

**ACADEMIC
ENGLISH
PROGRAMME
(AEP)**

Student's Handbook

Understanding the responsibilities and
expectations as a student for the AEP
at Just English - New Era University College



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1. Student code of conduct

Throughout the whole programme, you are expected to:

- i. ensure 100% attendance and punctuality.
- ii. be 100% focused in class.
- iii. put 100% effort in all classes
- iv. have 100% honesty in completing all course assignments, online practices and exams on time.
- v. show respect by being polite and courteous to each other.
- vi. show respect by being polite, courteous and honest with staff and listening to and carrying out instructions.
- vii. adhere to the AEP policies

2. AEP policy

- i. Attendance Policy
 - You must tell your instructors if you are going to miss any of your AEP classes (for any reason).
 - You must send
 - a) an email, or
 - b) a text message via Whatsapp to your instructors if you are going to miss a class.
 - Messages must contain
 - a) your name
 - b) your class name/number
 - c) your reason

You must send this email / message at least 30 minutes before your class starts.

- If you miss any class because of sickness/illness, you must show an authentic medical certificate to your instructor.

A student must attend class regularly to receive a passing grade. A student who does not reach an 80% attendance and whose absence has affected academic progress may receive a lower grade.

- ii. Cell phone policy
 - Cell phones may be used before class, during break, and after class. Cell phone use **is not allowed in classrooms**, unless your instructor says you can use it.

- During class, cell phones must remain out of sight and in silent mode.

iii. Academic honesty policy

Academic honesty requires students produce all academic work **without**:

- Copying people's work from the Internet
- Copying a friend's work
- Lying
- Stealing
- Cheating
- Using information without proper citation

If you are found guilty of academic dishonesty, you might receive the following penalties:

- Failing the subject
- Reduced marks
- Suspension from the programme

3. What is Academic English Programme (AEP)?

Overview of the programme

AEP is a 14-week programme aimed to equip students with the necessary language skills for their studies and the workplace, where possible.

This programme is a 2-credit hour course that focuses on improving language skills through in-class lessons and a variety of additional practices and tasks in the areas of:

- i. Reading
- ii. Writing
- iii. Speaking
- iv. Grammar and Vocabulary
- v. Listening

4. Schedules

These schedules are subject to change. Please refer to the schedule given at the beginning of the semester. Schedules will also be available on the NEUC AEP website (newera.justenglish.com).

- i. AEP whole semester schedule

**ACADEMIC ENGLISH PROGRAMME (AEP) MAY 2023 SEMESTER
WHOLE SEMESTER SCHEDULE & COURSE ASSESSMENT**

WEEK 1 15/5 - 19/5	Online Practice 1 READING		
WEEK 2 22/5 - 26/5	Online Practice 2 WRITING		
WEEK 3 29/5 - 2/6	Online Practice 3 GRAMMAR & VOCAB		
WEEK 4 5/6 - 9/6	<i>LiveClass SESSION 1</i>	Wednesday (7th June) 3pm-4pm D201, D202, D203, D204	Wednesday (7th June) 4pm-5pm D205, D206, B201, B202
WEEK 5 12/6 - 16/6	ASSIGNING WRITING ASSIGNMENT (20%)	<i>LiveClass SESSION 1</i> Wednesday (14th June) 3pm-4pm D101, D102, D103, D104, F101	<i>LiveClass SESSION 1</i> Wednesday (14th June) 4pm-5pm B101 D301, D302, B301, B401
WEEK 6 19/6 - 23/6	Online Practice 4 READING		
WEEK 7 26/6 - 30/6	SUBMISSION OF WRITING ASSIGNMENT		Online Practice 5 WRITING
3/7 - 7/7	MID-SEMESTER BREAK		
WEEK 8 10/7 - 14/7	ASSIGNING READING ASSIGNMENT (20%)	<i>LiveClass SESSION 2</i> Wednesday (12th July) 3pm-4pm D201, D202, D203, D204	<i>LiveClass SESSION 2</i> Wednesday (12th July) 4pm-5pm D205, D206, B201, B202
WEEK 9 17/7 - 21/7	Online Practice 6 VOCAB & GRAMMAR		
WEEK 10 24/7 - 28/7	SUBMISSION OF READING ASSIGNMENT	<i>LiveClass SESSION 2</i> Wednesday (26th July) 3pm-4pm D101, D102, D103, D104, F101	<i>LiveClass SESSION 2</i> Wednesday (26th July) 4pm-5pm B101 D301, D302, B301, B401
WEEK 11 31/7 - 4/8	Online Practice 7 READING		
WEEK 12 7/8 - 11/8	<i>LiveClass SESSION 3</i>	Wednesday (9th August) 3pm-4pm D201, D202, D203, D204	Wednesday (9th August) 4pm-5pm D205, D206, B201, B202
WEEK 13 14/8 - 18/8	Online Practice 8 VOCAB & GRAMMAR	<i>LiveClass SESSION 3</i> Wednesday (16th August) 3pm-4pm D101, D102, D103, D104, F101	<i>LiveClass SESSION 3</i> Wednesday (16th August) 4pm-5pm B101 D301, D302, B301, B401
WEEK 14 21/8 - 25/8	Online Practice 9 READING		
WEEK 15 28/8 - 1/9	STUDY BREAK		
WEEK 16 & 17 4/9 - 15/9	READING AND WRITING FINAL EXAMS (30%)		

