

# Tandem Registration Form 2016/17



SURNAME	NAME
PROGRAMME:	ID NUMBER:
Year of study in September 2016 (UK students only): <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
EMAIL ADDRESS <b>MOST USED:</b>  <b>UNIVERSITY of MANCHESTER'S:</b>	
	MOBILE PHONE (UK only):

FIRST LANGUAGE	TARGET LANGUAGE:
ENGLISH <input type="checkbox"/> GERMAN <input type="checkbox"/> ITALIAN <input type="checkbox"/> SPANISH <input type="checkbox"/> FRENCH <input type="checkbox"/> PORTUGUESE <input type="checkbox"/>	ENGLISH <input type="checkbox"/> GERMAN <input type="checkbox"/> ITALIAN <input type="checkbox"/> SPANISH <input type="checkbox"/> FRENCH <input type="checkbox"/> PORTUGUESE <input type="checkbox"/>

I wish to register for the following Tandem Course Unit(s):	ULTL20011 <input type="checkbox"/> (1 <sup>st</sup> semester: 10 credits)
Are you doing this course for credits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>NOTE:</b> Permission must be obtained from the LEAP Office if you wish to apply for Tandem on a non-for-credits basis. Priority is given to credited students.	
I certify that I have the level required for Tandem (A-level standard in the target language, IELTS 7.0 / CEF C1 or equivalent if Erasmus).	Yes <input type="checkbox"/>
I certify that I have read and understood the information provided on the back of this form	Yes <input type="checkbox"/>

Please return this form to the LEAP administrator; email to <a href="mailto:leap@manchester.ac.uk">leap@manchester.ac.uk</a> , or post/bring in person to: Room LG8.2, Samuel Alexander building, University of Manchester, Oxford Road, Manchester M13 9PL, or <b>DO NOT WRITE ANYTHING IN THE SPACES BELOW</b>	
Date and time of receipt	

## Tandem Enrolment

Enrolment for Tandem Learning is a two-phase process:

Places on the Tandem course are subject to availability, and are allocated on a first-come, first-served basis. This means that when you register for the Tandem Learning course, your enrolment is placed in a queue. It is in your best interest, therefore, to make sure you complete the enrolment procedure as follows:

### ***SEMESTER ONE (SEPTEMBER-DECEMBER 2016)***

Induction meeting Friday 30<sup>TH</sup> September 2016 from 14:00, room TBA:

- **14:00-15:30** Tandem English/French/Italian/German/Portuguese/Spanish
- **15:30** Plenary meeting (1 hour approx.) ALL STUDENTS TO ATTEND

Attendance at this preliminary meeting for Tandem Learning (Tandem Induction) is **essential**.

If you are late for the specified language sessions or fail to attend the Tandem Induction meeting, you risk losing your place in the queue, and may not be allocated a partner.

If you have a valid reason for not being able to attend the Tandem Induction session, you must notify the Tandem convenor by email **before 26 September 2016 to:**

[maria.kluczek@manchester.ac.uk](mailto:maria.kluczek@manchester.ac.uk)

### **Tandem Learning: attendance and participation**

In registering for this course, you have agreed to work responsibly and constructively with your Tandem partner so that you are both able to complete the course and meet your course requirements.

**NB** Please do not register for this course unless you are prepared to fully participate and work in the Tandem partnership, as failure to do so is likely to jeopardise the success of the course for either or both partners.

**Note** that due to the nature of Tandem we will not be able to confirm a partner – and therefore your place on the course - until the Tandem induction meeting referred to above. You need to think of alternative course units for such an eventuality.