MSA University
Faculty of Languages
Student Handbook
2022 – 2023

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1.   Introductions

About the Faculty of Languages

The Faculty of Languages was validated by Bedfordshire University, UK in 2014. It is the first faculty of its kind in Egypt that provides its graduates with two certificates, one accredited by the Supreme Council of Higher Education in Egypt and another one from the University of Bedfordshire. The Faculty of Languages is set up with a view to meet the demands dictated by a fast-changing job market in the era of digitalization and Artificial Intelligence. In such a world characterized by an ever-increasing body of information, fast communication and competitiveness, the need arises for catching up with new trends, and advanced skills.

The main aim of the Faculty of Languages is to help students gain deep understanding of major concepts and acquire critical thinking, creativity and professional skills in the fields of English Language Studies; and to prepare them to become well equipped, effective and dynamic in the job market. Staff of the Faculty of Languages, MSA University, continuously develop their tools in order to bring British standards of education, through our partners at Bedfordshire University, to our students and proudly present our graduates to the international job market.

The courses offered by the Faculty of Languages are specifically designed to prepare students to be skilled readers, writers and technology users whose responses to contemporary issues are well informed and balanced through interdisciplinary subjects. Therefore, core units prepare the ground for diverse skills and offer possibilities for discussing the most recent trends in arts, humanities and the digital world. Translation units provide extensive training in written, consecutive and simultaneous interpretation. Students should be able to handle the transfer of knowledge and information from one language to another with confidence, presenting high quality translations that will keep a two-way-channel of understanding between speakers of English and Arabic languages. Executive skills units, on the other hand, offer extensive training in managerial skills that promote students' abilities in the business sector with a good grasp of modern theories of management. TEFL units offer students who plan to pursue a career in teaching English as a Foreign Language a view of the most up-to-date teaching methodology and testing techniques. These include new trends that contribute to students' creativity and pedagogical skills. Finally, the Comparative Studies units enhance students' aesthetic and artistic appreciation. They mainly focus on improving cognitive and intellectual skills through the comparative mode of learning techniques and widening the students' scope of artistic disciplines and creativity.

The faculty is equipped with laboratory facilities, up to date computers and supporting software programmes. Students at MSA University enjoy a student/faculty ratio that ranks among the best of all private and public universities. Students' support is provided in the form of contact hours, office hours, detailed feedback, professional training, and supervision of projects.

The requirement for Bachelor of Arts (BA) degree from the Faculty of Languages includes 132 credit hours for each course, normally completed over four academic years. These are:

•   BA (Hons) English Language Studies (Translation)
•   BA (Hons) English Language Studies (TEFL)
•   BA (Hons) English Language Studies (Comparative Studies)
•   BA (Hons) English Language Studies (Executive Skills)

About MSA University

MSA University provides students with the best of British Higher Education in Egypt and the Middle-East Region. It also helps them acquire abilities and commitments to lifelong learning. MSA students graduate with developed analytical, communication and technology skills. MSA graduates prosper not just on their first job but through their entire career.

Established in 1996, October University for Modern Sciences and Arts (MSA) was the first educational institution to provide British higher education in Egypt and the Middle East through its unique partnership with both Greenwich and Bedfordshire universities. It is worth noting that, MSA University has been successfully benchmarked by Ecctis Organization through independent peer review against Inter/Transnational Education Standards and has been awarded the TNE Quality Benchmark. Such accreditation was worthily acquired by MSA in October 2021 for the coming five years due to its distinctive partnership with the University of Greenwich. MSA University adopts international standards of higher education conforming with the National Authority for Quality Assurance and Accreditation of Education in Egypt. The professional and academic level of MSA university graduates is equivalent to international standards, especially the correspondent level of British universities graduates. As the main pillar of the educational process, MSA students acquire individual skills including self-development, creativity, critical thinking, and analytical behaviour. This relates MSA students with the community and provides them with skills and experiences necessary for an eminent professional life. MSA is also very keen to make its students aware of the ever growing digital world with all its new trends by integrating Artificial Intelligence in different curricula. In addition, MSA University provides staff members with different trainings in the fields of digital, hybrid learning as well as technological multimedia blended educational tools. To attain such level, MSA adopts strategies and plans that are student-centered. Moreover, MSA University is keen to implement the plan of Egypt for sustainable development in 2030, that conforms with the strategic planning of the United Nation. This is achieved by actualizing various activities and projects. For example, the University undergoes a number of applicable researches in cooperation with many partners including some of the Egyptian ministries.

About the University of Bedfordshire (UK)

The University of Bedfordshire was established in August 2006 by order of the Privy Council, following the merger between the University of Luton and De Montfort University's Bedford campus. The University has two main campuses; one in Luton and one in Bedford. The Luton campus boasts a seven-storey library, Postgraduate and CPD Centre, as well as an array of fantastic modern facilities to support each of the courses on offer at the Luton campus. The Bedford campus has academic roots that go back to the founding of Bedford Training College for Teachers in 1882 and Bedford Physical Training College in 1903. It is a three-storey building that offers high-quality teaching spaces, informal learning spaces, lecture theatres and a new student services centre.

Bedfordshire has a long pedigree and has been providing high quality courses in English language, linguistics and TEFL since the 1980s.
Bedfordshire has always had an excellent reputation for its linguistic-related courses at UG and PG level, and this has gained significant recognition over the past ten years. National Student Survey results are typically high, as are internal (BUS) student survey results.   Bedfordshire is rated a top-ten university for English Language and Linguistics and currently ranked 7th best university in the Complete University Guide subject league table for 2017, up from 14th place in 2015.

At the University of Bedfordshire, there are supportive and highly experienced academics, great facilities and a stimulating curriculum that explain why Bedfordshire is routinely ranked as one of the top linguistics courses, especially for student satisfaction.

https://www.beds.ac.uk/about-us/our-heritage .

2. Aims of the Courses

Course 1: Translation

The course of Translation is specifically designed to develop students' knowledge and skills in fields such as culture, arts, literature, translation, linguistics, humanities, in addition to new digital trends in the field of English Language Studies. In general, a primary goal of the programme is to prepare students to be skilled in responding to contemporary cultural issues in an understanding and balanced way. Therefore, while language units enhance reading/writing and critical thinking skills, units in literature linguistics and translation develop their knowledge and understanding of the most recent trends in arts.

Translation units provide students with training in written, consecutive and simultaneous types of translation from/ into English. Students should be able to handle transfer of knowledge and information, presenting translations that will keep a two-way-channel of understanding between English Language and Arabic Language speakers. Students in the faculty of Languages are offered core units over four academic years. Students who choose their pathway in the field of 'Translation' are offered four advanced units in the field of translation studies in their final two years, i.e. Years 3 and 4.

This course offers extensive training in written, consecutive and simultaneous translation. Graduates of this course will be fully qualified and capable of handling the transfer of knowledge and information from one language to another. They will be capable of producing high quality translations in various forms; this will help them play a much-needed role in today's job market through their mastery of English and Arabic, two of the most widely used languages in the world.

Course 2: Teaching English as a Foreign Language

The course of Teaching English as a Foreign Language (TEFL) is specifically designed to develop students' knowledge and skills in fields such as culture, arts, literature, translation, linguistics, humanities, in addition to new digital trends in the field of English Language Studies. In general, a primary goal of the programme is to prepare students to be skilled in responding to contemporary cultural issues in a balanced way. Therefore while language units enhance reading/writing and critical thinking skills, units in literature, linguistics and translation develop their knowledge and understanding of the most recent trends in arts.

Teaching methodology, ESP and testing units offer students who plan to pursue a career in teaching English as a foreign language an overall view of the most up-to-date teaching methods. These include new trends that contribute to students' creativity and pedagogical skills. Students in the faculty of Languages are offered core units over four academic years. Students who choose the 'TEFL' pathway are offered four advanced units in the field of teaching methodology in their final two years, i.e. Years 3 and 4. This course offers extensive training in the field of teaching methods and approaches. Students are also extensively trained in methods of testing and evaluation and the latest trends in teaching ESP.

Graduates of this course will be fully qualified and capable of teaching English as a Foreign Language in National and International institutions.

Course 3: Executive Skills

The course of Executive Skills is specifically designed to develop students' knowledge and skills in fields such as culture, arts, literature, translation, linguistics, humanities, in addition to new digital trends in the field of English Language Studies. In general, a primary goal of the programme is to prepare students to be skilled in responding to contemporary cultural issues in an understanding and balanced way. Therefore, while language units enhance reading/writing and critical thinking skills, units in literature, linguistics and translation develop their knowledge and understanding of the most recent trends in arts.
Units relevant to the Executive Skills pathway in human resources and other management discipline contribute to students' knowledge and development of skills essential for working in 'Human Resources, Management and Business' sectors.
Students in the faculty of Languages are offered core units over four academic years. Students who choose the 'Executive Skills' pathway are offered four advanced units in the field of Human Resources and Management in their final two years, i.e. Years 3 and 4.

This course offers extensive training in human resources and managerial/ business skills. Graduates of this course will have a good grasp of modern theories of human resources, management, business and modern information systems. This will enable them to be prepared for work in the business sector as qualified and skilled candidates with their strong bilingual knowledge and their training through the advanced facilities of MSA.

Course 4: Comparative Studies

The course of Comparative Studies is specifically designed to develop students' knowledge and skills in fields such as culture, arts, literature, translation, linguistics, humanities, in addition to new digital trends in the field of English Language Studies. In general, a primary goal of the programme is to prepare students to be skilled in responding to contemporary literary/cultural and relevant professional skills in an understanding and balanced way. The student is expected to evaluate critically the ways in which literature and other forms of arts from a range of different cultures interact. Therefore while language units enhance reading/writing and critical thinking skills, units in literature, linguistics and translation develop their knowledge and understanding of the most recent trends in the discipline.

Units relevant to this pathway train students to present quality critiques of literary and cultural discourses, Cinema and Theatre. Students of the faculty of Languages are offered core units over four academic years. Students who choose the pathway of 'Comparative Studies' are offered four relevant advanced units in their final two years, i.e. Years 3 and 4.