COURSE ASSESSMENT (70%)	
WRITING ASSIGNMENT	20%
READING ASSIGNMENT	20%
LiveClass	10%
PARTICIPATION	10%
ONLINE PRACTICE	10%
FINAL EXAM (30%)	

NOTE: Say It Right is a pronunciation practice that has to be completed throughout the whole semester. There is no due date, but all practices must be done by Week 14.

The table above is a general overview of the programme, including;

- when your classes start and end, (see also; your updated class schedule)
- when your assignments are given, and when they must be submitted,
- when your LiveSpeak sessions are scheduled,

- your online practices, including;
 - a) Say It Right (SIR) pronunciation practices,
 - b) additional tasks from the textbook,
- when your final exams are.

ii. AEP assignment submission schedule

You will have **2 weeks** to complete **reading and writing assignments**. If you want to submit the assignments earlier, tell your instructors to make sure the submission is received.

Assignment	Week assigned by instructor	Submission / presentation date
Writing	Week 5	Week 7
Reading	Week 8	Week 10

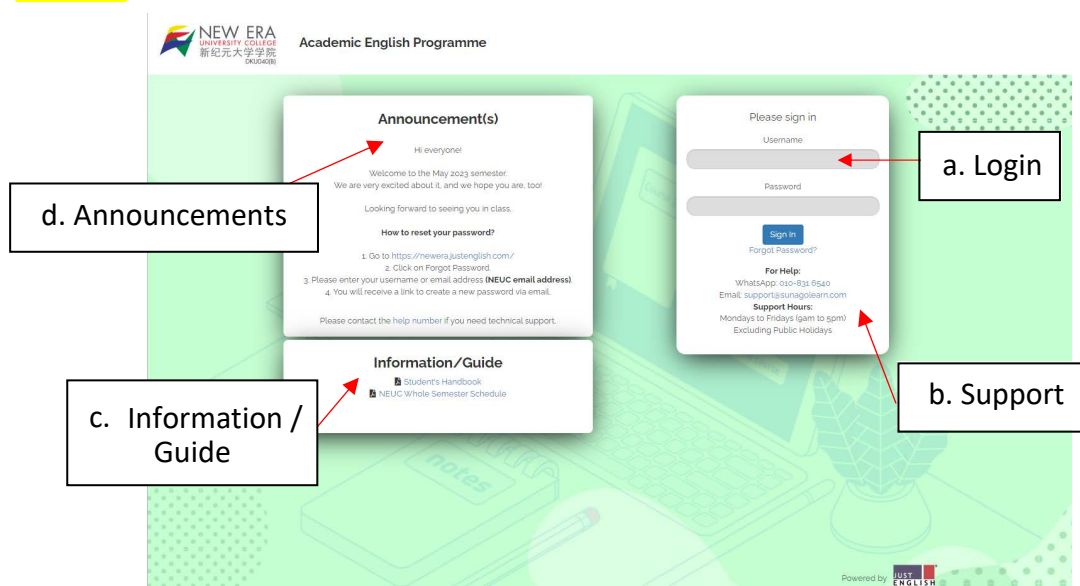
5. NEUC AEP website

The official NEUC AEP website is where you can:

