JUST ENGLISH
NEW ERA UNIVERSITY COLLEGE (NEUC)
ACADEMIC ENGLISH PROGRAMME (AEP)

STUDENT'S HANDBOOK

Table of Contents

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. Listening

  ii. Reading

 iii. Grammar and Vocabulary

 iv. Speaking

  v. Writing

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 PROGRAMMEME (AEP) MAY 2022 SEMESTER				
W1	AEP CLASS STARTS			Online Practice 1 READING / SIR 1	
W2				Online Practice 2 WRITING / SIR 2	
W3				Online Practice 3 GRAMMAR & VOCAB / SIR 3	
W4		Reading assignment			LiveSpeak Session 1
W5		Writing assignment			
W6		Individual Presentation	Submission of Reading assignment	Online Practice 4 READING / SIR 4	
W7			Submission of Writing assignment	Online Practice 5 WRITING / SIR 5	
W8					LiveSpeak Session 2
W9			Presentation week	Online Practice 6 GRAMMAR & VOCAB / SIR 6	
W10				Online Practice 7 READING / SIR 7	
W11				Online Practice 8 WRITING / SIR 8	
W12					LiveSpeak Session 3
W13				Online Practice 9 GRAMMAR & VOCAB / SIR 9	
W14	AEP CLASS ENDS			Online Practice 10 READING / SIR 10	
W15					
W16	READING AND WRITING FINAL EXAMS				
			*Online practice is due one week after assigned		

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,

- your online practices, including;

  a) LiveSpeak sessions,

  b) Say It Right (SIR) pronunciation practices,

  c) 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.

You will have **3 weeks** to prepare for your **presentation**.

| Assignment	Week assigned by instructor	Submission / presentation date
Reading	Week 4	Week 6
Writing	Week 5	Week 7
Presentation	Week 6	Week 9

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.

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
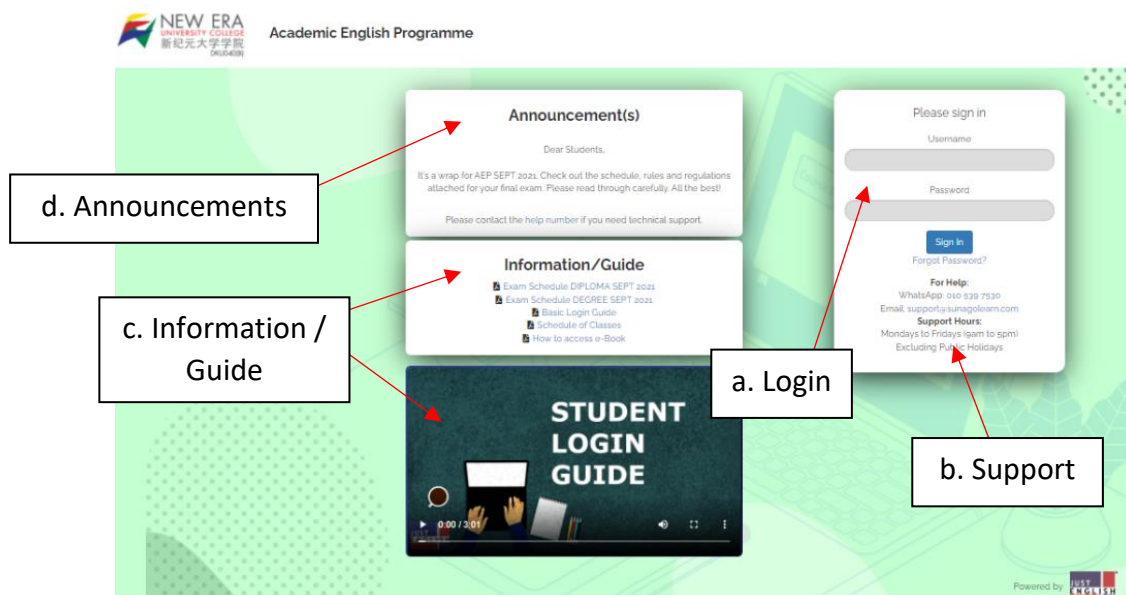
i. Login

