

## Academic Standards Policy

It is expected that students will complete all examinations, assessments, and assignments as described in the Program Outline and Course Syllabus for the program of study. For details of all Tamwood Language Centres policies, please visit <https://tamwood.com/policies-procedures/>

### PROGRAM OVERVIEW

Tamwood Language Centres offer General English courses that covers 17 levels. The courses are designed for international students seeking practice, exposure and improvement in English as an additional language. Each level takes approximately 4 weeks to complete. Students are tested every two weeks to measure their progress. English levels are determined by a placement test before the students begin their program of study.

English Levels	Each English level is 4 weeks																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
English Bands	Intro	Beginner		Pre-Inter- mediate		Intermediate		High-Inter- mediate		Pre-Advanced		Advanced		High-Advanced		Proficiency	
Principal Courses	30 lessons each week																
General English	1	2	3	4	5	6	7	8	9								
Cambridge English (FCE)										10	11	12	13				
Cambridge English (CAE)														14	15		
Cambridge English (CPE)																16	17

### ATTENDANCE

- 1) Students must regularly attend classes at Tamwood. Students are expected to maintain an attendance rate of at least 80%. Students who do not maintain an attendance rate of at least 80% will not meet the level progression requirements.
- 2) If there are extenuating circumstances concerning a student's absence, a student services specialist should be notified as soon as possible. It is the student's own responsibility to stay current with the course material and course curriculum and to "catch up" on any missed classes regardless of the reason for absence. By way of example, skipping or missing a class where a test or an in-class assignment was announced will not excuse a student from that test or assignment.
- 3) Regular attendance is taken for each class and both absenteeism and lateness will be recorded. Students who have missed three or more consecutive days may be placed on the 'Non-Attending List' and may not be guaranteed a place in their previous class. Upon return to Tamwood, students on the 'Non-Attending List' will need to speak with a student services specialist prior to being allowed to attend further classes. While the Institute will seek to be consistent and reasonable in its approach to deciding what constitutes a valid reason for an absence, the Institute's Director of Studies will have decision-making discretion in this process. The Institute will seek to balance the validity of the student's excuse with the importance of the course material missed.



- 4) The Director of Studies remedies will be governed by the requirements of provincial governments and any other regulatory requirements, to which the Institute is bound, as well as The Institute's Discipline Policy and best practices in the circumstances.
- 5) For student vacation requests, please refer to details provided in the student portal. Tamwood is not responsible for travel plans you make if your request is not approved.
- 6) Upon successful completion of the program of study, students will be issued a Certificate stating their name, graduation date, and Tamwood language level upon graduation. This is contingent upon full payment of all tuition and fees (as applicable).

#### **MAKE-UP TESTS, LATE ASSIGNMENTS**

- 1) Make-up tests, in lieu of tests missed due to illness or other permissible circumstances are not offered at Tamwood. However, any student who is unable to write a test at the scheduled time may speak to a student services specialist or a member of the academic department to request a review of their academic history.
- 2) Students are expected to complete assigned work in the time allotted. Late assignments are NOT accepted unless arrangements have been made with an instructor or member of the academic department.

#### **PLAGIARISM (SEE ALSO "DISCIPLINE POLICY")**

- 1) Plagiarism is the act of submitting work that is, in whole or in substantial part, someone else's work, and representing it to be your own. Examples of plagiarism include, but are not limited to, the following:
  - a) copying previously published work;
  - b) copying another student's work;
  - c) reviewing materials or works from mailboxes, printers, faculty desks or other sources, and adopting those works as your own; and
  - d) using paid or unpaid services or other people to complete one's assignments.
- 2) Students are expected to acknowledge the sources of ideas and expressions they use in essays, reports, assignments, etc. Failure to do so constitutes plagiarism and is subject to academic penalty. Students who knowingly loan work to be copied, in whole or in part, by another student, for which a grade is assigned, are equally at fault in cases where plagiarism has occurred and may also be open to academic sanction.

#### **CHEATING (SEE ALSO "DISCIPLINE POLICY")**

- 1) Cheating is defined as any deliberate attempt to obtain credit through the use of deceit or dishonest methods. Examples of such behaviour include, but are not limited to, the following:
  - a) passing exam papers/solutions to another student;
  - b) repeatedly looking at other students' papers;
  - c) discussing or whispering of answers during a test;
  - d) submitting research reports in which no research took place; and



- e) writing answers on a desktop.
  - f) collaboration where collaboration is expressly prohibited, whether or not that collaboration occurs online or otherwise (and despite the fact that collaboration will generally be encouraged by Tamwood, in order to foster learning).
- 2) Cheating offences are subject to academic penalty.

#### **ACADEMIC PENALTY (SEE ALSO "DISCIPLINE POLICY")**

- 1) Academic penalties often begin with the awarding of a zero on the assignment/project/test for the first offence and a notification, in writing, of the offence. This notification is copied to the instructor and relevant staff members and is kept in the student's file. A subsequent offence may result in removal from the course and the possibility of complete dismissal/expulsion from the program. Dismissal/Expulsion (See also "Discipline Policy")
- 2) Without limitation, a student may be dismissed/expelled from a program after review by the Director of Studies for one of the following reasons:
  - a) failing or not completing the principle courses (determined by program) in which the student is registered;
  - b) failing any principle course three (3) or more times

#### **DISMISSAL AND WITHDRAWAL (SEE ALSO "DISCIPLINE POLICY")**

- 1) The Institute will seek to apply its policy of graduated discipline consistently, and in accordance with its "Discipline Policy". A student is considered to have withdrawn from his/her program of study if the student:
  - a) has advised the Institute that he/she has withdrawn from the program by completing the Institute's Withdrawal and Transfer Form; and/or
  - b) has not complied with the Institute's Academic Standards Policy and/or has not attended for four consecutive weeks for any reason, including absences for reason of sickness, accident, leave of absence, etc.

#### **GRADING DISAGREEMENTS**

- 1) Where a student disagrees with a grade received or any decision resulting from application of the rules, policies, and regulations referenced in this Contract in its entirety, the student shall discuss the matter with Director of Studies in an attempt to resolve the problem.
- 2) Both individual and/or group complaints should be handled as outlined above. Most complaints are resolved informally with the instructor or faculty member responsible for grading that student/group of students. Faculty members endeavour to be open and fair in dealing with students' concerns, thus students are encouraged to speak with the faculty member(s) involved in the matter.
- 3) Students have five (5) business days from the day they receive the grades to request a re-assessment of a grade.



## **APPEALS**

- 1) A student who feels there have been extenuating circumstances that adversely affected his/her academic outcome/progress may appeal, in writing, to a member of the academic department. A student who is dissatisfied with the decision of first instance may appeal to the Institute's Director of Studies. Please refer to the Level Progression Chart in the course syllabus.
- 2) Students have five (5) business days from the day they receive a decision that affects their academic progress to request an appeal on the outcome of the decision. Dispute Resolution Policy will apply.

## **CERTIFICATES**

### Certificate of Achievement

A Certificate of Achievement is provided upon successful completion of the program.

### Transcript of Academic Record

Upon request, a Transcript of Academic Record can be provided, which states you studied/are studying at Tamwood. Details of a student's academic results and attendance can be added if requested. Please request this through a Student Services Specialist. Requests should be made at least five (5) business days prior to needing this document.