



University of  
**Salford**  
MANCHESTER

University Wide Language Programme

## **University Wide Language Programme (credit-bearing module) Terms & Conditions 2022/23**

### **Enrolment and updating your student record**

1. The University Wide Language Programme modules are only available for credit as an optional module on approved undergraduate programmes. You can enrol for a language module through online module enrolment (OME).
2. You can also enrol for UWLP modules by submitting an online application form via the Salford Languages website.
3. Each booking is subject to availability and is only binding when we send you confirmation by email that your enrolment is accepted.
4. Before Salford Languages can enrol you onto a language module, you may need to decide which other module option you will drop if you have already enrolled onto the maximum number for your programme.
5. All UWLP modules are 'long thin modules' meaning they run through the whole academic year (September – May).

### **Module Availability**

6. In the event that your preferred language module cannot run due to insufficient uptake, you may be enrolled on your second choice and informed via email. This can be an alternative language or a module from your main programme of study.
7. If you have not made a second language choice, Salford Languages will inform your School Programme Office so they can enrol you onto the default optional module as part of your programme of study.

8. If you have previously studied on a UWLP module, taking it as a 'non-credit', you will not be permitted to study this exact module again as a credit option.

## Timetable

9. UWLP classes may not appear on your online timetable straight away. A separate email with details of your language classes will be emailed to you at the start of the semester.
10. If your UWLP module clashes with another module (i.e. both classes are scheduled at the same time), please notify Salford Languages on [uwlp@salford.ac.uk](mailto:uwlp@salford.ac.uk) as soon as possible (please write 'Timetable clash' in the subject line of your email). There may be an alternative class you can attend for this module; however, it may mean you have to take an alternative language / optional module.

## Attendance

11. It is important that you attend all classes otherwise your academic performance may suffer. If you are not able to attend for any extended period, please ensure that you contact your module tutor, email [uwlp@salford.ac.uk](mailto:uwlp@salford.ac.uk) and visit Blackboard to keep up to date with learning materials and class content covered.

## Transfers of all modules

12. In line with the Academic Regulations for Taught Programmes, you may transfer to any other language up to the **end of the second week** of teaching on the module (providing you meet the entry requirements).
13. Exceptionally, the transfer from one language to another may be authorised on academic grounds, and depending on what experience students already hold of learning the language, up to the **end of the fourth week of teaching**. Authorisation must be given by the Head of UWLP.
14. Transfers between languages will only be permitted on one occasion. In the event of transferring onto a third language module, this will be reviewed by the Head of UWLP.

15. We may cancel, suspend, or terminate a module if any circumstances beyond our control prevent or delay its delivery (including but not limited to staff shortage) or if student enrolment numbers fall below a sustainable/viable level.
16. All modules last the full academic year. **You may not be able to 'drop' the module in Semester 2.**

## **Complaints**

17. We take all complaints seriously and in the event of wanting to place a complaint, please contact the Head of UWLP or email [uwlp@salford.ac.uk](mailto:uwlp@salford.ac.uk). For the purposes of managing concerns and complaints UWLP follows the University's [Student Complaints Procedure](#).