

# **English Language Institute (ELI)**

**Student Handbook**

**Developed by**



**a place of mind**

**THE UNIVERSITY OF BRITISH COLUMBIA**

**Continuing Studies**

## Contact Us

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### **English Language Institute UBC Continuing Studies**

2121 West Mall  
Vancouver, BC  
Canada V6T 1Z4

### **Registration and Student Services**

Email: [eli.registration@ubc.ca](mailto:eli.registration@ubc.ca)  
Phone: 604-822-1555  
Web: [eli.ubc.ca](http://eli.ubc.ca)

### **How to Find the ELI on Campus**

Map: [maps.ubc.ca](http://maps.ubc.ca) (search for the English Language Institute with the "keyword" option selected)

This program handbook is current as of February 2017. Note that future editions of this program handbook may contain changes to program requirements and policies.

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## **Programs Offered At The ELI**

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The ELI offers a variety of English language training programs:

**English for Academic Purposes (EAP)**

For more information: [eli.ubc.ca/eap](http://eli.ubc.ca/eap)

**Intensive English Program (IEP)**

For more information: [eli.ubc.ca/iep](http://eli.ubc.ca/iep)

**English for the Global Citizen (EGC)**

For more information: [eli.ubc.ca/egc](http://eli.ubc.ca/egc)

**English for Business Program (EBP)**

For more information: [eli.ubc.ca/business](http://eli.ubc.ca/business)

**English Plus Program (EPP)**

For more information: [eli.ubc.ca/epp](http://eli.ubc.ca/epp)

**Conditional Admission Program (CAP)**

For more information: [eli.ubc.ca/condadmission](http://eli.ubc.ca/condadmission)

## EAP/IEP Program Information

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<b>INTENSIVE ENGLISH</b>		<b>ENGLISH FOR ACADEMIC PURPOSES Integrated Skills</b>
<b>400 Level - Intermediate</b>		<b>EAP 700 (Advanced)</b>
Reading		Academic Reading & Writing
Writing		Academic Speaking & Listening
Speaking & Listening		<b>EAP 600 (CEL)*</b>
<b>300 Level - Intermediate</b>		Academic Reading & Writing
Reading		Academic Speaking & Listening
Writing		<b>EAP 500 (Upper Intermediate)</b>
Speaking & Listening		Academic Reading & Writing
<b>200 Level - Elementary</b>		Academic Speaking & Listening
Reading		<b>INTENSIVE ENGLISH By Skills</b>
Writing		<b>700 Level - Advanced</b>
Speaking & Listening		Reading
<b>100 Level - Elementary</b>		Writing
Reading		Speaking & Listening
Writing		<b>600 Level - Lower Advanced</b>
Speaking & Listening		Reading
		Writing
		Speaking & Listening
		<b>500 Level - Upper Intermediate</b>
		Reading
		Writing
		Speaking & Listening

*\*Note: The EAP 600 Certificate of English Language (CEL) meets UBC's English Language Admission Standard.*

## Class Schedule

	Monday – Thursday			Friday
	IEP	EAP A	EAP B	
<b>8:30-10:10</b>	Reading	Reading & Writing		
<b>10:20-12:00</b>	Writing	Reading & Writing	Reading & Writing	Workshops
<b>12:00-1:00</b>	LUNCH	LUNCH	LUNCH	LUNCH
<b>1:00-2:40</b>	Speaking & Listening	Speaking & Listening	Reading & Writing	Workshops
<b>2:50-4:30</b>	IELTS Elective	IELTS Elective	Speaking & Listening	

## Friday Workshops

Friday workshops complement your courses as you:

- get extra practice with different instructors
- can choose different workshops each week.

## Certificates and Transcripts

### Certificates

- You will receive the UBC Certificate of English Language after you successfully complete a full session (both Term 1 and Term 2) at the 600 EAP level, or after successfully completing 8 weeks in the CAP program. A grade of 75% or more is required to successfully complete a course.
- You will receive an ELI certificate after successfully completing 3 classes (both term 1 and 2) with a grade of 50% or more for levels 100 – 500 and a grade of 75% or more for levels 600 and 700. If you successfully complete your classes (e.g. 200 Speaking, 300 Reading, 400 Writing) in Term 1 and Term 2 at different levels, you will receive a certificate at the lowest level. (e.g. 200 level).

### Transcripts

All students receive a transcript at the end of each session which shows their courses and if they passed.

## ELI Policies

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### English Only Policy

- The ELI is an English Only zone. All students benefit from being in an English immersion environment.
- There is a 3-step warning system.
- At the ELI you are always encouraged and supported to speak English.

Students should remember to update their mailing addresses with Student Services before they leave the program.