Students are introduced to a variety of artistic disciplines and learn how these are affiliated to literary studies. In general, these studies enhance students' creativity, critical thinking and problem-solving skills that contribute to their professional career. In addition, comparative studies prepare students to be qualified, knowledgeable and skilled in the field of cultural and artistic professions such as the world of Cinema and Performative Arts.

3. Distribution of Credit Hours

University Requirements		(12 credits)
ENG 101	English for Academic Writing	3
ENG 102	English for Study Skills	3
ENG 201	Research Paper Writing Purposes	3
CS 100	Introduction to Information Technology	3
Faculty Concentration Requirements		LN 24 credits
LN 100	Introduction to Linguistics	3
LN 102	English Phonemics and Phonetics	3
LN 203	Second Language Acquisition	3
LN 202	English Morphology and Syntax	3
LN 300	Pragmatics and Semantics	3
LN 301	Discourse Analysis (Elective)	3
LN 302	Language, Mind and Society (Elective)	
LN 400	Contrastive Analysis between English and Arabic	3
LN 402	Language and Artificial Intelligence	3
Faculty Concentration Requirements		SFL 12 credits
SFL 100	Second Foreign Language I	3
SFL 200	Second Foreign Language II	3
SFL 300	Second Foreign Language III	3
SFL 301	Second Foreign Language IV	3
Faculty Concentration Requirements		LIT 27 credits
LIT 100	Introduction to Literature	3
LIT 101	Literary Reading and Writing	3
LIT 200	Shakespearean Studies	3
LIT 201	Comparative Literature I (Elective)	3
READ 201	Reading Novel (Elective)	
READ 202	Reading Drama (Elective)	
READ 203	Reading Poetry (Elective)	
READ 204	Literature for Young Readers (Elective)	
LIT 202	Topics in Romantic and Victorian Literature	3
LIT 306	Modernism and Postmodernism	3
LIT 400	Studies in Literary Theory	3
LIT 405	American Studies	3
LIT 403	World Literature	3
Faculty Concentration Requirements		TR/TRN 18 credits
TRN100	Introduction to Translation from/into English/Arabic	3
TR 200	Media Translation	3
TR 201	Translation of Literary Texts	3
TRN 300	Translation of Documentary Modes (Elective)	3
TR 300	Translation of Legal Documents (Elective)	
TR 400	Simultaneous Translation	3
TRN401	Subtitling Translation	3
Faculty Concentration Requirements		AR 12 credits

AR 100	Introduction to Arabic Morphology and Syntax	3
AR 101	Arabic Writing Skills (1)	3
AR 200	Arabic Writing Skills (2)	3
AR 302	Readings in Arabic Literature	3
Faculty Collateral Requirements		9 Credits
CULT 200	Cultural Studies (Elective)	
DSN202	Introduction to Colour Psychology (Elective)	3
MCOM 205	Film Critique (Elective)	
BUS 200L	Fundamentals of Business	
HUM 307	Visions of Humanities in Cyber Culture	3
PHIL 301	Philosophic Thinking (Elective)	
PSYCH 301	Psychology (Elective)	3
ART 301	History of Arts (Elective)	
THTR 360 L	Music Appreciation (Elective)	
Faculty Pathway courses		12 credits
Course I: Translation		
TRN 303	Interpretation	3
TR 302	UN Translation	3
TR 402	Advanced Simultaneous Translation	3
TR 403	Tenets of the Theory of Translation	3
Course II: Teaching English as a Foreign Language		
TEFL 301	Methodology I	3
TEFL 302	Methodology II	3
TEFL 403	English for Specific Purposes (ESP)	3
TEFL 402	Testing	3
Course III: Executive Skills		
MGT 300	Human Resources Management I	3
MGT 301	Organizational Behaviour	3
MGT 400	Human Resources Management II	3
BUS 401	Business and Government Relations	3
Course IV: Comparative Studies		
LIT 302	Comparative Literature II	3
LIT 305	Literature and Cinema	3
LIT 402	Literature and Performance	3
LIT 404	Literature and Folklore	3
Graduation Project		6 credits
Grad 400	Graduation Project (Part I)	3
Grad 401	Graduation Project (Part II)	3

4. Course Specifications

BA (Hons) in English Language Studies (Translation)

1.	Awarding Institution	October University for Modern Sciences and Arts
2.	Teaching Institution	Faculty of Languages – October University for Modern Sciences and Arts
3.	Course Accredited by	Supreme Council of Egyptian Universities
4.	Final Award	BA (Hons)
5.	Course	English Language Studies (Translation)
6.	UCAS Code	N/A
7.	Relevant QAA Subject Benchmark	Linguistics, English & Arabic Languages, Translation, English and Arabic Literatures, Cultural Studies, TEFL
8.	Academic Year	2022/2023
9.	Mode of Study	Fulltime – Face to face Instruction Hybrid Learning and distance learning maybe used as teaching methods.

Criteria for Admission to the Course

The course accepts students who pass the National High School Certificate (Thanaweya Amma) or any equivalent high school certificate (IGSCE, American Diploma, Abitur, IB, French BACC or High School Certificates from other counties). Generally, the Supreme Council for Universities in Egypt declares the conditions for enrolling into different faculties at MSA. The minimum score for acceptance varies from one year to the other and is declared to all applicants prior their admission.

Accepted Formal English Language Qualifications for Enrolment at the Faculty of Languages- MSA
- MSA University applicants have to sit for an English Language Admission/Placement test (ELAT)
- Applicants are accepted as freshmen if they score 55% or above in the ELAT.
- Applicants may be exempted from the ELAT for entry to a BA degree if they have passed IELTS with an overall grade of 6 or equivalent scores in TOEFL or PET tests.
- Students who score below 55% are offered intensive English Language remedial courses in accordance with their level score.
- All students across the board have to study three units of English for Academic Writing in which they acquire the following skills among others:
  - Argumentation
  - Critical Thinking
  - Different Writing Styles
  - Academic Honesty
  - Referencing
  - Study Skills in English

Reference Points of the Course

The following reference points were used in designing the course:
- Supreme Council of Universities Requirements for Accreditation of Faculties of English Language and Translation
- QAA Benchmarks in Linguistics, Translation, Education Studies, Literary and Cultural Studies, and related studies.
- MSA University academic regulations
- MSA Faculty of Languages Quality Assurance Unit
- Guidelines of the Supreme Council of Higher Education in Egypt
- MSA policies

Generic Learning Outcomes

This course aims at:

1. Demonstrate knowledge and understanding of texts, themes, literary devices and cultural influences in literary/ artistic and philosophic/psychological works in English from across the world in a range of genres and ages.
2. Apply knowledge of language and linguistics to the acquisition and analysis of languages including a second foreign language for personal and professional purposes.
3. Analyse, critique and resolve issues of language, style and terminology encountered in translation from and into Arabic/ English and prepare accurate translations of media, legal, literary and other disciplines.
4. Undertake and present research using academic conventions and technology and demonstrating punctuality, time management and a systematic understanding of a chosen subject of study.
5. Present evidence-based arguments using appropriate English orally and in writing and recognize limitation of knowledge.
6. Demonstrate and apply knowledge and critical understanding of cultural context and appropriate theory to resolve translation issues.
7. Undertake subtitling, interpretation and simultaneous translation of a range of speeches, texts and media extracts, in addition to UN translation, legal and documentary translation and tenets of theory of translation using general and specialist language.

Detailed Learning Outcomes

The course design aims to offer students the opportunity to acquire the following:

A. Knowledge and understanding of:	Teaching/learning methods
1. Natural languages (English, Arabic, SFL) and/ or computer languages 2. Terminology used for translation of political, media, legal and literary texts. 3. Literature from different periods and cultures 4. Arabic literature and its genres 5. The role of literary and cultural studies in shaping literary interpretation and value 6. Mainstream theories of Translation	Teaching approaches for each course vary in accordance with the nature of units. You are expected to be interactively involved in class discussions, and analytical practices. Literature and Linguistics units focus on the development of different ways of thinking: historical, analytical, critical and theoretic. Similarly, a range of translation units are of practical and theoretical nature You are trained to enhance your interpersonal, professional and presentational skills through in-class activities and a range of assessment types. Included in the course are opportunities for learning a second foreign language of your choice to promote your communicative and professional skills. Throughout the course extensive use is made of the university's E-Learning and the data base available through the electronic library. This provides you with information and materials for your study and facilitates interaction between staff and students. As the course proceeds, you will be expected to take on more responsibility for your learning as an autonomous learner to get prepared you for your future career. This is reflected in the increasing emphasis in levels 3 and 4 on autonomous study and assessment tasks that require independent research work on topics of your own choice. Assessment: 1. Assessment through a combination of unseen written examinations, individual/group coursework, practical exercises, term papers, oral presentations, quizzes and assignments. 2. Assessment is also done through a project in level 4.

B. Cognitive Skills	Teaching/learning methods
Students are expected to manifest the following abilities: 1. Analysing, criticizing and resolving issues related to Translation 2. Demonstrate ability to reassess, analyse, criticize, confirm or refute conventions in texts of various disciplines and open-mindedness to new ideas and technology 3. Evaluating, analysing and integrating information about different cultures and languages 4. Ability to solve problems, through definition of goals and needs, definition of tasks, plan formulation and implementation 5. Demonstrate the ability to transfer culture, language specific features and use jargon peculiar to legal, documentary, UN and political areas	Students are provided with opportunities of reading texts, using language analysis courses, conducting language analysis tasks, written assignments, and practicing oral delivery. Students are given the opportunity to undertake Simultaneous/Interpretation Translation simulations, to use Translation software Assessment 1. Unseen Examinations (levels 1, 2, 3 & 4) 2. Oral Presentations (levels 1, 2, 3 & 4). 3. Performance in Translation (levels 3 & 4) 4. Research (level 3 & 4). 5. Coursework: quizzes & assignments (levels 1, 2, 3 & 4)
C. Cognitive Skills	Teaching/learning methods
Students are expected to manifest the acquisition of the following skills: 1. Demonstrate ability of selection and adaptation of materials for Translation 2. Apply effective application of theory to optimize language learning (e.g., rule construction, error correction, addressing an audience) 3. Evaluate, analyse, integrate and synthesize on-line resources 4. Analyse issues related to language transfer 5. Demonstrate ability to practice skills like time management, punctuality and composure in stressful working conditions 6. Produce scholarly work including research while maintaining academic honesty standards	Students are provided the opportunities of the following: 1. Undertaking real translation skills practices after training through simulations, observing experienced practitioners. 2. Problem solving and presentation of solutions in written and oral forms 4. Working in collaboration with fellow students 5. Using computer software and internet communication with the tutors and fellow students 6. Searching the internet/intranet for relevant information. Assessment 1. Unseen Examinations (levels 1, 2, 3 &4) 2. Oral Presentations (levels 1, 2, 3, & 4). 3. Performance in Translation (levels 3 & 4) 4. Research (level 4).