- 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: 010 539 7530
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
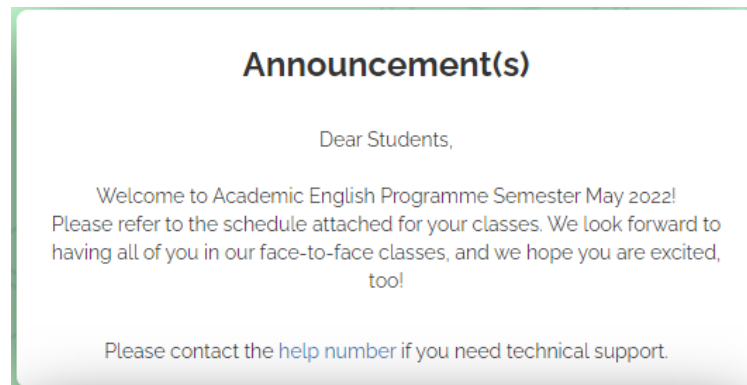
page.

- Schedules, manuals and other necessary documents will be attached and updated regularly.
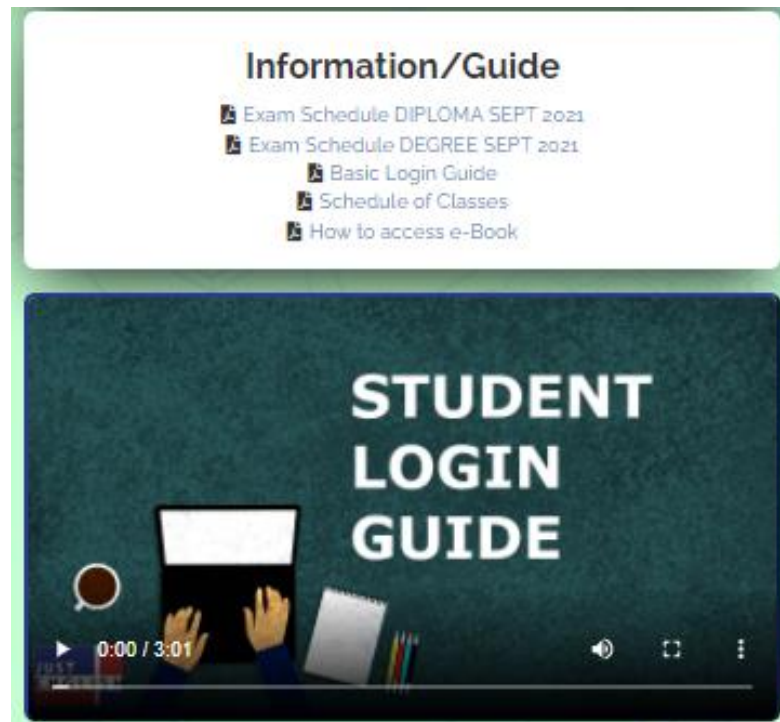
iv.   Announcements

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

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)*

i.   What do they look like?

Degree Elementary

Degree Intermediate

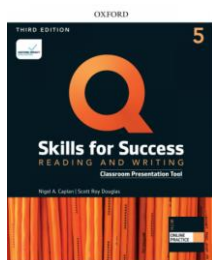Degree Upper Intermediate

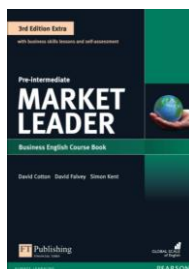Foundation / Diploma Elementary

Foundation / Diploma Intermediate

Foundation / Diploma Upper Intermediate

Degree Advanced

Degree Upper Advanced

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 (60%)

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

- Assignment 1 – 15% (Reading)
- **Due in week 6**
- Submission via NEUC AEP website
- Evaluate students' reading skills taught in week 1 – week 4

- Assignment 2 – 15% (Writing)
- **Due in week 7**
- Submission via NEUC AEP website
- Evaluate students' writing skills taught in week 1 – week 4

- Individual Presentation – 10%
- **Presentation in week 9**

- Online practice & Say It Right – 10%
- Weekly submissions via NEUC AEP website
- Reading, Writing, Grammar, & Vocabulary practices

- Participation – 10%
- Attendance and active participation in class & LiveSpeak sessions will affect participation marks

ii. Final exam (40%)

- Reading – 20%
- 1 hour
- 2 reading passages
- Types of questions: MCQ, True/false, matching, short answers, long answers

- Writing – 20%
- 1 hour
- Write a complete essay
- Types of essays depend on levels