### Attendance and Participation Policy

[calendar.ubc.ca/vancouver/](http://calendar.ubc.ca/vancouver/)

Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.). Students who neglect their academic work and assignments may be excluded from final examinations. Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes. Any request for academic concession must be clearly expressed

Within the UBC Academic Regulations, ELI instructors set their own attendance policy which will be made clear to students.

**If you are sick you must let your instructor(s) know as soon as possible by calling their office phone number or sending them an email.**

## **Refund Policy**

[eli.ubc.ca/application/policies](http://eli.ubc.ca/application/policies)

All application fees and program deposits are non-refundable. If you would like a refund for the balance of your fees, you must contact the Registration Office (located in the lobby of the ELI building). Requests to withdraw from a program must be made in writing to the ELI and require a brief explanation for the withdrawal. This policy also applies if you are asked to leave the program.

## **UBC Policy on Plagiarism**

[calendar.ubc.ca/vancouver/](http://calendar.ubc.ca/vancouver/)

When registering at UBC, all UBC students promise to follow the UBC Policy on Plagiarism. Plagiarism is a form of academic misconduct in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writing of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices.

Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, and ideas of the author incorporated in an essay. Complete plagiarism exists when an entire essay is copied from an author, or composed by another person, and presented as original work. (Students in doubt as to what constitutes a case of plagiarism should consult their instructor.)

## **ELI Student Services**

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### **Homestay**

Homestay gives you the opportunity to live with a Canadian family and learn more about Canadians while improving your English. You may choose homestay for your entire stay or for only a short time.

### **Campus Stay**

You may choose to live in a UBC campus dormitory (subject to availability).

- From May 15 through August 15 only
- Meet both Canadian and international students
- Bed linens are provided, but bring your own towels
- No cooking facilities (kitchens) but there are many cafeterias and restaurants nearby

### **Advising**

The Head Instructor, Student Advising offers support to students in cases of academic and cultural adjustment.

## **Student Study Centre (SSC) at the ELI**

This is a place where you can work quietly in a computer-equipped room.

### **SSC HOURS:**

Open Monday to Thursday 8am to 4:30pm Open Friday 8am to 3:30pm

- The English Only Policy is in effect.
- No food or drinks are allowed.
- SSC computers shut down 10 minutes before closing.
- In Labs A, B and C, computers are for English only.
- In the Common Use (middle) area, you may use these computers to read and send emails in languages other than English.
- Have your ELI Identification cards with you at all times for access to the SSC.
- Save your work on a USB or network drive.
- To print:
  - save your document with a meaningful name (e.g., NellieMcClung\_600SL\_week1)
  - Click on File>Print>OK
  - go to the print station beside the copier
  - log in using your ELI student # and your Date of Birth (DOB) in YYYYMMDD format
  - select your document and click Print.

You will be automatically given a \$5 credit at the start of term. If you use this up, you can buy credit for 50 prints for \$5 at the SSC front desk. Your instructor can also print for you when you have class time in an ELI lab.

For photocopying and scanning please see the SSC staff. If you have any problems or need any help, please ask any of the staff in the SSC office for assistance.

## **Student Library at the ELI**

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This is a free library for students to use at the ELI.

### **ELI Student Card**

On the first day at ELI, you will receive your ELI student card. Please have your white ELI card with you at ELI.

### **UBC Student ID**

Your instructors will inform you when this card is ready.

### **UBC Library Card**

If you are interested in getting the UBC library card, the cost is \$40. Please ask in the ELI administration office for more details.

### **Fitness Centre/Swimming Pool**

UBC Bird Coop

6000 Student Union Blvd [www.birdcoop.ubc.ca](http://www.birdcoop.ubc.ca)

UBC Aquatic Centre

6121 University Blvd [www.aquatics.ubc.ca](http://www.aquatics.ubc.ca)

## **Health and Wellness**

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### **Medical Insurance**

#### **Health And Wellness**

- You are required to have UBC ELI's insurance iMED to enroll in UBC ELI programs.  
<http://students.ubc.ca/livewell/health-insurance/imed>

### **Medical and Dental Clinics**

- Clinics are for general health concerns.
- Hospital emergency rooms are for serious cases and emergencies only.
- Call 911 for life-threatening emergencies requiring immediate help.
- To find a dentist near you:  
<http://www.bcdental.org/yourdentalhealth/findadentist.aspx>

### **Campus Safety**

#### **Safewalk**

Please do not walk alone on campus at night. The UBC Alma Mater Society (AMS) will send you a co-ed team of walkers to accompany you to your destination.

If you need them, call 604-822-5355.

You can also use a UBC Blue Phone and ask for Safewalk.



## Information for all Faiths

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There are various resources and places on the UBC campus for people of different faiths. [students.ubc.ca/livewell/topics/spirituality](http://students.ubc.ca/livewell/topics/spirituality)

### **Muslim students**

UBC Muslim Students' Association: <http://www.msaubc.org>

Daily Prayer @ Musallah:

Daily prayers are held in the Musalla, located in Room 2357 of Brock Hall Annex, 1874 East Mall, UBC. The bathrooms on the basement level of Brock Hall Annex have foot baths for Wudu.