- i. access the e-book
- ii. do online practices
- iii. submit assignments (*refer to the appendices on **how to submit your assignments***)
- iv. attend LiveSpeak sessions
- v. have online discussions on the community page

In the case of online classes, you will attend LiveClass via the NEUC AEP website, too. Click [here](#) to be redirected to the website.

Student login page overview



i. Login

- You should receive your username and password at the beginning of the semester, before class starts.
- If you have not received your username and password, **contact NEUC registrar.**
- Refer to the appendices for the [guide to login and accessing the NEUC AEP website.](#)

ii. Support

- Support is available to be contacted during working hours. **However, be sure to go through the guide first before contacting support.** If the problem persists, you can reach out for support through the given channels:

For Help:
WhatsApp: 010-831 6540
Email: support@sunagolearn.com
Support Hours:
Mondays to Fridays (9am to 5pm)
Excluding Public Holidays

iii. Information / Guide

- The information / guide is a complete guide to help you with logging on to the website, accessing the e-book, attending LiveClass (for online class), accessing the online practices, and posting on the community page.
- Schedules, manuals and other necessary documents will be attached and updated regularly.

Information/Guide

-  Student's Handbook
-  NEUC Whole Semester Schedule

iv. Announcements

- Important announcements will be posted regularly on the front page of the website. Below is an example of an announcement:

Announcement(s)

Hi everyone!

Welcome to the May 2023 semester.
We are very excited about it, and we hope you are, too!

Looking forward to seeing you in class.

How to reset your password?

1. Go to <https://newera.justenglish.com/>
2. Click on Forgot Password.
3. Please enter your username or email address (**NEUC email address**).
4. You will receive a link to create a new password via email.

Please contact the [help number](#) if you need technical support.

6. AEP books

There are different textbooks for each level. For physical class, you will receive a printed textbook. For online class, you can access the e-book via the NEUC AEP website (*refer to manual on the NEUC AEP website*)

7. Course assessment

The course assessment for this programme is divided into 2 parts: continuous assessment and final exam. **All of the assignments and final exams will be checked for plagiarism on Turnitin.**

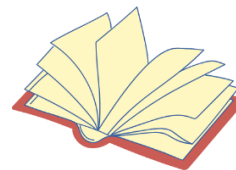
i. Continuous assessment (70%)

The image below shows the general breakdown of each task and assignment for the continuous assessment.



Writing assignment (20%)
Submission deadline : WEEK 7

Reading assignment (20%)
Submission deadline : WEEK 10



Online Practice (10%)
9 exercises
Due every week

Participation (10%)
Attendance affects participation marks



LiveSpeak (10%)
3 sessions
Compulsory attendance

ii. Final exam (30%)



Reading test

2 reading passages
MCQ, True/False, Short answers,
Vocabulary, HOTS

Writing test

3 topics, choose one

8. LiveSpeak Sessions

- Livespeak sessions are introduced to AEP students of New Era University College to improve their speaking skills by engaging in discussions and interactions with their peers and a native speaker.
- These sessions are also aimed at providing students the necessary help to speak confidently in social and academic situations, through targeted relevant practice.
- There will be 3 online sessions throughout the whole programme.
Attendance is compulsory as it contributes to the **participation marks**.
- You can attend LiveSpeak sessions via LiveClass on NEUC AEP website.
(refer to manual on the NEUC AEP website)
- If you cannot attend the LiveSpeak session, you will have to inform respective class instructors via email or Whatsapp.