7. Applying translation theories and techniques	5. Coursework: quizzes & assignments (levels 1, 2, 3, 4)
D. Graduate Skills	**Teaching/learning methods**
1. Demonstrate the ability to optimize learning with respect to career development. 2. Demonstrate the ability to engage in team work 3. Demonstrate effective professional communication skills both oral and written 4. Demonstrate the ability to apply information technology skills 5. Demonstrate the ability to apply conceptual understanding and acceptance of cultural diversity	Assessment 1. Video-taping translation simulations (Levels 3, 4) 2. Language practice exercises & recordings (Levels 1, 2) 3. written research and oral presentation of findings (Levels 1, 2, 3 & 4) 4. Essays (Levels 1, 2, 3 & 4) 5. Assignments and quizzes (Levels 1, 2, 3 & 4) 6- Response papers (Levels 3 & 4)

Course Structures and Requirements, Levels, Units, Credits and Awards

Overall Structure of the Course

The course is studied over four years full time regularly covered in 15-week semesters. Study is undertaken at levels 1,2, 3 and 4; roughly corresponding to years of the course. The total credit hours required for a student to cover is 132 credits.

Translation course gives students hands-on experience of their respective fields. All units within the course, the levels at which they are studied, their credit ratings and corresponding contact hours are shown in the tables below.

Details of each unit can be found at www.msa.eun.eg

Four Year Plan (Translation)

First Year
Fall Semester

		Credits	Hours/week
ENG 101	English for Academic Writing	3	4.5
LIT 100	Introduction to Literature	3	4.5
LN 100	Introduction to Linguistics	3	4.5
SFL 100	Second Foreign Language I	3	4.5
CS 100	Introduction to Information Technology	3	6
AR 100	Introduction to Arabic Morphology and Syntax	3	4.5
		18	

Spring Semester

		Credits	Hours/week
ENG 102	English for Study Skills	3	4.5
LIT 101	Literary Reading and Writing	3	4.5
LN 102	English Phonemics and Phonetics	3	4.5
AR101	Arabic Writing Skills I	3	4.5
TRN 100	Introduction to Translation from/into English/Arabic	3	4.5
		15	

Second Year
Fall Semester

		Credits	Hours/week
LIT 200	Shakespearean Studies	3	4.5
LN 203	Second Language Acquisition	3	4.5
AR 200	Arabic Writing Skills II	3	4.5
ENG 201	English for Research Writing Purposes	3	4.5
TR 200	Media Translation	3	4.5
CULT 200	Cultural Studies (Elective)	3	4.5
BUS 200L	Fundamentals of Business		
MCOM 205	Film Critique (Elective)		
DSN202	Introduction to Colour Psychology (Elective)		
		18	

Spring Semester

		Credits	Hours/week
SFL 200	Second Foreign Language II	3	4.5
LIT 202	Topics in Romantic & Victorian Literature	3	4.5
LIT 201	Comparative Literature I	3	4.5
READ 201	Reading Novel (Elective)		
READ 202	Reading Drama (Elective)		
READ 203	Reading Poetry (Elective)		
READ 204	Literature for Young Readers (Elective)		
LN 202	English Morphology and Syntax	3	4.5
TR 201	Translation of Literary Texts	3	4.5
		15	

Third Year
Fall Semester

		Credits	Hours/week
LN 300	Pragmatics and Semantics	3	4.5
TRN 300	Translation of Documentary Modes (Elective)	3	4.5
TR 300	Translation of Legal Documents (Elective)		
PHIL 301	Philosophic Thinking	3	4.5
PSYCH 301	Psychology (Elective)		
ART 301	History of Arts (Elective)		
THTR 360 L	Music Appreciation (Elective)		
SFL 300	Second Foreign Language III	3	4.5
AR 302	Readings in Arabic Literature	3	4.5
TRN 303	Interpretation (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 306	Modernism & Postmodernism	3	4.5
LN301	Discourse Analysis (Elective)	3	4.5
LN 302	Language, Mind and Society (Elective)		
HUM 307	Visions of Humanities in Cyber Culture	3	4.5
SFL 301	Second Foreign Language IV	3	4.5
TR 302	UN Translation (Pathway)	3	4.5
		15	

Fourth Year
Fall Semester

		Credits	Hours/week
LIT 400	Studies in Literary Theory	3	4.5
LN 400	Contrastive Analysis between English and Arabic	3	4.5
TR 400	Simultaneous Translation	3	4.5
LIT 405	American Studies	3	4.5
Grad 400	Graduation Projects (Part I)	3	4.5
TR 403	Tenets of Translation(Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 403	World Literature	3	4.5
Grad 401	Graduation Projects (Part II)	3	4.5
LN 402	Language and Artificial Intelligence	3	4.5
TRN401	Subtitling Translation	3	4.5
TR 402	Advanced Simultaneous Translation(Pathway)	3	4.5
		15	

Degree Requirements

The degree requires 132 credits for obtaining BA (Hons) degree. Declaration of pathway takes place in the third year of study:

Title	Credit Hours	Compulsory/ Electives / Pathways	New/Existing/ Deleted	School/ Partner (Taught by)
University Requirements	12	C	Existing	Faculty of Languages
Faculty Core Units	114	C	New/ Existing/ Deleted	Faculty of Languages
Faculty Elective Units	-	D	New	Faculty of Languages/ Faculty of Arts and Design/ Faculty of Mass Communication
Graduation Projects	6	C	New	Faculty of Languages
Total	132			

Levels and Units

Level 1

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 101 CS 100 ENG 102 SFL I00 LIT 100 LN 100 TRN 100 LN 102 AR 100 AR101 LIT 101			For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 2

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 201 SFL 200 LN 203 TR 200 TR 201 LIT 200 LIT 202 LN 202 AR 200	LIT 201 READ201 READ202 READ203 READ204 CULT 200 MCOM 205 DSN202 BUS200L		For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 3

Compulsory	Electives	Pathways	Progression Requirements
SFL 300 LN 300 SFL 301 LIT 306 AR 302 HUM 307	LN 301 LN302 PHIL 301 PSYCH301 ART301 THTR360 TRN 300 TR 300	TRN303 TR 302	For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 4

Compulsory	Electives	Pathways	Progression Requirements
LN 400 LN 402 TR 400 TRN 401 LIT 400 LIT403 LIT405 GRAD 400 GRAD 401		TR 402 TR 403	For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Assessment Regulations

In addition to the regulations defined in the university regulations, students must pass all the compulsory subjects. Students must also undertake a graduation project at level 4.

Particular Support for Learning

MSA university provides its students with the latest technical equipment. Laboratories and equipment are made accessible to students of the course. These labs and all other labs of the university are also equipped with audio-visual equipment and are internet friendly. Support is available on-line in addition to the fact that the academic staff are available to see students during published office hours and via e-mail.

Language and information technology support are offered on a one-to-one basis. Students are required to take three compulsory courses to develop their English for academic writing skills. Students who need additional help are urged to contact the faculty to arrange for extra help or to attend extra sessions through the Writing Centre As for IT services, the Faculty IT Services Department provides support to all students in using computers, software kits and audio-visual aids.

E- Learning and the University E- Library are also tools that support students' research work and Independent Learning.

Methods for Evaluating and Improving the Quality and Standards of Learning

These include the following:
- Alignment with National Accreditation Standards
- Moderation of assessments and marking by British partners
- Staff development workshops/training
- Course/ course reports
- Students' feedback in Board of Study Meetings
- Students' feedback forms
- Regular review and development of material

BA (Hons) in English Language Studies (TEFL)

1.	Awarding Institution	October University for Modern Sciences and Arts
2.	Teaching Institution	Faculty of Languages- October University for Modern Sciences and Arts
3.	Course Accredited by	Supreme Council of Egyptian Universities
4.	Final Award	BA (Hons)
5.	Course	English Language Studies (TEFL).
6.	UCAS Code	N/A
7.	Relevant QAA Subject Benchmark	Linguistics, English & Arabic Languages, Translation, English and Arabic Literatures, Cultural Studies, TEFL
8.	Academic Year	2022/2023
9.	Mode of Study	Fulltime – Face to face Instruction Hybrid Learning and distance learning maybe used as teaching methods.

Criteria for Admission to the Course

The course accepts students who pass the National High School Certificate (Thanaweya Amma) or any equivalent high school certificate (IGSCE, American Diploma, Abitur, IB, French BACC or High School Certificates from other counties). Generally, the Supreme Council for Universities in Egypt declares the conditions for enrolling into different faculties at MSA. The minimum score for acceptance varies from one year to the other and is declared to all applicants prior their admission.

