

TERTIARY ENGLISH PROGRAMME

First Semester
2016/2017

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

***The grammar course only applies to FBMK (Faculty of Modern Languages & Communication) student.**

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 If any student is not successful in the second round, the provisional admission will be withdrawn.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.

*Subject to change

METHOD OF PAYMENT & REGISTRATION

The cost for this course is **RM1,600.00 not include TEP Books**. Registration fees must be submitted together with the registration form and a copy of IELTS/TOEFL result. For registration, you can pay using cash deposit receipt to:-

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

For payment fees of syllabus and text book, 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 page 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	
*Please collect your receipt from us (UPM-ET) once the payment has been made.		

*Subject to change

Registration is open during office hours (8.30 am – 4.30 pm) from August, 22 – September 2, 2016 at Complex Academic A (KAA), except on Saturday, Sunday & Public Holiday.

After September 2, 2016 registration will continue at UPM Education & Training (UPM-ET), refer to map attached. The day last to register is September 30, 2016.

TEP MEETING

You are required to attend a briefing on **September 14, 2016, 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 August 22, 2016 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 **September 13, 2016**. You **must register during registration period and before week three (3) class starts**. If you have any concerns, please email the TEP coordinator, Associate Professor Dr. Rosli Talif.

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' on your admission letter from UPM, 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. (Please refer to the program coordinator, Assoc. Prof. Dr. Rosli for advice).

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 be also 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>

TEP CLAIM TO EMBASSY_CHECKLIST

Please provide us following items:-

NOS	ITEM	√
1.	A copy of of UPMHOLDINGS's Receipt	
2.	Matric Number	
3.	Passport Number	
4.	Group Class	
5.	Check your name on receipt; make sure the spelling is correct.	
6.	A copy of Front Page of Passport	

Application will only be processed when all relevant supporting documents are received by our office

For claim to embassy, you may send the request **one week after the registration**. Please send your application (all the above documents) to:-

UPM Education & Training (UPM-ET)
Block D, UPM-MTDC Technology Centre
Universiti Putra Malaysia
43400 Serdang,
Selangor

Contact Person:

Ms Norazilawati Abdul Hamid @ Ms Nora
Email: upmet.training@gmail.com,
nora.upmholdings@gmail.com
Tel: 603-8959 3408 (ext.121)
Mobile Whatsapp: +6017 635 8758

**GUIDELINES FOR INTERNATIONAL STUDENT STATUS AS “PROVISIONAL ADMISSION”
Tertiary English Programme (TEP)**

The Tertiary English Programme (TEP) is offered by the Department of English, Faculty of Modern Languages and Communication and administered by the UPM Education & Training (UPM-ET) TEP consists of four (4) subjects to be completed within 14 weeks (The selection of subjects will depends on the requirement on programme taken at your faculty. The subjects are:-

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

Fees:-

Course Code	Course Title	Credit	Fee (RM)
BBI4410	Academic Reading	2	400.00
BBI4411	Speaking and Presentation Skills	3	600.00
BBI4412	Academic Writing	3	600.00
Additional Course			
BBI4413	Grammar & Editing	2	400.00

Note

- Self-sponsored student must pay full amount of the fees with text book.
- Fully sponsored student (ministry, university, organization) must bring the sponsor letter and supporting documents for verification and record. Student must pay the text book only.
- Registration fee is non-refundable and non-transferable.
- The grammar course only applies to FBMK (Faculty of Modern Languages & Communication) student.

The TEP course is compulsory for international students who have been given provisional admission and it is 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 a subject. If students are not successful in the second round, the provisional admission will be withdrawn.

The TEP students may also register for academic courses during first semester. However, TEP students must give priority to TEP schedule compared to the schedule of academic courses because the TEP schedule is fixed. Meaning, the TEP students should rearrange the academic courses schedule.

Step 1

Any applicant with provisional admission **MUST** register **Tertiary English Programme (TEP)** and pay amount according to the programme taken at faculty (**Fees amount will be changed depends on taken syllabus**) and the payment has to made into account of UPM Education & Training. Please bring along your UPM offer letter and IELTS/TOEFL result and make a copy of each. You will be receiving the TEP schedule and group during the registration.

Step 2

Register for academic courses and make sure your academic courses schedule is rearranged and do not overlap with the TEP schedule.

***REMINDER: TEP schedule and group are fixed.**

Step 3

It is compulsory to attend the TEP briefing session (venue and date will be determined, please refer to the UPM Education & Training (UPM-ET) registration counter).

