



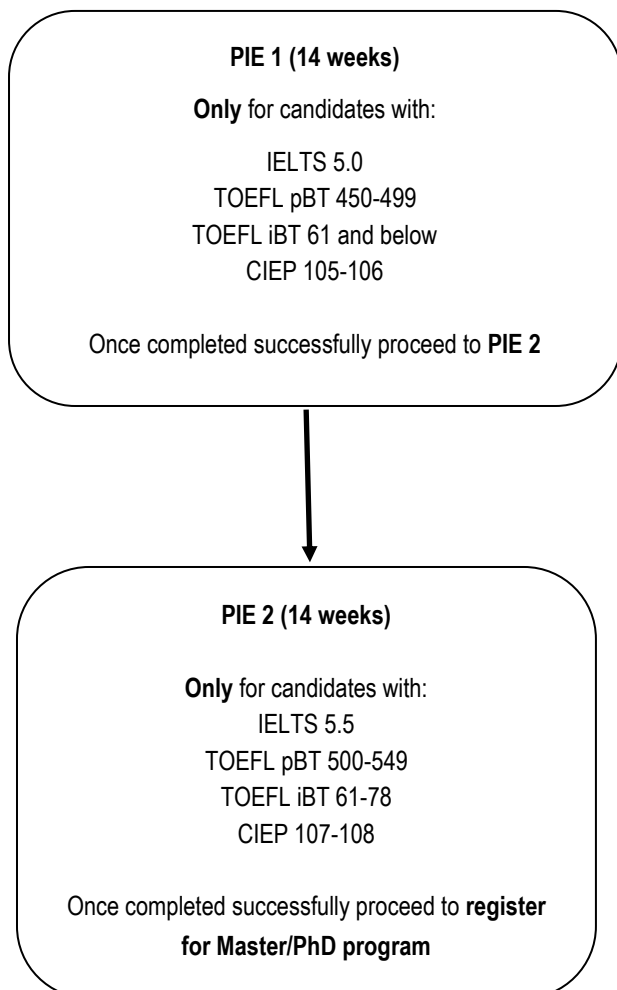
POSTGRADUATE INTENSIVE ENGLISH (PIE)

First Semester 2018/2019



The Postgraduate Intensive English (PIE) is offered by the Centre for the Advancement of Language Competence (CALC) and administered by UPM Education & Training (UPM-ET). There are two stages which are PIE 1 and PIE 2.

PIE 1 AND PIE 2 PACKAGE FLOW CHART



The courses offered include the following:

For PIE 1

| Code | Title | Credit Hrs |
|---------|---------------------------------|------------|
| PIE1410 | Academic Reading and Vocabulary | 3 |
| PIE1411 | Speaking Skills | 3 |
| PIE1412 | Basic Academic Writing | 3 |
| PIE1413 | Basic Grammar | 3 |

PIE 1 is compulsory for international students who are considered as **non-graduating** based on the following;

450 – 499 for the TOEFL Paper-based Test (Academic Version); or
Level 105 - 106 of CIEP at ELS Language Centre; or
61 and below for TOEFL Internet – based; or
Band 5.0 for IELTS (Academic Training); or
Have not taken either the TOEFL or IELTS test in own country.

For PIE 2

| Code | Title | Credit Hrs |
|---------|---|------------|
| PIE2410 | Academic Reading and Comprehension | 3 |
| PIE2411 | Public Speaking and Presentation Skills | 3 |
| PIE2412 | Academic Writing Skills | 3 |
| PIE2413 | Grammar for Writing | 3 |

PIE 2 is compulsory for international students who have been given **provisional admission**. PIE 2 will be registered as an AUDIT course.

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

Please note that you will have to pay additional fees (RM220 per credit), if you repeat the course. If any student still could not pass the course after the second attempt, the provisional admission will be withdrawn.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 TOEFL (Internet based) or Band 6 (IELTS) Academic English for admission.

However, students 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

Lectures will be held between 10 am – 1 pm or 2 pm – 5 pm*. You have to attend lectures for 4 times a week. Details of your class schedule will be given during registration. Attendance is compulsory for all PIE classes.

*Subject to change

METHOD OF PAYMENT & REGISTRATION

The total cost for each PIE stage is RM 2640 (NOT including PIE course books).

If you have to register for PIE 1 and PIE 2, the total would be RM 5280.

You can contact Ms Nurul Afifah for the price of the books. You can make payment for both the programme fee and the four course books to CIMB bank by using internet banking or cash deposit. The banking details are as follows:

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

The receipt for payment must be submitted together with the PIE registration form and a copy of the IELTS/TOEFL result during Registration day.