9. Say It Right (SIR)

- SIR is a software that allows you to practice correct pronunciation.
- You can complete the SIR practices any time throughout the 14-week semester.
- You can access the SIR on the NEUC AEP website. (*refer to manual on the NEUC AEP website*)

10. Whatsapp Groups

- A Whatsapp group will be created for each class at the beginning of the semester. Students will join the group via **a link posted on the community page on the NEUC AEP website.**
- **It is compulsory for all students to join their respective Whatsapp groups.** Instructors teaching the class will be in the groups to assist and answer queries related to academic matters.

Dos and Don'ts

✓ Dos

- Ask questions related to the lesson, assignments, or any tasks given by the instructors.
- Use English to communicate with everyone in the group.
- Respect one another by using appropriate language and words when communicating.

✗ Don'ts

- Do not spam messages unrelated to academic matters.
- Do not use any other language besides English.
- Do not disrespect anyone.

Appendices

Accessing the NEUC AEP website

Introduction

All NEUC students must undergo MQA-approved English courses during their studies. Please follow the instructions in this simple manual to ensure that you are able to complete the course well.

What you will need:

Hardware	Software
Personal Computer OR Tablet (8 inch or larger) Headset or Microphone+Speakers Internet Connectivity - 2 mbps minimum	Windows 8, MacOS 10.14 or newer, Linux Android 8, iOS 12, or newer Google Chrome browser Zoom Client (https://zoom.us)

1. First, go to <https://newera.justenglish.com/> .
2. Enter your username and password

3. Then click the **“Sign In”** button. When you try to log in for the first time, your username is “ne+[your STUDENT ID]” e.g. “ne2022000” and the password is just your ID: password = “2022000”.

4. Once you log in, you will have to change your password for security purposes.

Password Reminder

Dear students,

A kind reminder to **CHANGE** your password after you have logged in to the portal.

Please do not share your password with your friends/classmates for whatever reasons.

Password must also consist of min of 8 characters (Alphanumeric).

Thanks!

[Change Password](#)

5. Once you have changed your password, you will need to log in again using your new password.
6. If you forgot your password, click on **Forgot Password**.

Please sign in

Username

Password

[Sign In](#)

[Forgot Password?](#)

For Help:
WhatsApp: 010-831 6540
Email: support@sunagolearn.com
Support Hours:
Mondays to Fridays (9am to 5pm)
Excluding Public Holidays

7. Then, key in your username or your New Era email address.

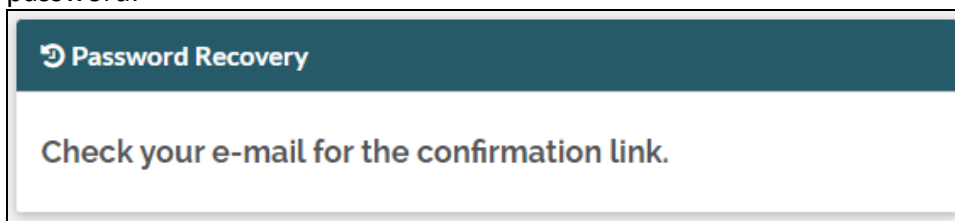
Password Recovery

Please enter your username or email address.
You will receive a link to create a new password via email.

Username or Email

[Submit](#)