 Accepted Formal English Language Qualifications for Enrolment at the Faculty of Languages- MSA
- MSA University applicants have to sit for an English Language Admission test (ELAT)
- Applicants for the Faculty of Languages are accepted if they score 55% or above in the ELAT.
- Applicants may be exempted from the ELAT for entry to a BA degree if they have passed IELTS with an overall grade of 6.
- All students across the board have to study three units of English for Academic Writing in which they acquire the following skills among others:
  o Argumentation
  o Critical Thinking
  o Different Writing Styles
  o Academic Honesty
  o Referencing
  o Study Skills in English

Reference Points of the Course

The following reference points were used in designing the course:
- Supreme Council of Universities Requirements for Accreditation of Faculties of English Language and Translation
- QAA Benchmarks in Linguistics, Translation, Education Studies, Literary and Cultural Studies & Related Studies.
- MSA University academic regulations
- MSA Faculty of Languages Quality Assurance Unit
- Guidelines of the Supreme Council of Higher Education in Egypt
- MSA academic mission and policies

Generic Learning Outcomes

This course aims at:
1. Demonstrate knowledge and understanding of texts, themes, literary devices and cultural influences in literary/ artistic and philosophic/psychological works in English from across the world in a range of genres and ages.
2. Apply knowledge of language and linguistics to the acquisition and analysis of languages including a second foreign language for personal and professional purposes.
3. Analyse, critique and resolve issues of language, style and terminology encountered in translation from and into Arabic/ English and prepare accurate translations of media, legal, literary and other disciplines.
4. Undertake and present research using academic conventions and technology and demonstrating punctuality, time management and a systematic understanding of a chosen subject of study.
5. Present evidence-based arguments using appropriate English orally and in writing and recognize limitation of knowledge.
6. Apply knowledge and understanding of English language teaching and learning theory and methodology to prepare, deliver and evaluate English Language lessons offered to learners of different ages and disciplines.
7. Apply conceptual understanding to the preparation and evaluation of English language tests and assessments

Detailed Learning Outcomes

The course design aims to offer students the opportunity to acquire the following:

A. Knowledge and understanding of:	Teaching/learning methods
1. Natural languages (English, Arabic, SFL) and/ or computer languages **2.** Terminology used for translation of political, media, legal and literary texts. **3.** Literature from different periods and cultures **4.** Arabic literature and its genres **5.** The role of literary and cultural studies in shaping literary interpretation and value **6.** Mainstream theories of TEFL	Teaching approaches for each course vary in accordance with the nature of the unit. You are expected to be interactively involved in class discussions, and analytical practices. Literature and Linguistics units focus on the development of different ways of thinking: historical, analytical, critical and theoretic. Similarly, a range of translation units are of practical and theoretical nature You are trained to enhance your interpersonal, professional and presentational skills through in-class activities and a range of assessment types. Included in the course are opportunities for learning a second foreign language of your choice to promote your communicative and professional skills. Throughout the course extensive use is made of the university's E-Learning and the data base available through the electronic library. This provides you with information and materials for your study and facilitates interaction between staff and students. As the course proceeds, you will be expected to take on more responsibility for your learning as an autonomous learner to get prepared for your future career. This is reflected in the increasing emphasis in levels 3 and 4 on autonomous learning tasks that require independent research work (with guidance from a tutor), on topics of your own choice. A range of assessment methods is used throughout the course. Assessment tasks include: essays, presentations, data collection and analysis, examinations, research projects and portfolios requiring you to produce a number of pieces of work in addition to other

	practical tasks. In encouraging your independence as a learner, the assessments in levels 3 and 4 lay greater emphasis on your ability to conduct your own research, collecting and analysing your own data. For each assessment you will be given detailed, constructive and timely feedback. You should find an opportunity to learn and to develop your skills. The culmination of the course is your level 4 "Research /Seminar" project which entails designing and implementing a research project from start to finish on a topic of your choice. You are introduced to this activity from the very beginning in level 1 and through smaller scale research projects in levels 2 and 3.
B. Cognitive Skills	**Teaching/learning methods**
Students are expected to manifest the following abilities: 6. Analysing, criticizing and resolving issues related to Translation 2. Demonstrate ability to reassess, analyse, criticize, confirm or refute conventions in texts of various disciplines and open-mindedness to new ideas and technology 3. Evaluating, analysing and integrating information about different cultures and languages 4. Ability to solve problems, through definition of goals and needs, definition of tasks, plan formulation and implementation. 5. Demonstrate the ability to practice and evaluate strategies related to teaching, testing and assessment	Students are provided with opportunities of examining, and replicating model lesson plans, observing live classes, undertaking simulated/real teaching practice and reviewing it in tutorials, analysis and evaluation of various EFL materials, profiling individual learners and offering feedback and remedial action, using language analysis courses, conducting language analysis tasks, written assignments, and practising oral delivery through presentations. Assessment 1. Unseen Examinations (levels 1, 2,3,4) 2. Oral Presentations (levels 1, 2, 3, 4). 3. Lesson Planning &Teaching Practice (levels 3,4), 4. Performance in Teaching (levels 3, 4) 5. Learner Profile (level 4), 6. Research (level 4). 7. Coursework: quizzes & assignments (levels 1,2,3,4)
C. Practical Skills	**Teaching/learning methods**
Students are expected to manifest the acquisition of the following skills:	Students are provided the opportunities of the following:

1. Demonstrate ability of selection and adaptation of materials for Translation 2. Apply effective application of theory to optimize language learning (e.g., rule construction, error correction, addressing an audience) 3. Evaluate, analyse, integrate and synthesize on-line resources 4. Analyse issues related to language transfer 5. Demonstrate ability to maintain skills like time management, punctuality and composure in stressful working conditions 6. Produce scholarly work including research while maintaining academic honesty standards 7. Applying adequate teaching methodology strategies, evaluation and assessment techniques	1. Undertaking teaching practice training through simulations, observing experienced practitioners; and profiling an efl learner. 3. Problem solving and presentation of solutions in written and oral forms 4. Using computer software and internet communication with the tutors and fellow students 5. Searching online for relevant information. Assessment 1. Unseen Examinations (levels 1, 2,3,4) 2. Oral Presentations (levels 1, 2, 3, 4). 3. Lesson Planning &Teaching Practice/ simulations (levels 3,4), 4. Research (level 4). 5. Coursework: quizzes & assignments (levels 1,2,3,4)
D. Graduate Skills	**Teaching/learning methods**
1. Demonstrate the ability to optimize learning with respect to career development. 2. Demonstrate the ability to engage in team work 3. Demonstrate effective professional communication skills both oral and written 4. Demonstrate the ability to apply information technology skills 5. Demonstrate the ability to apply conceptual understanding and acceptance of cultural diversity	Assessment 1. Teaching simulations (Levels 3,4) 2. Language practice exercises & reading recordings (Levels 1,2) 3. Research and oral presentation of findings (Levels 1,2,3 & 4) 5. Essays and research writing (Levels 1,2,3& 4) 6. Assignments and quizzes (Levels 1,2,3& 4)

Course Structures and Requirements, Levels, Units, Credits and Awards

Overall structure of the course

The course is studied over four years full time regularly covered in 15-week semesters. Study is undertaken at levels 1, 2, 3 and 4; roughly corresponding to years of the course. The total credit hours required for a student to cover is 132 credits.

The TEFL course gives students hands-on experience of their respective fields. This entails filming their simulations. All units within the course, the levels at which they are studied, their credit ratings and corresponding contact hours are shown in the tables below.

Details of each unit can be found at www.msa.eun.eg

Four Year Plan (TEFL)

First Year
Fall Semester

		Credits	Hours/week
ENG 101	English for Academic Writing	3	4.5
LIT 100	Introduction to Literature	3	4.5
LN 100	Introduction to Linguistics	3	4.5
SFL 100	Second Foreign Language I	3	4.5
CS 100	Introduction to Information Technology	3	6
AR 100	Introduction to Arabic Morphology and Syntax	3	4.5
		18	

Spring Semester

		Credits	Hours/week
ENG 102	English for Study Skills	3	4.5
LIT 101	Literary Reading and Writing	3	4.5
LN 102	English Phonemics and Phonetics	3	4.5
AR101	Arabic Writing Skills I	3	4.5
TRN 100	Introduction to Translation from/into English/Arabic	3	4.5
		15	

Second Year
Fall Semester

			Credits	Hours/week
LIT 200	Shakespearean Studies		3	4.5
LN 203	Second Language Acquisition		3	4.5
AR 200	Arabic Writing Skills II		3	4.5
ENG 201	English for Research Writing Purposes		3	4.5
TR 200	Media Translation		3	4.5
CULT 200	Cultural Studies (Elective)		3	4.5
BUS200L	Fundamentals of Business			
MCOM 205	Film Critique (Elective)			
DSN202	Introduction to Colour Psychology (Elective)			
			18	

Spring Semester

		Credits	Hours/week
SFL 200	Second Foreign Language II	3	4.5
LIT 202	Topics in Romantic & Victorian Literature	3	4.5
LIT 201	Comparative Literature I	3	4.5
READ 201	Reading Novel (Elective)		
READ 202	Reading Drama (Elective)		
READ 203	Reading Poetry (Elective)		
READ 204	Literature for Young Readers (Elective)		
LN 202	English Morphology and Syntax	3	4.5
TR 201	Translation of Literary Texts	3	4.5
		15	

Third Year
Fall Semester

		Credits	Hours/ week
LN 300	Pragmatics and Semantics	3	4.5
TRN 300	Translation of Documentary Modes	3	4.5
TR 300	Translation of Legal Documents (Elective)		
SFL 300	Second Foreign Language III	3	4.5
PHIL301	Philosophic Thinking	3	4.5
PSYCH 301	Psychology (Elective)		
ART 301	History of Arts (Elective)		
THTR360	Music Appreciation (Elective)		
AR 302	Readings in Arabic Literature	3	4.5
TEFL 301	Methodology I (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/ week
LIT 306	Modernism & Postmodernism	3	4.5
LN301	Discourse Analysis	3	4.5
LN 302	Language, Mind and Society (Elective)		
HUM 307	Visions of Humanities in Cyber Culture	3	4.5
SFL 301	Second Foreign Language IV	3	4.5
TEFL302	Methodology II (Pathway)	3	4.5
		15	

Fourth Year
Fall Semester

		Credits	Hours/week
LIT 400	Studies in Literary Theory	3	4.5
LN 400	Contrastive Analysis between English and Arabic	3	4.5
TR 400	Simultaneous Translation	3	4.5
LIT 405	American Studies	3	4.5
Grad 400	Graduation Projects (Part I)	3	4.5
TEFL 403	ESP (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 403	World Literature	3	4.5
Grad 401	Graduation Projects (Part II)	3	4.5
LN 402	Language and Artificial Intelligence	3	4.5
TRN401	Subtitling Translation	3	4.5
TEFL 402	Testing (Pathway)	3	4.5
		15	

Degree Requirements

The degree requires 132 credits for obtaining BA (Hons) degree. Declaration of pathway takes place in the third year of study:

Title	Credit Hours	Compulsory/ Electives / Pathways	New/Existing/ Deleted	School/ Partner (Taught by)
University Requirements	12	C	Existing	Faculty of Languages
Faculty Core Units	114	C	New/ Existing/ Deleted	Faculty of Languages
Faculty Elective Units	-	D	New	Faculty of Languages/ Faculty of Arts and Design/ Faculty of Mass Communication
Graduation Projects	6	C	New	Faculty of Languages
Total	132			

Levels and Units

Level 1

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 101 CS 100 ENG 102 SFL I00 LIT 100 LN 100 TRN 100 LN 102 AR 100 AR101 LIT 101			For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load.