### **Jummah Prayer:**

The Muslim Students' Association UBC holds weekly Jummah (Friday) prayers in the Totem Park Ballroom, 2525 West Mall, UBC. They begin the Khutba at 1:10pm and conclude the prayer before 1:40pm. The timing is the same all year round, and does NOT change after daylight savings.

### **Prayer Space at ELI**

Room B210F (for men) and Room A210F (for women) in the ELI Building have been made available as prayer spaces and are available to all students Monday-Friday, between 8am and 5:30pm.

Communal respect and tolerance for all beliefs is held at all times in the prayer area. Food and drink is not permitted in the prayer area.

Please note: English Only rules apply when you are not praying.

## **Life at ELI**

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### **Food Services**

#### **On Campus**

[food.ubc.ca/places-to-eat/](http://food.ubc.ca/places-to-eat/)

There are many cafeterias, coffee shops and restaurants on campus.

#### **At ELI**

If you bring your lunch, you can eat in empty classrooms or at the tables in the hallway. There are many tables and chairs. The student kitchens have a fridge and a microwave. Extra microwaves are available at the hallway.

### **Classroom and School Culture**

- Use every opportunity you have to practise your English
- Ask questions and make friends
- Remember that learning a language requires hard work and takes time
- Be patient with yourself
- Don't be afraid to speak up in class

### **No Smoking Policy**

Smoking is not allowed within 6 meters of any entrance to any UBC building or window.

## **Washroom Etiquette**

Everyone uses the washrooms and it is important to keep them clean. Please remember the following few rules.

- Do not stand on the toilet seats
- Wash your hands using soap and water
- Dry your hands and the surrounding counter and floor if you splash water
- Toilet paper must be thrown away in the toilet
- Do not throw hand towels in the toilet, around the sink or on the floor

## **No Fragrance Policy**

Do not use strong perfumes or aftershave.

## **Cell Phone Use in class**

Ask your instructor for classroom rules.

## **Public Transport in Vancouver**

[translink.ca](http://translink.ca)

- Buses travel along most major streets.
- SkyTrain travels from downtown Vancouver to Burnaby, New Westminister and Surrey. Canada Line travels from downtown Vancouver to Vancouver International Airport.
- SeaBus travels between Vancouver and North Vancouver.
- You can buy a Compass card online for the best value for a stay of one month or longer.

## **Banking**

- If you are planning to stay in Canada for more than a few months, it is a good idea to open a bank account to keep your money safe.

- To open an account, you need to bring your passport, a second piece of identification and a document showing your Canadian address (e.g., BC Hydro bill or homestay confirmation letter).
- Most banks charge a monthly fee, usually less than \$10 a month, for having an account. They also charge for other services. When opening an account, ask about the service charges.

## **Communication**

### **Wireless Internet Access**

UBC Wi-Fi is free and covers the whole campus. To get a username and password for UBC Secure wireless network, visit the SSC office and show the staff your ELI student card (the white, paper one).

Each month new passwords are emailed to current students if the ELI has a record of their email address.

### **ELI Online**

Website: [eli.ubc.ca](http://eli.ubc.ca)

Find us on Facebook: [www.facebook.com/TheUBCELI](http://www.facebook.com/TheUBCELI)

Follow us on Twitter: @UBCELI

## Frequently Asked Questions

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1. Where can I get a Vancouver Library Card?
  - Please check website at [www.vpl.ca](http://www.vpl.ca) for details or fill out an application form in person at one of the branches.
2. Bring the following: BC driver's license or BCID. If these identification documents do not have your current address, then proof of residential address documents must be shown.
3. Where can I buy my textbooks and stationery?
  - UBC Bookstore
  - Website: [bookstore.ubc.ca](http://bookstore.ubc.ca)
  - Location: 6200 University Boulevard
4. Can I sell my textbooks when the session/term is over?
  - Check at the bookstore for information.
  - Use the buy-sell bulletin board at ELI (Lower Floor)
5. Where should I go if I lose something?
  - The Student Services Desk in the lobby of ELI The Student Study Centre
  - Write your name in your textbooks and dictionary, and on mobile devices, USBs, etc.
  - To prevent theft, please keep your things with you at all times.
6. Where can I get information about bus schedules?
  - Website: [translink.ca](http://translink.ca)

7. Where can I park my car at UBC?

- Contact UBC Parking at 604.822.6786, visit them at the back of the bookstore or view the website [parking.ubc.ca](http://parking.ubc.ca).

8. Where can I lock my bike?

- There are bike racks all around the UBC campus.
- Lock your bike securely! Wear a bike helmet! Use lights!