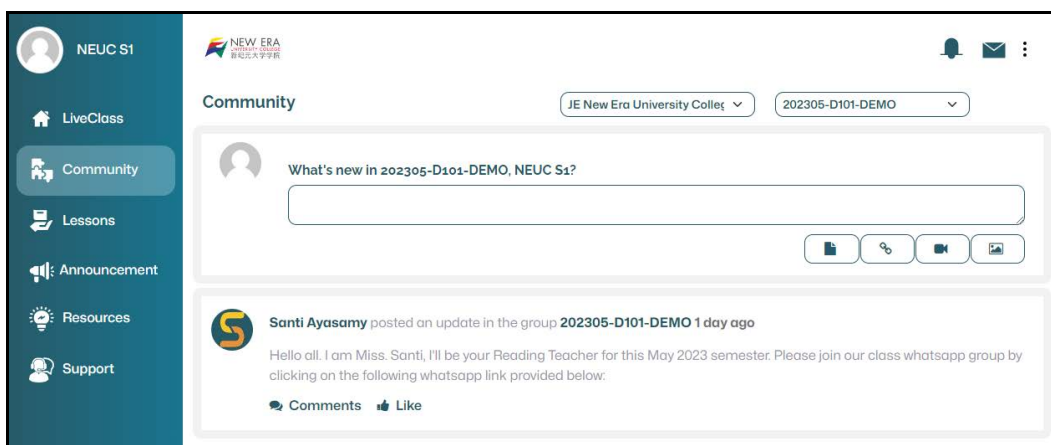
8. Check your email to reset your password. After resetting, log in using your new password.



9. You will then be directed to the Community page. Click on the Community tab to view your class name.



10. In the Community page, your teacher or online coach will write a post, or attach a link, document, video or picture and post them for discussion. Your teacher and fellow classmates will be able to read your post and respond to them by liking or replying to the post, just like Facebook. The sample below shows a teacher posting a short note.



How to Submit Your Reading and Writing Assignment

1. First, go to <https://newera.justenglish.com/>.
2. Enter your nominated username and password.

Please sign in

Username
ne2022000

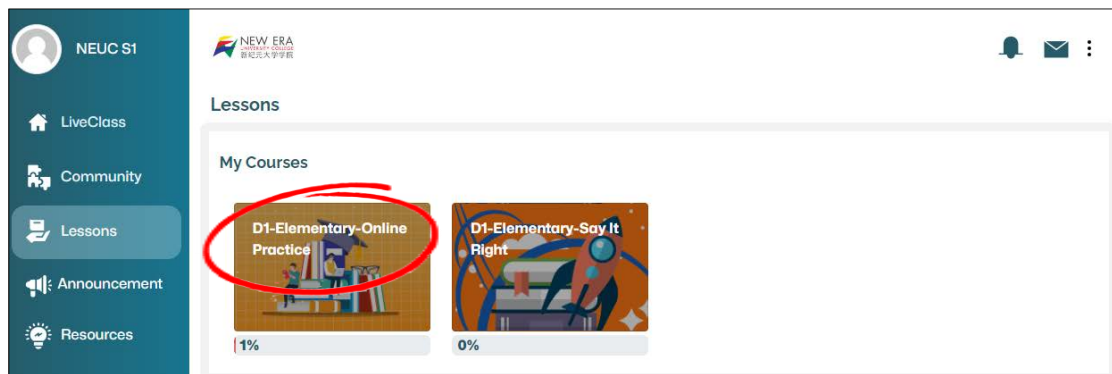
Password

Sign In

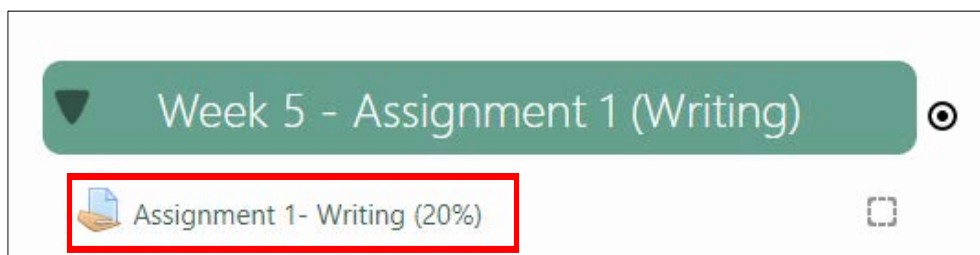
Forgot Password?

For Help:
WhatsApp: 010-831 6540
Email: support@sunagolearn.com
Support Hours:
Mondays to Fridays (9am to 5pm)
Excluding Public Holidays

3. You will then be directed to the SunagoLearn Community page. Next, click on the **Lessons** tab. Then click on the arrow under **My Courses**.