Level 2

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 201 SFL 200 LN 203 TR 200 TR 201 LIT 200 LIT 202 LN 202 AR 200	LIT 201 READ201 READ202 READ203 READ204 CULT 200 MCOM 205 DSN202 BUS200L		For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load.

Level 3

Compulsory	Electives	Pathways	Progression Requirements
SFL 300 LN 300 SFL 301 LIT 306 AR 302 HUM 307	LN 301 LN302 PHIL 301 PSYCH301 ART301 THRT360 TRN 300 TR 300	TEFL 301 TEFL 302	For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load.

Level 4

Compulsory	Electives	Pathways	Progression Requirements
LN 400 LN 402 TR 400 TRN 401 LIT 400 LIT403 LIT405 GRAD400 GRAD401		TEFL 403 TEFL 402	For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load.

Assessment Regulations

In addition to the regulations defined in the university regulations, students must pass all the compulsory subjects. Students must also undertake a graduation project at level 4.

Particular Support for Learning

MSA University provides its students with the latest technical equipment. Laboratories and equipment are made accessible to students of the course. These labs and all other labs of the university are also equipped with audio-visual equipment and are internet friendly. Language and translation Support is available on-line in addition to the fact that the academic staff are available to see the students during published office hours and via e-mail.

Language and information technology support are offered on a one-to-one basis. Students who join as freshmen students are required to take three compulsory courses of English to develop their English for academic writing skills. Students who need additional help are urged to contact the faculty to arrange for extra help or to attend extra sessions through the Writing Centre.

As for IT services, the Faculty IT Services Unit provides support to all students in using computers, software kits and audio-visual aids.

E- Learning and the University E- Library are also tools that supports students' research work and Independent Learning.

Methods for Evaluating and Improving the Quality and Standards of Learning

These include the following:
- Alignment with National Accreditation Standards
- Moderation of exams by British partners
- Moderation of assessments by British partners
- Marking strategies
- Staff development workshops/training
- Course/ course reports
- Students' feedback in Board of Study Meetings
- Students' feedback forms
- Regular review and development of material

BA (Hons) in English Language Studies (Executive Skills)

1.	Awarding Institution	October University for Modern Sciences and Arts
2.	Teaching Institution	Faculty of Languages-October University for Modern Sciences and Arts
3.	Course Accredited by	Supreme Council of Egyptian Universities
4.	Final Award	BA (Hons)
5.	Course	English Language Studies (Executive Skills)
6.	UCAS Code	N/A
7.	Relevant QAA Subject Benchmark	Linguistics, English & Arabic Languages, Translation, English and Arabic Literatures, Cultural Studies, TEFL
8.	Academic Year	2022/2023
9.	Mode of Study	Fulltime – Face to face Instruction Hybrid Learning and distance learning maybe used as teaching methods.

Criteria for admission to the course

The course accepts students who pass the National High School Certificate (Thanaweya Amma) or any equivalent high school certificate (IGSCE, American Diploma, Abitur, IB, French BACC or High School Certificates from other counties). Generally, the Egyptian Supreme Council for Universities declares the conditions for enrolling into different faculties at MSA. The minimum score for acceptance varies from one year to the other and is declared to all applicants prior their admission.

Accepted Formal English Language Qualifications for Enrolment at the Faculty of Languages- MSA
- MSA University applicants have to sit for an English Language Admission test (ELAT)
- Applicants for the Faculty of Languages are accepted if they score 55% or above in the ELAT.
- Applicants may be exempted from the ELAT for entry to a BA degree if they have passed IELTS with an overall grade of 6.
- All students across the board have to study three units of English for Academic Writing in which they acquire the following skills among others:
  o Argumentation
  o Critical Thinking
  o Different Writing Styles
  o Academic Honesty
  o Referencing
  o Study Skills in English

Reference Points of the Course

The following reference points were used in designing the course:
- Supreme Council of Universities Requirements for Accreditation of Faculties of English Language and Translation
- QAA Benchmarks in Linguistics, Translation, Education Studies, Literary and Cultural Studies & Related Studies.
- MSA University academic regulations
- MSA Faculty of Languages Quality Assurance Unit
- Guidelines of the Supreme Council of Higher Education in Egypt
- MSA academic mission and policies

Generic Learning Outcomes

1. Demonstrate knowledge and understanding of texts, themes, literary devices and cultural influences in literary/ artistic and philosophic/psychological works in English from across the world in a range of genres and ages.
2. Apply knowledge of language and linguistics to the acquisition and analysis of languages including a second foreign language for personal and professional purposes.
3. Analyse, critique and resolve issues of language, style and terminology encountered in translation from and into Arabic/ English and prepare accurate translations of media, legal, literary and other disciplines.
4. Undertake and present research using academic conventions and technology and demonstrating punctuality, time management and a systematic understanding of a chosen subject of study.
5. Present evidence-based arguments using appropriate English orally and in writing and recognize limitation of knowledge.
6. Demonstrate knowledge and critical understanding of key concepts related to human resources and the management of organizations.
7. Apply conceptual understanding to the analysis of the local and global challenges faced by public and private organizations and evaluate related management practices.

Detailed Learning Outcomes

The course design aims to offer students the opportunity to acquire the following:

A. Knowledge and understanding of:	Teaching/learning methods
1. Natural languages (English, Arabic, SFL) and/ or computer languages 2. Terminology used for translation of political, media, legal and literary texts. 3. Literature from different periods and cultures 4. Arabic literature and its genres 5. The role of literary and cultural studies in shaping literary interpretation and value 6. Key concepts of effective Human Resource Management, Organizational Behavior and other management disciplines	Teaching approaches for each unit vary in accordance with the nature of the unit. You are expected to be interactively involved in class discussions, and analytical practices. Literature and Linguistics units focus on the development of different ways of thinking: historical, analytical, critical and theoretic. Similarly, a range of translation units are of practical and theoretical nature You are trained to enhance your interpersonal, professional and presentational skills and management practices through in-class activities and a range of assessment types. Included in the course are opportunities for learning a second foreign language of your choice to promote your communicative and professional skills. Throughout the course extensive use is made of the university's E-Learning and the data base available through the electronic library. This provides you with information and materials for your study and facilitates interaction between staff and students. As the course proceeds, you will be expected to take on more responsibility for your learning as an independent and autonomous learner to prepare you for your future career. This is reflected in the increasing emphasis in levels 3 and 4 on autonomous study and assessment tasks that require independent research (with guidance from a tutor), on topics of your own choice. Students are provided with opportunities to analyse and discuss various materials, to recognize cultural differences through video-conferencing, to undertake projects, to read and present the content of basic texts, to

	manifest their understanding through oral presentation and written assignments, and to reflect on their classroom experience.
	• lectures, video films, individual and team work in years 1,2,3 & 4
	• the use of labs, presentations, report & research projects and individual or team work in years 3 & 4
	• research projects and team work in years 2,3 & 4
	• Acquisition of 8 & 9 is through lectures and lab use in years 3 & 4
	Assessment:
	1. A combination of unseen written examinations, individual and group coursework, practical computer exercises, term papers, oral presentations, quizzes and assignments.
	2. A graduation project.
B. Cognitive Skills	**Teaching/learning methods**
Students are expected to manifest the following abilities: 1. Analysing, criticizing and resolving issues related to Translation 2. Demonstrate ability to reassess, analyse, criticize, confirm or refute conventions in texts of various disciplines and open-mindedness to new ideas and technology 3. Evaluating, analysing and integrating information about different cultures and languages 4. Ability to solve problems, through definition of goals and needs, definition of tasks, plan formulation and implementation. 5. Apply critical knowledge of the behavioural approaches to understand, analyse and evaluate individuals, groups, and structural impact on business organizations	Students are provided with opportunities of reading texts, examining, and replicating business plans, undertaking simulated/real practice and reviewing it in tutorials, using language analysis courses, conducting language analysis tasks, written assignments, and practising oral delivery through group presentations. Students conduct Business simulations, newspaper text comprehension/ analysis and language practice exercises Assessment 1. Unseen Examinations (levels 1, 2,3,4) 2. Oral Presentations (levels 1, 2,3,4). 3. Research (level 4). 4. Coursework: quizzes & assignments (levels 1,2,3,4)

C. Practical Skills	Teaching/learning methods
Students are expected to manifest the acquisition of the following skills: 1. Demonstrate ability of selection and adaptation of materials for Translation 2. Apply effective application of theory to optimize language learning (e.g., rule construction, error correction, addressing an audience) 3.Evaluate, analyse, integrate and synthesize on-line resources 4. Analyse issues related to language transfer 5. Demonstrate ability to maintain skills like time management, punctuality and composure in stressful working conditions 6. Produce scholarly work including research while maintaining academic honesty standards 7. Applying critical knowledge of management approaches to understand, analyse and evaluate individuals, groups, and structural impact on business organizations	Students are provided the opportunities of the following: 1. Undertaking management/business skills and practices 2. Problem solving and presentation of solutions in written and oral forms 4. Working in collaboration with fellow students 5. Using software and internet communication with the tutors and fellow students 6. Searching the internet/intranet for relevant information. Assessment 1. Unseen Examinations (levels 1, 2,3,4) 2. Oral Presentations (levels 1,2,3,4). 4. Performance in Business simulations (levels 3, 4) 6. Research (level 4). 7. Coursework: quizzes & assignments (levels 1,2,3,4)
D. Graduate Skills	Teaching/learning methods
1. Demonstrate the ability to optimize learning with respect to career development. 2. Demonstrate the ability to engage in team work 3. Demonstrate effective professional communication skills both oral and written 4. Demonstrate the ability to apply information technology skills 5. Demonstrate the ability to apply conceptual understanding and acceptance of cultural diversity	1. Business simulations (Levels 3,4) 2. Language practice exercises & reading recordings (Levels 1,2) 3. written research and oral presentation of findings (Levels 1,2,3 & 4) 4. Analysing data provided in charts and tables (Level 1,2) 5. Essay writing (Levels 1,2,3& 4) 6. Assignments and quizzes (Levels 1,2,3& 4) 7- Response papers (Levels 3& 4)

Course Structures and Requirements, Levels, Units, Credits and Awards

Overall structure of the course

The course is studied over four years full time regularly covered in 15-week semesters. Study is undertaken at levels 1,2, 3 and 4; roughly corresponding to years of the course. The total credit hours required for a student to cover is 132 credits.

