

TERTIARY ENGLISH PROGRAMME

First Semester
2015/2016

TERTIARY ENGLISH PROGRAMME

The Tertiary English Programme (TEP) is offered by the Department of English, Faculty of Modern Languages and Communication and administered by UPM Education & Training (UPM-ET). The components are:

- Academic Reading (2 credits)
- Speaking and Presentation Skills (3 credits)
- Academic Writing (3 credits)
- Grammar & Editing (2 Credits)

The Tertiary English Programme (TEP) is compulsory for international students who have been given provisional admission. The TEP will be registered as an AUDIT course.

Students are required to complete and pass the TEP in the first semester. However, if they fail a component, they will be given another semester to repeat and pass that component.

Please note that you will have to pay additional fees (RM200 per credit), if you repeat the course. If any student is not successful in the second round, the provisional admission will be withdrawn.

ENGLISH LANGUAGE REQUIREMENT FOR INTERNATIONAL STUDENTS

The minimum English requirement for international students set by UPM are; 550 for TOEFL (Paper based), 79/80 (TOEFL (Internet Based) or Band 6 (IELTS – Academic English). Students who apply for a *Masters in English* or *English Literature* **MUST HAVE** these scores: **550 TOEFL** (*paper based*), **80** (*Internet based*) or **Band 6** (*IELTS*) Academic English for admission.

However, students (other than those applying for the MA English or English Literature) who have not met the minimum scores but have the following scores will be given provisional admission.

- 500 – 549 TOEFL (Paper based)
- 61- 78 TOEFL (Internet Based)
- Band 5.5 (IELTS) Academic English
- Pass Level 107 (CIEP) from ELS, UPM

CLASSES

Classes will be held between 10 am – 1 pm or 2 pm – 6 pm. You will have to attend classes *3 times a week. Details of your classes will be given upon your registration. Attendance is compulsory for all TEP classes.

METHOD OF PAYMENT

For registration, you can deposit to:-

Acc. Name : UPM Education & Training Sdn. Bhd.
Bank Detail : CIMB Bank Berhad
A/C : 8002167906

For payment fees, you need to bank-in the payment into CIMB Bank and the bank's receipt **MUST** be submitted during Registration day together with the registration form.

Please refer to TEP Registration Checklist on next pages for requirement of registration.

TEP REGISTRATION CHECKLIST

NOS	ITEM	√
1.	TEP Registration Form	
2.	A copy of Admission Letter and Deferment from School Graduate Studies	
3.	A copy of English Certificate: TOEFL/CIEP/IELTS	
4.	A copy of Payment of Fees and Textbook (Bank Receipt)	
5.	*If you are under Scholarship, please provide us a supporting document/GL	
6.	A copy of Front Page of Passport	
<i>Please collect your receipt from us (UPM-ET) once the payment has been made.</i>		

*Subject to change

Registration is open during office hours (8.30 am – 4.30 pm) from 24th August – 28th August, 2015 at Complex Academic A.

After 28th August 2015, registration will continue at UPM Education & Training (UPM-ET). (Refer to map attached) from 1st - 11th September 2015. Registration closed by 11th September 2015.

TEP MEETING

You are required to attend a briefing on the **14th September 2015, at 9.00 am at *Conference Hall, CALC (Center for the Advancement of Language Competence (behind Faculty of Modern Language & Communication).**

FREQUENTLY ASKED QUESTIONS

I cannot come to Malaysia before 14th September 2015 and register for the course. If I arrive late, can I be given special permission to register late for the class?

Classes start on the 14th September 2015. You must register before 14th September 2015. If you have any concerns, please email the TEP coordinator.

I have been teaching English for so many years in my country. Can I be exempted from the English Language requirement?

No, you are not exempted. You still need to provide TOEFL or IELTS scores.

I have classes at the same time in my faculty. Can the TEP classes be held at a different time?

If you are given provisional admission, you **MUST** give priority to the TEP classes. If you sign up for courses in your faculty and there is a clash in the schedule, you must attend the TEP classes. You are not allowed to come late or leave early from the TEP classes.

I have done well in the writing component of my TOEFL. Can I be exempted from this component?

The TEP is offered as a package. You are not allowed to sign up for individual courses unless you are repeating the component.

I am waiting for my TOEFL/IELTS scores. If I register for the TEP and I get my results during the semester, can I be exempted from the TEP?

No, you must have your TOEFL/IELTS scores BEFORE you register as a student in UPM. Once you have signed up for the TEP course, you will not be exempted even if you pass the TOEFL/IELTS during the semester.

COURSE SYNOPSIS

BBI 4410

ACADEMIC READING

This course focuses on developing reading skills that are needed for post-graduate studies. These skills include previewing and predicting, identifying main ideas, distinguishing facts from opinions, note-taking, concept mapping, summarizing, paraphrasing and reading critically. Authentic academic materials such as reference texts and journal articles are used as resources for vocabulary development and modelling of academic phrases and structures.

BBI 4411

SPEAKING AND PRESENTATION SKILLS

This course develops the use of appropriate speaking and communication skills for networking and conducting discussions in a variety of formal and informal academic situations. It also focuses on planning, organizing and delivering effective research presentations for academic purposes.

BBI 4412

ACADEMIC WRITING

This course develops skills required in academic writing. It provides hands-on experience in the process of determining and refining a topic, and generating ideas with a particular audience in mind. The course covers the skills needed to produce coherent paragraphs and academic articles and essays.

BBI 4413

GRAMMAR & EDITING

This course guides students through the process of editing academic papers to achieve greater grammatical accuracy and improved style. This course discusses various levels of the editorial process including formatting, style, organization, grammar and punctuation.

EVALUATION

Course work	70%
Exam	30%

Please note that you will have to do assignments for all these courses. Quizzes will also be administered regularly to keep track of your progress.

CONTACT INFORMATION

The coordinator for the TEP programme is **Associate Professor Dr. Rosli Talif** from the *Department of English, Faculty of Modern Languages and Communication (Room A223, FBMK)*. He can be contacted at **019-281-5654** or email: rtalif@upm.edu.my or rt6272@gmail.com. You may contact him for an appointment.

Please check this website for updated information.



<http://www.sgs.upm.edu.my>

INPUT OF SYLLABUS AND FEES

No.	Item	Total(RM)	No.	Item	Total(RM)
(A)			(B)		
1.	TEP Course		1.	TEP Course	
	i) BBI4410 Academic Reading	400.00		i) BBI4410 Academic Reading	400.00
	ii) BBI4411 Speaking & Presentation Skills	600.00		ii) BBI4411 Speaking & Presentation Skills	600.00
	iii) BBI4412 Academic Writing	600.00		iii) BBI4412 Academic Writing	600.00
Total for Fee (RM)		1, 600.00	Total for Fee (RM)		2, 000.00
2.	TEP Book		2.	TEP Book	
	i) English Academic Writing	35.00		i) English Academic Writing	35.00
	ii) English Speaking & Presentation Skill	29.00		ii) English Speaking & Presentation Skill	29.00
	iii) Reading & Vocabulary	52.00		iii) Reading & Vocabulary	52.00
Total for Text Book (RM)		116.00	Total for Text Book (RM)		195.00
Total for Course Fee + Text Book (RM)		1, 716.00	Total for Course Fee + Text Book (RM)		2, 195.00

Please check your admission letter status (Offer Letter from UPM) and refer this table for detail:-

Note: The grammar course only applies to FBMK (Faculty of Modern Languages & Communication) students.