4. Click on the **assignment link** (Reading/Writing).



5. Click on the document attached to download the assignment.

Assignment 1- Writing (20%)


Download the attached document and complete the task given.

How to download the Assignment:

1. Click on **202209_Diploma_Elementary_[Writing].docx** below to download the file.
2. Save the file on your computer.
3. Read and answer the questions.
4. Type your answers on the same file and submit.

How to submit your Assignment:

1. Click on the **Add Submission** button (found at the bottom part of this page).
2. Upload your file by clicking the box which contains these words, **You can drag and drop files here to add them.**
3. Click on the **Upload a File** button.
4. Click on the **Choose File** button.
5. Select the file from your computer.
6. Click on the **Upload this File** button.
7. Click on the **Save Changes** button.
8. Click on **Submit Assignment**.
9. Click on **Continue** to submit your **Assignment**.

 202209_Diploma_Elementary_[Writing].docx 30 September 2022, 10:21 AM

6. To upload your completed assignment, click on **Add Submission**. CLICK ON THE BUTTON WHEN YOU ARE SURE TO SUBMIT YOUR WORK.

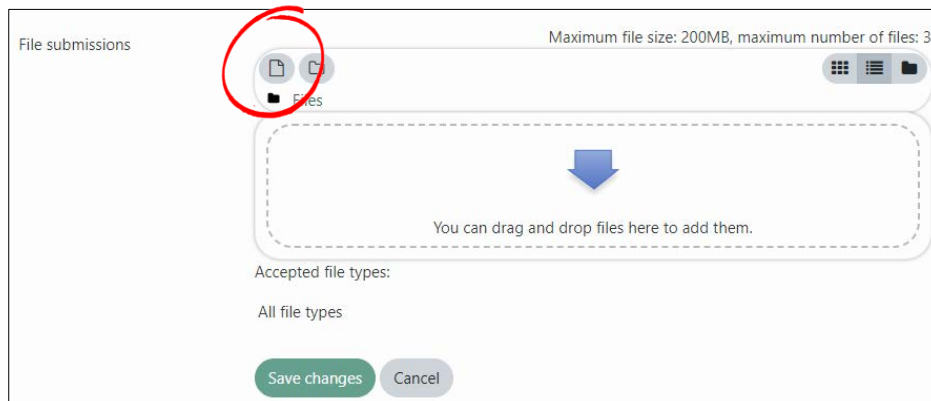
Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	► Comments (0)

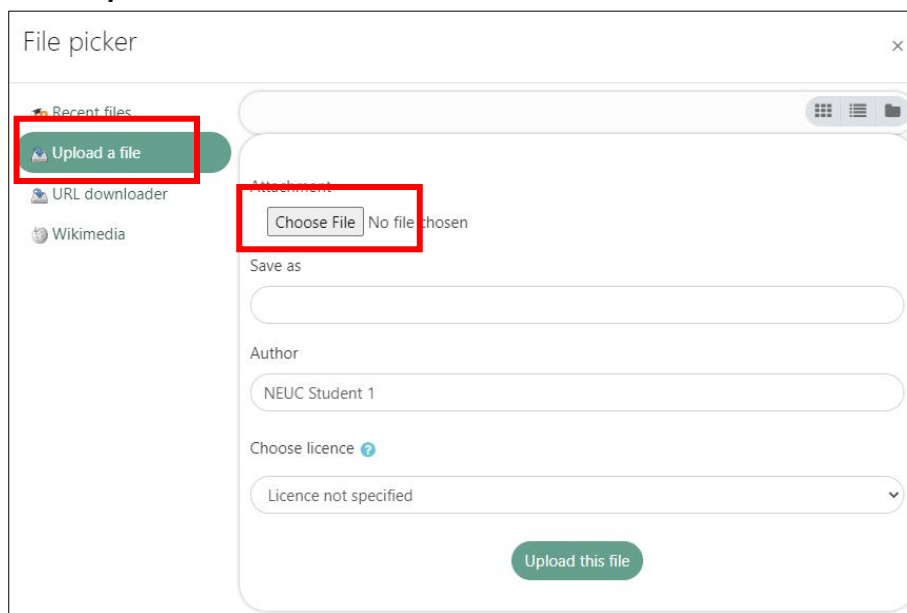
Add submission

You have not made a submission yet.