In summary, please refer to the following PIE Registration Checklist:

PIE REGISTRATION CHECKLIST

| No | Item |
|----|--|
| 1 | PIE Registration Form |
| 2 | A copy of Admission Letter and Deferment from School of 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 from the front page of your 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 **27 August 2018 till 7 September 2018 at the Academic Complex A (KAA), except on Saturday, Sunday & Public Holidays.**

After the dates above, registration will continue at UPM Education & Training (UPM-ET) office. **The day last to register is 14 September 2018.**

PIE MEETING

You are required to attend a briefing on ***Friday, 14 September 2018** at the **Conference Hall, CALC (Centre for the Advancement of Language Competence, next to the Faculty of Modern Languages and Communication).**

*** Subject to change**

The logo is a tilted orange rectangle with the text 'Postgraduate Intensive English' in large, bold, dark blue letters. Below it, 'COURSE SYNOPSIS' is written in smaller, red, all-caps letters.

Postgraduate Intensive English

COURSE SYNOPSIS

For courses under PIE 1

PIE 1410

ACADEMIC READING AND VOCABULARY

This course focuses on various reading strategies. It emphasizes the use of vocabulary in context. This course also covers assessing main and supporting ideas for summary writing.

PIE 1411

SPEAKING SKILLS

This course covers the fundamentals of English pronunciation and enunciation, and the use of appropriate language in speaking. It focuses on appropriate verbal and non-verbal skills for effective speech delivery and group discussions. The course involves the use of appropriate language expressions for a variety of cross-cultural interactive activities.

PIE 1412

BASIC ACADEMIC WRITING

This course covers the writing of sentences and paragraphs. The course also focuses on the use of correct grammar, appropriate vocabulary, and mechanics of writing. Emphasis is also given to cohesion and coherence in paragraph writing.

PIE 1413

BASIC GRAMMAR

This course covers the different parts of speech. It also covers the present, past and future tenses. This course emphasizes writing grammatically correct sentences.

For courses under PIE 2

PIE 2410

ACADEMIC READING AND COMPREHENSION

This course focuses on developing the appropriate reading skills in discovering the most accurate vocabulary hints in reading contexts in order to decipher the meanings of unfamiliar words and terms. It also focuses on strengthening reliable reading strategies needed to read and understand texts which may be challenging for students' schema. This course also provides students with practical ways of producing a summary writing through an emphasis of organising main ideas and identifying supporting details in academic reading texts.

PIE 2411

PUBLIC SPEAKING AND PRESENTATION SKILLS

This course incorporates organisation of thoughts and information in order for the audience to follow ideas easily. It involves students' ability to capture audiences' attention, to develop the body of presentation, and to conclude a speech effectively. The course includes effective voice projection, gestures, posture, and eye contact practices to help students to enthrall their audience with their presentations.

PIE 2412

ACADEMIC WRITING

This course covers the construction of clear and well-structured academic texts. The course also focuses on different argument types. Emphasis is also given to revision and editing skills.

PIE 2413

GRAMMAR FOR WRITING

This course covers basic elements of English grammar. It focuses on tenses, verbs, active and passive voices, and prepositions to write different types of sentences. This course also covers various types of clauses and sentences to form cohesive texts.

EVALUATION

Course Work 70%

Exam 30%

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

FREQUENTLY ASKED QUESTIONS

I cannot come to Malaysia before 27 August 2018 and register for the course. If I arrive late, can I be given special permission to register late for the class?

The first lecture will be on **Monday 17 September 2018**. You must register during the registration period. If you have any concerns, please email the PIE coordinator, Mr Abdul Rafil at abdulrafil.calcpie@gmail.com.

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 PIE classes be held at a different time?

If you are given a 'Provisional Admission' on your admission letter from UPM, you MUST give priority to the PIE classes.

If you sign up for courses in your faculty and there is a clash in the schedule, you must attend the PIE classes. You are not allowed to come late or leave early from the PIE classes.

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

The PIE 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 PIE and I get my results during the semester, can I be exempted from the PIE?

No, you must have your TOEFL/IELTS scores BEFORE you register as a student in UPM. Once you have signed up for the PIE course, you will not be exempted even if you pass the TOEFL/IELTS during the semester. (Please refer to the program coordinator, Mr Abdul Rafil for advice).

CONTACT INFORMATION

The coordinator for the PIE programme is Mr Abdul Rafil from the Centre for the Advancement of Language Competence (Room A210, FBMK). He can be contacted at email: abdulrafil.calcpie@gmail.com. You may contact him for an appointment, if necessary.

Please check this website for updated information.

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

Checklist

Please provide us the following items:

- | No | Item |
|----|--|
| 1. | A copy of a receipt from UPMHOLDINGS |
| 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 the front page of passport from your passport |

Your application will only be processed when all the relevant supporting documents have been received.

For claims to embassy, you may send the request one week after registration. Please send your application which includes all of the above documents to:

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

Contact Person (UPM-ET):
Ms Nurul Afifah Muhammed Ali @ Ms Nurul
Email: upmet.training@gmail.com,
nurulafifah.upmholdings@gmail.com
Tel: +603-8959 3408 (ext.120)