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.
- It is one of the online practices that has to be done on **a weekly basis**.
- 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

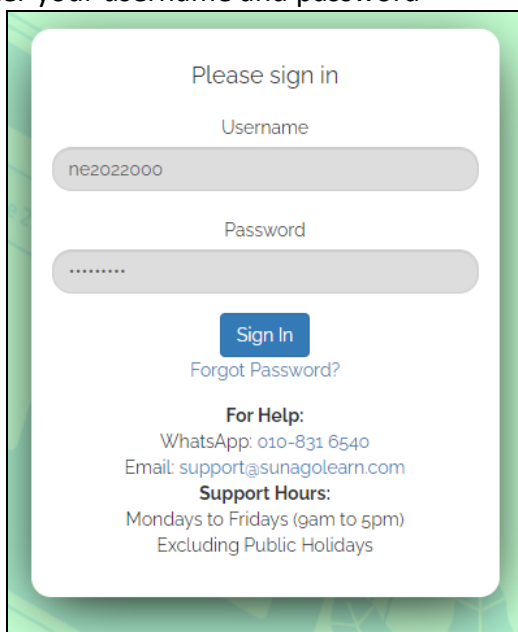**Accessing the NEUC AEP website**

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	Windows 8, MacOS 10.14 or newer, Linux
Tablet (8 inch or larger)	Android 8, iOS 12, or newer
Headset or Microphone+Speakers	Google Chrome browser
Internet Connectivity - 2 mbps minimum	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.
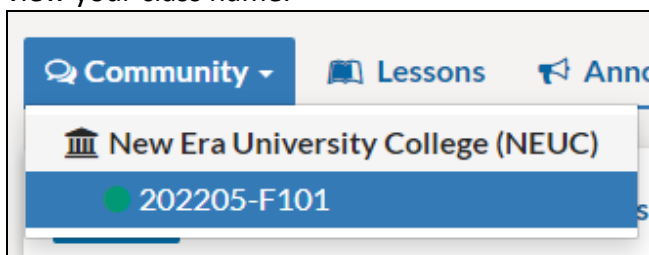
Username or Email

Submit

8. Check your email to reset your password. After resetting, log in using your new password.
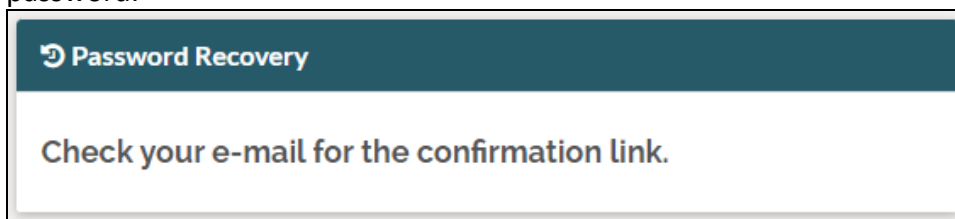
9. You will then be directed to the Community page. Click on the Community tab to view your class name.


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.
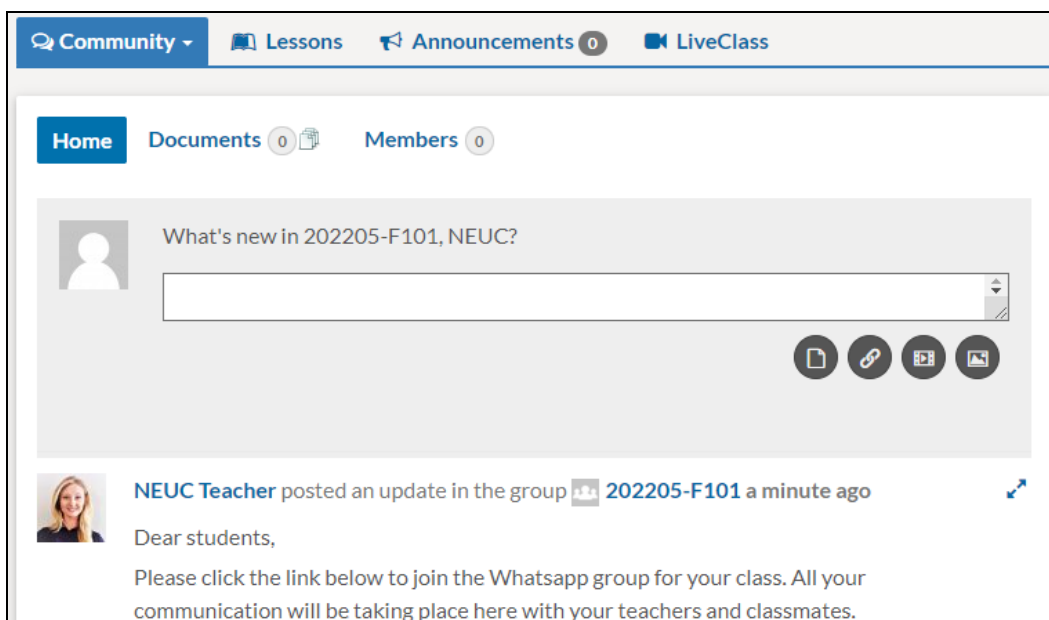
How to Submit Your Reading and Writing Assignment