Executive Skills course gives students hands-on experience of their respective fields. All units within the course, the levels at which they are studied, their credit ratings and corresponding contact hours are shown in the tables below.

Details of each unit can be found at www.msa.eun.eg

Four Year Plan (Executive Skills)

First Year
Fall Semester

		Credits	Hours/week
ENG 101	English for Academic Writing	3	4.5
LIT 100	Introduction to Literature	3	4.5
LN 100	Introduction to Linguistics	3	4.5
SFL 100	Second Foreign Language I	3	4.5
CS 100	Introduction to Information Technology	3	6
AR 100	Introduction to Arabic Morphology and Syntax	3	4.5
		18	

Spring Semester

		Credits	Hours/week
ENG 102	English for Study Skills	3	4.5
LIT 101	Literary Reading and Writing	3	4.5
LN 102	English Phonemics and Phonetics	3	4.5
AR101	Arabic Writing Skills I	3	4.5
TRN 100	Introduction to Translation from/into English/Arabic	3	4.5
		15	

Second Year
Fall Semester

		Credits	Hours/week
LIT 200	Shakespearean Studies	3	4.5
LN 203	Second Language Acquisition	3	4.5
AR 200	Arabic Writing Skills II	3	4.5
ENG 201	English for Research Writing Purposes	3	4.5
TR 200	Media Translation	3	4.5
CULT 200	Cultural Studies (Elective)	3	4.5
BUS 200L	Fundamentals of Business		
MCOM 205	Film Critique (Elective)		
DSN202	Introduction to Colour Psychology (Elective)		
		18	

Spring Semester

		Credits	Hours/week
SFL 200	Second Foreign Language II	3	4.5
LIT 202	Topics in Romantic & Victorian Literature	3	4.5
LIT 201	Comparative Literature I	3	4.5
READ 201	Reading Novel (Elective)		
READ 202	Reading Drama (Elective)		
READ 203	Reading Poetry (Elective)		
READ 204	Literature for Young Readers (Elective)		
LN 202	English Morphology and Syntax	3	4.5
TR 201	Translation of Literary Texts	3	4.5
		15	

Third Year
Fall Semester

		Credits	Hours/week
LN 300	Pragmatics and Semantics	3	4.5
TRN 300	Translation of Documentary Modes	3	4.5
TR 300	Translation of Legal Documents (Elective)		
SFL 300	Second Foreign Language III	3	4.5
PHIL 301	Philosophic Thinking	3	4.5
PSYCH 301	Psychology (Elective)		
ART 301	History of Arts (Elective)		
THTR360	Music Appreciation (Elective)		
AR 302	Readings in Arabic Literature	3	4.5
MGT 300	Human Resource Management I (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 306	Modernism & Postmodernism	3	4.5
LN301	Discourse Analysis	3	4.5
LN 302	Language, Mind and Society (Elective)		
HUM 307	Visions of Humanities in Cyber Culture	3	4.5
SFL 301	Second Foreign Language VI	3	4.5
MGT 301	Organizational Behaviour (Pathway)	3	4.5
		15	

Fourth Year
Fall Semester

		Credits	Hours/week
LIT 400	Studies in Literary Theory	3	4.5
LN 400	Contrastive Analysis between English and Arabic	3	4.5
TR 400	Simultaneous Translation	3	4.5
LIT 405	American Studies	3	4.5
Grad 400	Graduation Projects (Part I)	3	4.5
MGT 400	Human Resources Management II (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 401	World Literature	3	4.5
Grad 401	Graduation Projects (Part II)	3	4.5
LN 402	Language and Artificial Intelligence	3	4.5
TRN401	Subtitling Translation	3	4.5
Bus 401	Business and Government Relations (Pathway)	3	4.5
		15	

Degree Requirements

The degree requires 132 credits for obtaining BA (Hons) degree. Declaration of pathway takes place in the third year of study:

Title	Credit Hours	Compulsory/ Electives / Pathways	New/Existing/ Deleted	School/ Partner (Taught by)
University Requirements	12	C	Existing	Faculty of Languages
Faculty Core Units	114	C	New/ Existing/ Deleted	Faculty of Languages
Faculty Elective Units	-	D	New	Faculty of Languages/ Faculty of Arts and Design/ Faculty of Mass Communication
Graduation Projects	6	C	New	Faculty of Languages
Total	132			

Levels and Units

Level 1

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 101 CS 100 ENG 102 SFL I00 LIT 100 LN 100 TRN 100 LN 102 AR 100 AR101 LIT 101			For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load.

Level 2

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 201 SFL 200 LN 203 TR 200 TR 201 LIT 200 LIT 202 LN 202 AR 200	LIT 201 READ201 READ202 READ203 READ204 CULT 200 MCOM 205 DSN202 BUS 200L		For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 3

Compulsory	Electives	Pathways	Progression Requirements
SFL 300 LN 300 SFL 301 LIT 306 AR 302 HUM 307	LN 301 LN302 PHIL 301 PSYCH301 ART301 THTR360 TRN 300 TR 300	MGT300 MGT301	For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 4

Compulsory	Electives	Pathways	Progression Requirements
LN 400 LN 402 TR 400 TRN 401 LIT 400 LIT403 LIT405 GRAD400 GRAD401		MGT400 Bus 401	

Assessment Regulations

In addition to the regulations defined in the university regulations, students must pass all the compulsory subjects. Students must also undertake a graduation project at level 4.

Particular Support for Learning

MSA university supplies its students with the latest technical equipment. Language and translation laboratories and equipment are made accessible to students of the course. These labs and all other labs of the university are also equipped with audio-visual equipment and are internet friendly. Support is available on-line in addition to the fact that the academic staff are available to see the students during published office hours and via e-mail.

Language and information technology support are offered on a one-to-one basis. Students who fail to meet the standard required join an Intensive English Course at the beginning of their studies at MSA. Students who join the faculty as freshmen are required to take three compulsory courses of English to develop their language skills. Students who need additional help are urged to contact the English Language Department to arrange for extra help or to attend extra group sessions.

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Methods for Evaluating and Improving the Quality and Standards of Learning

These include the following:
- Alignment with National Accreditation Standards
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- Moderation of assessments by British partners
- Marking strategies
- Staff development workshops/training
- Course/ course reports
- Students' feedback in Board of Study Meetings
- Students' feedback forms
- Regular review and development of material

BA (Hons) in English Language Studies (Comparative Studies)

1.	Awarding Institution	October University for Modern Sciences and Arts
2.	Teaching Institution	Faculty of Languages- October University for Modern Sciences and Arts
3.	Course Accredited by	Supreme Council of Egyptian Universities
4.	Final Award	BA (Hons)
5.	Course	English Language Studies (Comparative Studies).
6.	UCAS Code	N/A
7.	Relevant QAA Subject Benchmark	Linguistics, English & Arabic Languages, Translation, English and Arabic Literatures, Cultural Studies, TEFL
8.	Academic Year	2022/2023
9.	Mode of Study	Fulltime – Face to face Instruction Hybrid Learning and distance learning maybe used as teaching methods.

Criteria for admission to the course

The course accepts students who pass the National High School Certificate (Thanaweya Amma) or any equivalent high school certificate (IGSCE, American Diploma, Abitur, IB, French BACC or High School Certificates from other counties). Generally, the Egyptian Supreme Council for Universities declares the conditions for enrolling into different faculties at MSA. The minimum score for acceptance varies from one year to the other and is declared to all applicants prior their admission.

Accepted Formal English Language Qualifications for Enrolment at the Faculty of Languages - MSA
- MSA University applicants have to sit for an English Language Admission test (ELAT)
- Applicants for the Faculty of Languages are accepted if they score 55% or above in the ELAT.
- Applicants may be exempted from the ELAT for entry to a BA degree if they have passed IELTS with an overall grade of 6.
- All students across the board have to study three units of English for Academic Writing in which they acquire the following skills among others:
  o Argumentation
  o Critical Thinking
  o Different Writing Styles
  o Academic Honesty
  o Referencing
  o Study Skills in English

Reference Points of the course

The following reference points were used in designing the course:
- Supreme Council of Universities Requirements for Accreditation of Faculties of English Language and Translation
- QAA Benchmarks in Linguistics, Translation, Education Studies, Literary and Cultural Studies & Related Studies.
- MSA University academic regulations
- MSA Faculty of Languages Quality Assurance Unit
- Guidelines of the Supreme Council of Higher Education in Egypt
- MSA academic mission and policies

Generic Learning Outcomes

1. Demonstrate knowledge and understanding of texts, themes, literary devices and cultural influences in literary/ artistic and philosophic/psychological works in English from across the world in a range of genres and ages.
2. Apply knowledge of language and linguistics to the acquisition and analysis of languages including a second foreign language for personal and professional purposes.
3. Analyze, critique and resolve issues of language, style and terminology encountered in translation from and into Arabic/ English and prepare accurate translations of media, legal, literary and other disciplines.
4. Undertake and present research using academic conventions and technology and demonstrating punctuality, time management and a systematic understanding of a chosen subject of study.
5. Present evidence-based arguments using appropriate English orally and in writing and recognize limitation of knowledge.
6. Apply knowledge and understanding of literary conventions and cultural and historical underpinning to the critical analysis and comparison of a range of literature from different cultures.
7. Critically evaluate the ways in which literature from a range of cultures have been translated into other art forms

