

## School of Arts, Languages and Cultures: LIS and LBAS Divisions

### Modifications to UG Regulations

#### Agreed Principles

The below principles, unless stated, generally apply to students wishing to take a free-choice unit below their current level of study. Free-choice (up to the maximum credits permitted at the current level of study) is usually permitted, except in the specified examples below.

#### General Principles

Lower Level Course Units: *Subject to the approval of the relevant Programme Director*, Joint Honours students at Level 2 (Second Year) and Level 3 (Final Year) may take up to 20 credits per year out of the total of 120 **from within the relevant subject area(s)** at the level below their current level of study. **LEAP course units and other course units from outside the subject area(s) of the programme may only be taken at the current level of study.** Level 2 (Second Year) students must take at least 100 credits at Level 2, and Level 3 (Final Year) students must take at least 100 credits at Level 3.

Free Choice Course Units: *Subject to the approval of the relevant Programme Director*, Joint Honours students at Level 2 (Second Year) and Level 3 (Final Year) may take up to 20 credits per year out of the total of 120 from the 'free choice' list of Faculty or School level course units (including LEAP), provided that at least 40 credits are taken in each of the two subject areas named in the language degree title. **The 'free choice' units must be at the current level of study – Level 2 for second year students, Level 3 for final year students.** In any one year, no more than three languages may be studied. Students are not permitted to take Tandem units in their own language of study in either their second or final year.

#### **MLBM final year**

- Students who started study of their MLBM language as beginners in Year 1 are permitted to take a maximum of 20 credits from Faculty or School level course units

outside their MLBM programme over the duration of the programme, provided that the required number of credits are taken in their MLBM programme, and subject to the permission of the Programme Director. This may be a LEAP language unit (20 credits). Please note that in final year, these credits may NOT be taken at Level 2.

- Students with an A Level or equivalent in their MLBM language may take up to 20 credits per year out of the total of 120 from Faculty or School level course units, provided that the required number of credits are taken in their MLBM programme, and subject to the permission of the Programme Director. This may include LEAP language units, as long as in any one year no more than three languages are studied. Please note that in final year, these credits CANNOT normally be taken at Level 2, except in the case of a LEAP unit whose prerequisite Level 1 LEAP unit was taken in year 2.

### **Application of these Principles to Specific Programmes**

#### **LEAP Courses**

**Level 2 and Level 3** students cannot take a LEAP language course at a lower level, unless it is part of the specified programme regulations, for example in Russian Studies where students are allowed to select Polish. This ruling would not necessarily apply to say Middle Eastern Studies students, who do not have a Language element of their programme, who wish to study Arabic (also see exceptions for MLBM and ESML students below).

**In exceptional circumstances, Level 2 students may be allowed** to take a Level 1 LEAP course, providing that an academic rationale is given (for example a Chinese Single Honours student wishing to take Level 1 Korean to further their knowledge of East Asian languages). All cases of this type will be referred to the Languages Undergraduate Programmes Committee (LUPC) for approval (also see exceptions for MLBM and ESML students below).

N.B. ESML and MLBM only. ESML and MLBM students can take a lower level LEAP module if they are continuing their study on that particular language. This is built into the Programme Regulations for these programmes.

## **UCOL**

University College units below the current Level of study are acceptable, with the exception of students doing MML/IPML.

## **TANDEM**

Tandem courses will not be permitted in the student's own named languages of study at any level, nor will it be permitted for a Level 3 student take Level 2 Tandem in any language, unless specified in the Programme Regulations.

## **TESOL**

The TESOL Level 3 course is acceptable, as long as the pre-requisites have been met and the student is admitted onto the course by the host department. Level 3 students will not be permitted to take Level 2 TESOL units. However in exceptional cases this may be approved if an academic rationale is submitted (i.e. Joint Honours programmes where no free choice was permitted at Level 2). All cases of this type will be referred to the LUPC for approval.

## **CROSS-SCHOOL COURSES (e.g. LATIN)**

These will be considered by the Programme Director(s), and if a sound academic rationale is given may be accepted. Students would need to meet the pre-requisites of the host department. All cases of this type will be referred to the LUPC for approval.

## **OUTSIDE SALC Courses (e.g. SOCIOLOGY Courses)**

These will usually not be deemed acceptable, but the student may wish to make a case for the reasons why they wish to do the course and then this may be reviewed on a case-by-case basis. Students would need to meet the pre-requisites of the host department. All cases of this type will be referred to the LUPC for approval.

It is forbidden for Level 3 students to take Level 1 units, as specified in the University regulations.

### **GENERAL CLARIFICATIONS**

All course unit selection forms/data will be initially scrutinized by the administrator for each Programme. Named Programme Directors will deal with any problem cases. If decisions involve more than one Programme Director, they should collaborate to reach a final decision. Should Programme Directors feel that they are unable make a final decision on difficult cases, they should contact the Director of Undergraduate Programmes for Languages (Darren Waldron).