

101-111 Kensington High Street,

London W8 5SA

https://www.japanhouselondon.uk/

The Japan Foundation, London Office (Japanese Language and Culture)

Lion Court, 25 Procter Street, Holborn,

London, WC1V 6NY Tel.

020 3102 5020

info@jpf.org.uk

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Korean Cultural Centre UK (Korean Language and Culture)

Grand Buildings, 1 - 3 Strand, London WC2N 5BW

Tel: 44-20-7004-2600

http://london.korean-culture.org/en/welcome