Detailed Learning Outcomes

The course design aims to offer students the opportunity to acquire the following:

A. Knowledge and understanding of:	Teaching/learning methods
1. Natural languages (English, Arabic, SFL) and/ or computer languages 2. Terminology used for translation of political, media, legal and literary texts. 3. Literature from different periods and cultures 4. Arabic literature and its genres 5. The role of literary and cultural studies in shaping literary interpretation and value 6. Key concepts related to various literary genres and other art forms	A range of assessment methods is used throughout the course. Assessment tasks include: essays, presentations, data collection and analysis, examinations, research projects and portfolios requiring you to produce a number of pieces of work equivalent to 2000 words or more by the time you reach level 4 in addition to other practical tasks. In encouraging your independence as a learner, the assessments in levels 3 and 4 lay greater emphasis on your ability to conduct your own research, collecting and analysing your own data. For each assessment you will be given detailed, constructive and timely feedback. You should find an opportunity to learn and to develop your skills. The culmination of the course is your level 4 "graduation project" which entails designing and implementing a research project from start to finish on a topic of your choice. You are introduced to this activity from the very beginning in level 1 and through smaller scale research projects in levels 2 and 3. Students are provided with opportunities to analyse and discuss various Literary materials, to recognize and accept cultural differences through readings and projects to manifest their understanding through oral presentation and written assignments, and to reflect on their classroom experience. - lectures, tutorials, Individual and team work in years 1,2,3 & 4 - presentations & research projects and individual or team work in years 2,3 & 4 Assessment:

	1. A combination of unseen written examinations, individual and group coursework, practical exercises, term papers, oral presentations, quizzes and assignments. 2. A graduation project.
B. Cognitive Skills	Teaching/learning methods
Students are expected to manifest the following abilities: 1. Analysing, criticizing and resolving issues related to Translation 2. Demonstrate ability to reassess, analyse, criticize, confirm or refute conventions in texts of various disciplines and open-mindedness to new ideas and technology 3. Evaluating, analysing and integrating information about different cultures and languages 4. Ability to solve problems, through definition of goals and needs, definition of tasks, plan formulation and implementation. 5. Apply critical theories and approaches to analyse, evaluate and compare literary texts and/ with other art forms	Assessment 1. Unseen Examinations (levels 1, 2,3,4) 2. Oral Presentations (levels 1, 2, 3, 4). 3. Research (level 4). 4. Coursework: quizzes & assignments (levels 1,2,3,4)
C. Practical Skills	Teaching/learning methods
Students are expected to manifest the acquisition of the following skills: 1. Demonstrate ability of selection and adaptation of materials for Translation 2. Apply effective application of theory to optimize language learning (e.g., rule construction, error correction, addressing an audience) 3.Evaluate, analyse, integrate and synthesize on-line resources 4. Analyse issues related to language transfer 5. Demonstrate ability to maintain skills like time management, punctuality and composure in stressful working conditions 6. Produce scholarly work including research while maintaining academic honesty standards	Students are provided the opportunities of the following: 1. Undertaking comparative studies practices after training. 2. Problem solving and presentation of solutions in written and oral forms 3. Working in collaboration with fellow students 4. Using computer software and internet communication with the tutors and fellow students 5. Searching the internet/intranet for relevant information. Assessment 1. Unseen Examinations (levels 1, 2,3,4) 2. Oral Presentations (levels 1,2,3,4). 3. Research (level 4). 4. Coursework: quizzes & assignments (levels 1,2,3,4)

7. **Applying critical theories of literary works and approaches to understand, analyse and evaluate different forms of literary and artistic productions**	
D. Graduate Skills	Teaching/learning methods
1. Demonstrate the ability to optimize learning with respect to career development. 2. Demonstrate the ability to engage in team work 3. Demonstrate effective professional communication skills both oral and written 4. Demonstrate the ability to apply information technology skills 5. Demonstrate the ability to apply conceptual understanding and acceptance of cultural diversity	Assessment 1. Reflecting on Video-taped artistic productions (Levels 3,4) 2. Language practice exercises & reading recordings (Levels 1,2) 3. Internet and library based written research and oral presentation of findings (Levels 1,2,3 & 4) 4. Analysing data provided in charts and tables (Level 1,2) 5. Essays and report writing (Levels 1,2,3 & 4) 6. Assignments and quizzes (Levels 1,2,3 & 4) 7- Response papers (Levels 3 & 4)

Course Structures and Requirements, Levels, Units, Credits and Awards

Overall structure of the course

The course is studied over four years full time regularly covered in 15-week semesters. Study is undertaken at levels 1, 2, 3 and 4; roughly corresponding to years of the course. The total credit hours required for a student to cover is 132 credits.

Comparative Studies course gives students hands-on experience of their respective fields. All units within the course, the levels at which they are studied, their credit ratings and corresponding contact hours are shown in the tables below.

Details of each unit can be found at www.msa.eun.eg

Four Year Plan (Comparative Studies)

First Year
Fall Semester

		Credits	Hours/week
ENG 101	English for Academic Writing	3	4.5
LIT 100	Introduction to Literature	3	4.5
LN 100	Introduction to Linguistics	3	4.5
SFL 100	Second Foreign Language I	3	4.5
CS 100	Introduction to Information Technology	3	6
AR 100	Introduction to Arabic Morphology and Syntax	3	4.5
		18	

Spring Semester

		Credits	Hours/week
ENG 102	English for Study Skills	3	4.5
LIT 101	Literary Reading and Writing	3	4.5
LN 102	English Phonemics and Phonetics	3	4.5
AR101	Arabic Writing Skills I	3	4.5
TRN 100	Introduction to Translation from/into English/Arabic	3	4.5
		15	

Second Year
Fall Semester

		Credits	Hours/week
LIT 200	Shakespearean Studies	3	4.5
LN 203	Second Language Acquisition	3	4.5
AR 200	Arabic Writing Skills II	3	4.5
ENG 201	English for Research Writing Purposes	3	4.5
TR 200	Media Translation	3	4.5
CULT 200	Cultural Studies (Elective)	3	4.5
BUS 200L	Fundamentals of Business		
MCOM 205	Film Critique (Elective)		
DSN202	Introduction to Colour Psychology (Elective)		
		18	

Spring Semester

		Credits	Hours/week
SFL 200	Second Foreign Language II	3	4.5
LIT 202	Topics in Romantic & Victorian Literature	3	4.5
LIT 201	Comparative Literature I	3	4.5
READ 201	Reading Novel (Elective)		
READ 202	Reading Drama (Elective)		
READ 203	Reading Poetry (Elective)		
READ 204	Literature for Young Readers (Elective)		
LN 202	English Morphology and Syntax	3	4.5
TR 201	Translation of Literary Texts	3	4.5
		15	

Third Year
Fall Semester

		Credits	Hours/week
LN 300	Pragmatics and Semantics	3	4.5
TRN 300	Translation of Documentary Modes	3	4.5
TR 300	Translation of Legal Documents (Elective)		
PHIL 301	Philosophic Thinking	3	4.5
PSYCH 301	Psychology (Elective)		
ART 301	History of Arts (Elective)		
THTR360	Music Appreciation (Elective)		
SFL 300	Second Foreign Language III	3	4.5
AR 302	Readings in Arabic Literature	3	4.5
LIT 302	Comparative Literature II (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 306	Modernism & Postmodernism	3	4.5
LN301	Discourse Analysis	3	4.5
LN 302	Language, Mind and Society (Elective)		
HUM 307	Visions of Humanities in Cyber Culture	3	4.5
SFL 301	Second Foreign Language IV	3	4.5
LIT 305	Literature & Cinema (Pathway)	3	4.5
		15	

Fourth Year
Fall Semester

		Credits	Hours/week
LIT 400	Studies in Literary Theory	3	4.5
LN 400	Contrastive Analysis between English and Arabic	3	4.5
TR 400	Simultaneous Translation	3	4.5
LIT 405	American Studies	3	4.5
Grad 400	Graduation Projects (Part I)	3	4.5
LIT 402	Literature & Performance (Pathway)	3	4.5
		18	

Spring Semester

		Credits	Hours/week
LIT 403	World Literature	3	4.5
Grad 401	Graduation Projects (Part II)	3	4.5
LN 402	Language and Artificial Intelligence	3	4.5
TRN401	Subtitling Translation	3	4.5
LIT 404	Literature & Folklore (Pathway)	3	4.5
		15	

Degree Requirements

The degree requires 132 credits for obtaining BA (Hons) degree. Declaration of pathway takes place in the third year of study:

Title	Credit Hours	Compulsory/ Electives / Pathways	New/Existing/ Deleted	School/ Partner (Taught by)
University Requirements	12	C	Existing	Faculty of Languages
Faculty Core Units	114	C	New/ Existing/ Deleted	Faculty of Languages
Faculty Elective Units	-	D	New	Faculty of Languages/ Faculty of Arts and Design/ Faculty of Mass Communication
Graduation Projects	6	C	New	Faculty of Languages
Total	132			

Levels and Units

Level 1

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 101 CS 100 ENG 102 SFL I00 LIT 100 LN 100 TRN 100 LN 102 AR 100 AR101 LIT 101			For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 2

Compulsory	Electives	Pathways	Progression Requirements
Students must take all the following: ENG 201 SFL 200 LN 203 TR 200 TR 201 LIT 200 LIT 202 LN 202 AR 200	LIT 201 READ201 READ202 READ203 READ204 CULT 200 MCOM 205 DSN202 BUS 200L		For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 3

Compulsory	Electives	Pathways	Progression Requirements
SFL 300 LN 300 SFL 301 LIT 306 AR 302 HUM 307	LN 301 LN302 PHIL 301 PSYCH301 ART301 THTR360 TRN 300 TR 300	LIT 302 LIT 305	For progression, a student must complete the prerequisite and maintain the required GPA in order not to be placed on probation where s/he will not be allowed to take the full normal load

Level 4

Compulsory	Electives	Pathways	Progression Requirements
LN 400 LN 402 TR 400 TRN 401 LIT 400 LIT403 LIT405 GRAD400 GRAD401		TR 402 TR 403	

Assessment Regulations

In addition to the regulations defined in the university regulations, students must pass all the compulsory subjects. Students must also undertake a graduation project at level 4.