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

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**.
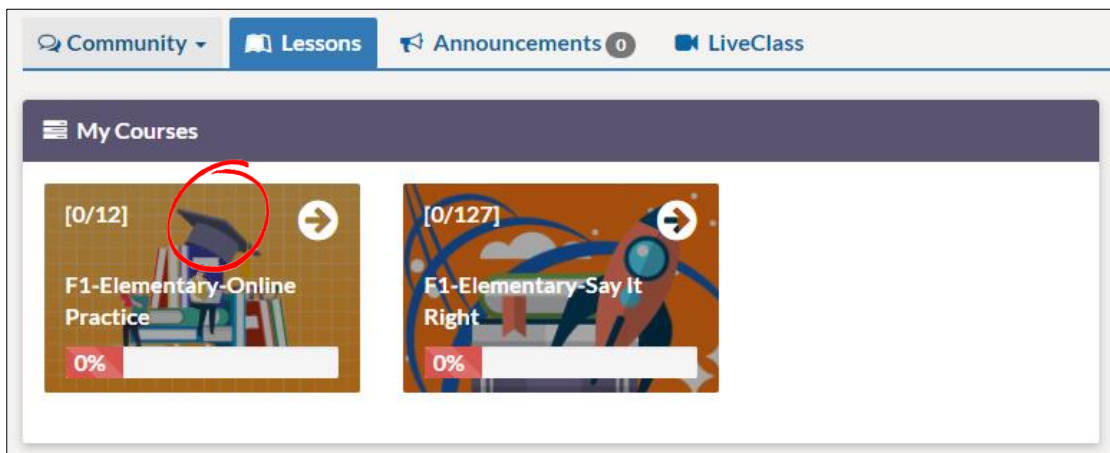
4. Click on the **assignment link** (Reading/Writing)**.**
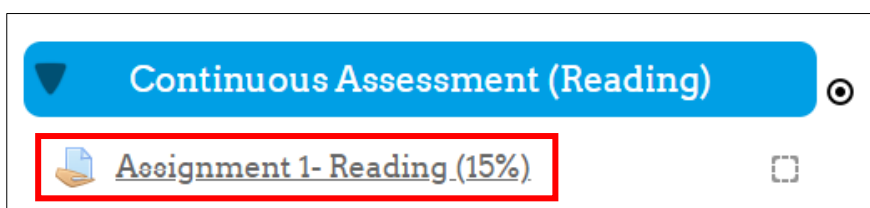
5. Click on the document attached to download the assignment.

Assignment 1- Reading (15%)

Task 1: Narrow down each general topic given below and write down a good topic sentence to show your opinion of the topic.
Task 2: Arrange each set of sentences below in a logical order (write 1,2,3 and so on). Give each set of sentences a title.

How to download the online practice:

1. Click on **Assignment 1- Reading.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 online practice:

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. Tick on the box which contains, **This assignment is my own work, except where I have acknowledged the use of the works of other people.**
10. Click on **Continue** to submit your **Online Practice.**

