

## Frequently asked questions

### What is the Academic Success Programme?

The Academic Success Programme consists of workshops and online support in academic English. It is designed to support students and staff of the University of Manchester, whether or not English is their first language.

### How will I benefit from attending Academic Success Programme workshops?

No one begins life speaking academic English – all English speakers have to learn it. We encourage you to try a class and find out for yourself.

In welcome week we run a series of taster classes to give you a flavour of the courses we offer. See our website [www.manchester.ac.uk/academicsuccessprogramme](http://www.manchester.ac.uk/academicsuccessprogramme) for details.

We do not require you to take any kind of test before attending our workshops.

### What is the difference between pre-sessional courses and the Academic Success Programme?

Pre-sessional courses (in academic English) are designed for international students hoping to progress onto a university programme. Successful completion of a Pre-sessional course usually indicates that the student's English language level has been raised to that required by their School. Pre-sessional courses are open to the public, are full-time and attract a weekly tuition fee.

<https://www.ucae.manchester.ac.uk/study/pre-sessional-courses/> As a Pre-sessional student, will receive a course report upon successful completion of the course.

The Academic Success Programme in academic English is open to all students who are currently studying at the University of Manchester. It aims to take your Academic English beyond what you have already learned, and to support you during your main course so you can succeed in all of your assignments. The Academic Success Programme workshops are free of charge to students and are not open to the public. We do not formally assess you and we do not issue certificates of attendance.

## Are workshops online or on-campus?

Our aim is to provide a choice of on-campus workshops and online workshops. Online workshops are marked as such on the website and in the course application area.

## How do I register for the Academic Success Programme workshops?

Visit [www.manchester.ac.uk/academicsuccessprogramme](http://www.manchester.ac.uk/academicsuccessprogramme) to view the timetable which will be available from mid-September. Find a course you are interested in and click the link to enrol via Training Catalogue. Once you have done this, you will be enrolled onto the course and will receive a confirmation email which will include venue details and a link to join the Blackboard space to access course materials.

On campus workshops: The course will be added to your student timetable. However, this may take a few days, so please make a note of the workshop details for your own reference. **Note that the venue will not appear on your timetable**, so please make a note of it from the confirmation email.

Online workshops: The course will be added to your student timetable. However, this may take a few days, so please make a note of the workshop details for your own reference. **Note that the Zoom room will not appear on your timetable**, so please make a note of it from the confirmation email.

Semester 2 courses will be made available closer to the end of Semester 1, but the registration process is the same. We offer specialised support with dissertation writing and repeat some of the Semester 1 workshop blocks.

## What do I need to do before attending a workshop?

Before your first workshop, you will need to enrol on the relevant Blackboard community. You will receive a link to enrol in your confirmation email. You should then complete any pre-workshop tasks before the workshop.

You will need to download the workshop handout from our Blackboard community and bring it to the workshop, either printed or on a device where you can edit documents (laptop or tablet). We do not recommend using mobile phones for online or on-campus workshops as the screens are usually too small.

For online workshops, you will need to use a version of Zoom where you have signed in with your University of Manchester email address.

## What happens during a workshop?

During the workshop, you will be asked to register your attendance via a QR code or hyperlink at each workshop you attend. This is so we can get an idea of which students are attending the Academic Success programme, and so understand how to help them with academic English.

## What happens if the class I want is already full?

Our workshops run in blocks of four – in other words, there is one workshop per week, on the same day at the same time every week, for four weeks. The workshops usually start in the second teaching week of Semester 1, with another start date later in Semester 1.

So, if the block you would like is full, you should be able to sign up for a later start date. Note that you can take the blocks in any order.

In Semester 2, we aim to repeat some of the Semester 1 workshops as well as running additional workshops (Writing Your Dissertation).

## Where can I find timetable information?

[www.manchester.ac.uk/academicsuccessprogramme](http://www.manchester.ac.uk/academicsuccessprogramme). Note that this page is updated on a regular basis as new workshop dates are added.

## How many Academic Success Programme classes do I need to attend?

We repeat a number of our workshops each week to allow students to fit in classes around their academic commitments. You only need to go to one class of each skill (academic writing, academic grammar, academic speaking) per week, but note there are two blocks of workshops for each skill.

## Do I have to pay for the Academic Success Programme?

No, the workshops are free of charge to all University of Manchester students, staff and visiting fellows.

## Does it matter if I vary class attendance to fit in with my academic work? (e.g. go to Monday academic writing one week and to Thursday academic writing during other weeks)

We understand that you may have varying academic commitments throughout the term. If you are unable to attend some of the workshops, please enrol onto a workshop at a time which fits in with your commitments.

## Should I inform you if I no longer wish to attend a class?

You can usually cancel via the Training Catalogue but if you have any difficulty doing so, please email us at [academicsuccess@manchester.ac.uk](mailto:academicsuccess@manchester.ac.uk) with the title and code of the course you wish to cancel your place on.

## Will I earn any credits / get a certificate for attending the Academic Success Programme?

No, the Academic Success Programme is a support service and is not formally assessed. You will not receive credits for attending the workshops. Certificates of attendance are not issued, although we keep a log of student attendance for statistical purposes and to inform school administrators/personal tutors of attendance, should they require this information.

## Will registering for the Academic Success Programme workshops help me with my academic application?

Although we are happy to provide whatever information we can on the University Centre for Academic English's Academic Success Programme, we are unable to advise or assist prospective students with their academic application. Prospective students should contact admissions staff in their destination School for guidance at the application stage.

## By passing these courses, will I satisfy the condition of my academic offer?

The Academic Success Programme is for students *who have already met their destination School's minimum language requirements*. Unless stated otherwise by your School, attendance on these courses is voluntary: the courses are not formally assessed so they cannot be passed or failed.

I am a visiting researcher / international member of staff – can I take Academic Success Programme workshops?

Yes

Do classes continue throughout reading week?

Please check [www.manchester.ac.uk/academicsuccessprogramme](http://www.manchester.ac.uk/academicsuccessprogramme) for the timetable.

Can you proof-read / correct my assignment for me?

Unfortunately, we do not offer a proof-reading/correction service in the University Centre for Academic English.

Should I take one of your full-time English language courses to improve my English?

No, for two main reasons: (a) your academic commitments will not allow you enough time to attend a full-time English language course and (b) the University Centre for Academic English's full-time courses are designed for *pre-registration* students seeking University preparation and to bring their IELTS / TOEFL score up to their destination School's minimum entry requirement so they would not be pitched at the level you require.

I would like to participate in a foreign (e.g. German, Spanish, Chinese, etc.) language course – how do I join?

Information on LEAP foreign language courses can be found at <https://www.alc.manchester.ac.uk/study/university-language-centre-leap-courses/>