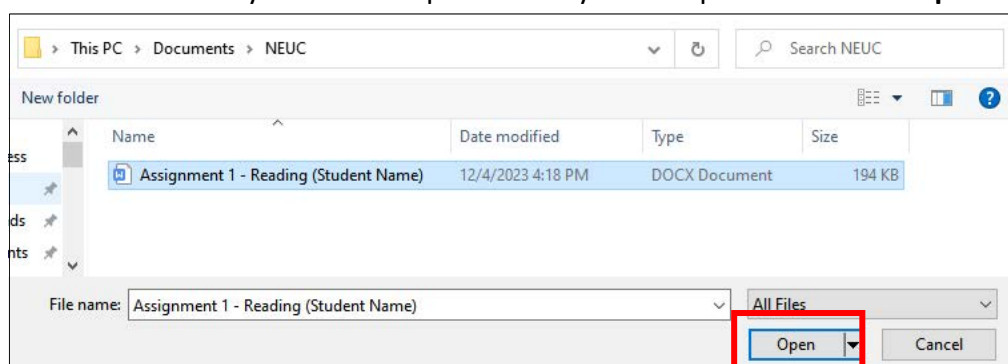
7. You will be directed to the **“File Submissions”** page. Click on the **add file** icon as shown below. Alternatively, you can drag your file to add it.



8. Click **“Upload a file”** then **“Choose file”**.



9. Search for the file you want to upload from your computer and click **“Open”**.



10. Click **“Upload this file”**.

The screenshot shows a 'File picker' window. On the left, there are options: 'Recent files', 'Upload a file' (highlighted with a red box), 'URL downloader', and 'Wikimedia'. The main area has fields for 'Attachment' (with a 'Choose File' button), 'Save as', 'Author' (filled with 'NEUC Student 1'), and 'Choose licence' (set to 'Licence not specified'). At the bottom, the 'Upload this file' button is highlighted with a red box.

11. Once your assignment is on the **“File submissions”** page, click **“Save changes”**.

The screenshot shows the 'File submissions' page. At the top, it says 'Maximum file size: 200MB, maximum number of files: 3'. Below is a table with one row: 'Assignment 1 - Reading (Student Name).docx', '12/04/23, 16:36', '193.9KB', and 'Word 2007 document'. Below the table, it says 'Accepted file types: All file types'. At the bottom, the 'Save changes' button is highlighted with a red box, next to a 'Cancel' button.

12. Click **“Submit assignment”** once you are on the **“Submission status”** page. If you do not click this button, **your assignment will not be submitted**.

The screenshot shows the 'Submission status' page. It has several sections: 'Attempt number' (This is attempt 1 (2 attempts allowed).), 'Submission status' (Draft (not submitted) - highlighted with a red box), 'Grading status' (Not graded), 'Last modified' (Wednesday, 12 April 2023, 4:36 PM), 'File submissions' (Assignment 1 - Reading (Student Name).docx, 12 April 2023, 4:36 PM), and 'Submission comments' (Comments (0)). At the bottom, there are 'Edit submission' and 'Remove submission' buttons. Below them is the text 'You can still make changes to your submission.' and the 'Submit assignment' button, which is highlighted with a red box. At the very bottom, it says 'Once this assignment is submitted you will not be able to make any more changes.'

13. Please tick the box and then click **“Continue”** to complete the process.

Confirm submission



Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

14. You may review the status of your submission in **“Submission status”**. Please make sure the status is changed to **“SUBMITTED FOR GRADING”**.

Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 12 April 2023, 4:40 PM
File submissions	<div>  Assignment 1 - Reading (Student Name).docx </div> 12 April 2023, 4:36 PM
Submission comments	<div>  Comments (0) </div>