W Assignment 1 - Reading (Student Name).docx 25 April 2022, 11:54 AM

Submission status

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

Submission status

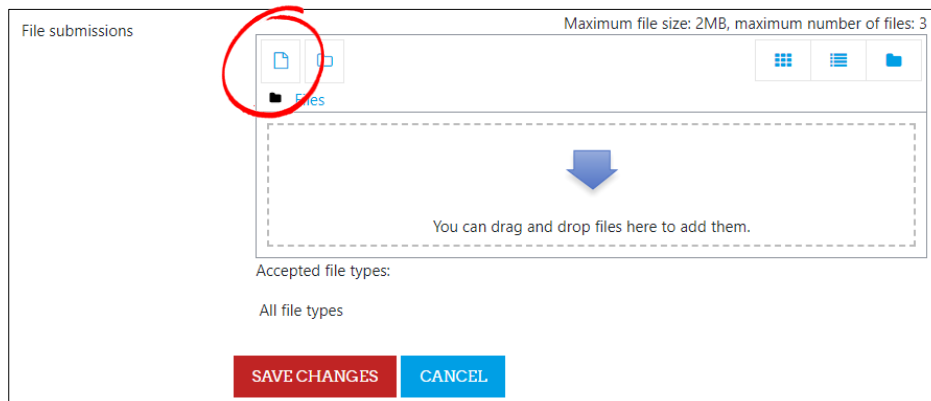| Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

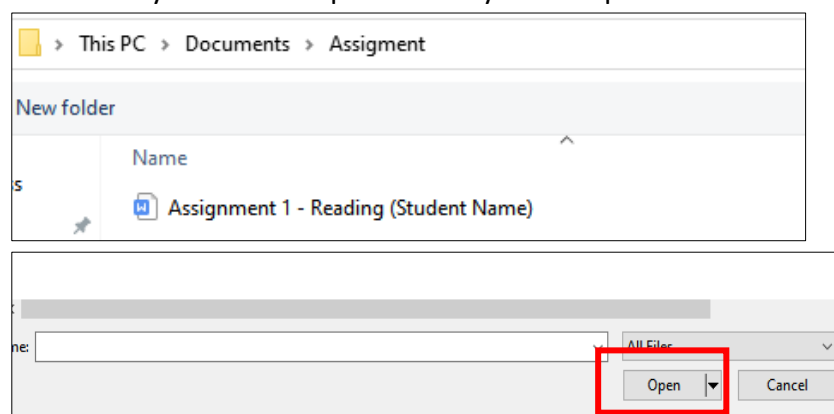ADD SUBMISSION
You have not made a submission yet.

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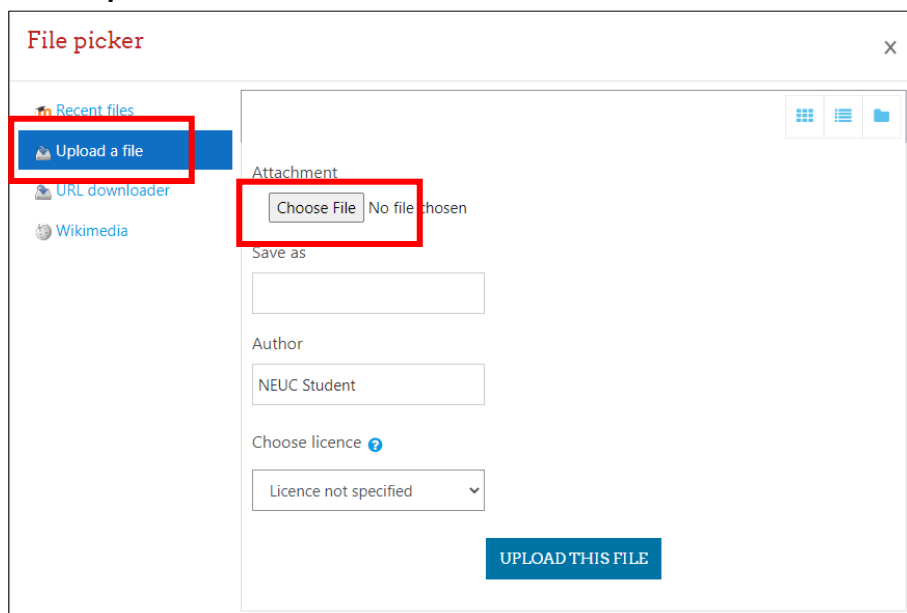
9. Search for the file you want to upload from your computer and click **"Open".**

10. Click **"Upload this file".**

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

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.**

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	Monday, 25 April 2022, 11:53 AM
File submissions	Assignment 1 - Reading (Student Name).docx25 April 2022, 11:51 AM
Submission comments	▶ Comments (0)