

Foundation English Programme**Student Handbook**

The Foundation English Programme aims to provide the necessary language and study skills in order for students to pursue their academic studies. The required level of proficiency is equivalent to the CEFR's (Common European Framework of Reference for Languages) B1/B1+ level.

Assessment

Students need to achieve the required score to complete the programme to be admitted to their departments. Those who fail to get the required score may take the Proficiency Test at the end of the Fall Term (for Track 3 students only) or at the end of the Spring Term.

The passing grade is 75/100 for the Department of Pilotage, 70/100 for the Department of English Language and Teaching and 60/100 for the other programmes.

Assessment Criteria:

Classroom Performance(homework, projects and quizzes)	10%
Mid-term Exams	50%
Final Exam	40%

Exams

Track 1 and Track 2 students are placed in a two-semester (one academic year) programme. Students must take three mid-term exams and a final exam, which takes place at the end of the Spring Term. The level of the final exam is equivalent to the level of the Proficiency Test. Those who fail to complete the programme may take the Proficiency Test at the end of the Spring Term. Those who fail the Proficiency Test may attend the Summer School Programme or take the Proficiency Test at the beginning of the following Academic Year.

Track 3 students are placed in a one-semester programme. Students must take a mid-term exam and a final exam, which takes place at the end of the Fall Semester. The level of the final exam is equivalent to the level of the Proficiency Test. Those who fail to complete the programme may take the Proficiency Test at the end of the Fall Term or the Spring Term.

Students may take the Make-up Exam if they have valid medical documentation.

Attendance

The Foundation English Programme is a two-semester programme for Track 1 and Track 2 students and a one-semester programme for Track 3 students. Students must attend 80% of the course hours.

Those who go over the designated attendance allowance will be unable to participate in the Final exam. Those who are unable to get the required score to complete the programme may take the Proficiency Test at the end of the Fall Term (for Track 3 students only) and at the end of the Spring Term and they are admitted to their departments if they pass.

Students may claim attendance allowance for no more than 3 days (for Track 3 students) during each semester if they have valid medical documentation.