Particular Support for Learning

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- Regular review and development of material

5.   Assessment

Grading Scheme

The MSA Grading Scheme is as follows:

Letter Grade	Mark
A	>= 90
A-	>= 85 & < 90
B+	>= 80 & < 85
B	>= 75 & < 80
B-	>= 70 & < 75
C+	>= 65 & < 70
C	>= 60 & < 65
C-	>= 56 & < 60
D+	>= 53 & < 50
D	>= 50 & < 53
F	< 50
F(1)	< 50
F(2)	< 50
F(3)	< 50

The 100 % mark for each unit is divided as follows:
- 40 % coursework (assignments –– research projects – term papers)
- 20 % midterm exam
- 40 % final exam

* Some Units of a practical nature may have different assessment patterns

Assessment Guide & Regulations
The rules and regulations for assessment and progression are as follows:
- University e- Calendar of Assessments:
- The university Board of Assessment meets to approve the results of all courses and awards.
- University Assessment Board MSA/UoB:
  - Chair: University President
  - Members: Vice President, Dean of Faculty, Head of Quality Assurance Unit

General Rules & Regulations

The academic load is the number of registered credits per student each semester.

- Credits acquired by students are based on the number of units passed from the academic load registered.
- The academic load is the number of registered credit hours per student each semester.
- Credits acquired by the student are based on the credits of the passed units from the academic load registered.
- Repeated units are counted once toward the calculation of accumulated credit hours. The best achieved GPA are used for calculating GPA.

- The cumulative GPA calculation starts from the first semester for each student and is updated each semester till his/her graduation.
- The GPA of the student is the weighted average of the grade points acquired in the units passed in a specific semester.

6. Study Skills and Related Issues

Time Management

At University students are likely to be submitting academic work with other demands such as family commitments. In order to achieve a successful balance, it is important to plan. One way of managing these demands that works effectively for many students, whatever their level of study, is to draw up a list of tasks to be carried out in order to complete academic work successfully (attending classes, collecting information, reading, note taking, writing and so on) then plot these on a weekly timetable working backwards from assignment deadlines (these can be found in the unit sites).

Students will obviously need to construct this timetable in such a way as to accommodate the other demands, always allowing some extra time to cope with unexpected matters, such not being able to find the right book or journal when needed, computer malfunctions, extra shifts at work or family illness.

Note-taking in Class

In lectures and seminars, it is good practice to take notes even if handouts are provided. Students might, for example, jot down their understanding of what is being said or repeat some of the examples given to illustrate key points. The very act of writing will help students to concentrate as well as to fix the ideas and issues in your memory and assist understanding.

Where handouts are not provided, should not try to take down everything the lecturer says but concentrate on key issues. The lecturer will often assist in this process by putting the main points on E-Learning. Students should not limit their notes to the points on the slides though. Students should note the examples or words and phrases that particularly convey the meaning. As knowledge and understanding of the subject grows, and as students are practised at note taking, they will probably take fewer, more focused notes.

Students should build the task of writing up or word processing notes as soon after the lecture or seminar as possible into their timetable. This will assist understanding by further fixing the ideas and issues in mind and highlighting any areas of confusion to clear up through further reading or directly with the lecturer concerned.

Note-taking for Assignments

Students will also need to make notes of the reading when preparing for assignments. When writing an essay, report, or seminar paper, for example, students might undertake some initial general reading to work out an overall approach to tackling the issues involved.

Use the reading suggested in the unit reading list suggested by teaching team. At this point, students might need to take only brief notes to record the sources and the key points addressed. Students should not be tempted to simply copy from the book, journal or Internet site unless they intend to quote directly from that source. They

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should focus only on the essential points, and try to express in one's own words the essence of ideas and issues expressed and their relationship to the assignment topic addressed.

The easiest way is to construct an overall list of full references, then in one's own notes. The last name of the author, publication date and page number should be recorded. This is essential so that one can identify the source if one wants to return to it and critically so that students reference correctly in completed assignment.

Guidance on Proofreading

Proofreading is the process whereby the final draft of a piece of academic work is checked for errors in grammar, style, formatting and spelling for amendment before submission. It is recommended that students proof read their own work as a matter of good practice.

Asking a fellow student or other individual to proof read work, a student should ensure that this does not involve editing the text to make significant changes to terminology or the ideas presented. There is an important difference between grammar and spelling, which it is acceptable to amend, and knowledge and understanding which must be one's own. This guidance is designed to illustrate what is acceptable.

Students are responsible for the academic work submitted. Any errors or academic offences within a piece of work submitted for marking will be considered the responsibility of the student and not that of the proof reader.

What is acceptable?
If someone else proof reads an assessment they should do so well in advance and only be checking for the following:
- Typing errors
- Spelling
- Punctuation
- Formatting
- Inconsistencies in presentation
- Clarity of argument
- Referencing errors (such as missing quotation marks or citations, and missing sources in the reference list where a citation has been used in the text)

A proof reader should identify any of the above errors on the draft so that you can then check and make corrections should you wish to do so. The proof reader should not make the changes for you or suggest alternatives. Thus, the following are not acceptable and may lead to an academic offence.

What is not acceptable?
- Rewriting text to change the meaning
- Rewriting text to change an argument
- Rearranging the structure of the assignment
- Suggesting alternatives

- Correcting errors that are factual or calculated from data (although the errors may be pointed out)
- Correcting plagiarism
- Changing the vocabulary

Referencing

Referencing - an essential skill

For assignments students are expected to reference everything read and used, whether this is a direct quote or a paraphrase (using your words to describe what others have written or said). This could include a whole range of resources such as books, articles, web pages, pictures, film, performances, blogs, and sound recordings.

Assessment

Assessment Tasks

Assessment is not just about 'grading' your performance but is an integral and important developmental part of learning. Preparation for assessment, undertaking the set tasks and using the feedback provided helps to develop and demonstrate skills as well as evidencing knowledge and understanding.

Tutors will provide details of the specific tasks for each unit. Students may also be provided with additional assessment briefings, and staff will use the teaching time to explore what is expected within each assignment and how it links to the course and unit learning outcomes.

For every assessment, staff will indicate what is required of students, how it will be marked and details of when the assessment is due to be submitted.

Writing in Academic English

Academic English:
- is usually formal in tone and impersonal in style
- avoids contractions or shortened forms of verbs, such as won't, doesn't or it's
- avoids using a linking word such as 'and' or 'but' at the beginning of a sentence
- avoids personal pronouns such as I, me, you, your
- may use the passive form of verbs
- avoids verbs that are composed of multiple words, such as 'give up', 'put up with'
- tends to employ a cautious way of explaining findings, using expressions such as 'may', 'it is possible that…', 'could'
- may use specialised vocabulary.

Coursework Submission

Each Unit's E-Learning area will explain exactly how tutors expect students to submit assignments. This will usually be online through Turnitin, which is a tool that checks submissions for matches to work on the Internet and to the work of other students. Each assessment brief will also carry details of the learning outcomes work will be expected to meet, how is it expected to be delivered, the format, the presentation, the deadline date and information about how to receive the essential feedback on the work. If students are unclear about assessment requirements or submission procedures, they should ask their tutor either in the taught sessions or in their office hours.

*See the Mitigating Circumstances section below for advice about not being able to meet a deadline. Do note that lecturers are not able to extend deadlines.

Exams
The University recognises that during students' time at University they may experience serious and exceptional circumstances that are unavoidable and affect their ability to complete an assessment or sit an exam.

Lecturers cannot grant an extension on an assignment or a re-assessment opportunity for an exam. To request an extension or reassessment students must submit a completed Mitigating Circumstances Application Form and provide appropriate independent evidence.

Mitigating Circumstances Application Forms accompanied by appropriate evidence must be submitted to the Dean's office before or on the submission date for the assessment. If the application is not submitted before the assessment submission date, applications will normally be refused.

Failure in Courses & Attendance at Exams
- Students must meet the deadline for submission of all coursework components and according to the requirements of the university and course instructor.
- Students who fail to attend the final exam will fail this course.
- Students who fail to achieve 25% from the marks in the final exam, will fail this course.
- Students who fail to attend the midterm exam will not be deprived from completing the course but will lose all the marks which are equivalent to 20% from final grade.
- Students who fail a unit with university of Bedfordshire are asked to conduct a referral for the assessment point(s) they failed at before their graduation from University of Bedfordshire. It is important to mention that this referral task is optional, and it is up to each student to decide if he/she wishes to receive a "Pass Certificate' with their referral marks or alternatively, would like to conduct their referrals.

Dismissal from Class

Students dismissed from classes for insubordination or other disciplinary reasons are not to return to class until the Dean of Faculty permits it. MSA Management cooperates with the teaching staff to maintain proper discipline

Incomplete Grade "I"

If a student fails to attend the final exam due to any emergency or extenuating circumstance, and the University President approves the nonattendance, then an incomplete grade will be agreed. Mid-term grade as well as course work grades are transferred to students who are given an (I) grade. Subsequently, the student will be allowed to sit for the final exam of this unit at the next opportunity. It is important to highlight that this policy does not apply to 400 – Level units.

Probation policy

Probation students are students who fail to achieve a cumulative GPA of 2.00. Initially the student is notified and counselled by the Director of Student Affairs and the parents are officially notified. Probation students are allowed up to eight semesters in the faculty of Languages. In this regard, the student has 7 chances to raise his/her GPA above 2.00. After that the student will be expelled from the University if s/he fails to raise the GPA within this period (summer is not counted).

UK Probation

Student's cumulative GPA must be above 2.00 in order to graduate.

Progression and Repeat Policy

Students who fail to maintain a minimum cumulative GPA of 1.67 will be put under probation and will be allowed to repeat Units with a grade of D+, D and F. The grade used in the final GPA is the best grade achieved by the student.

Withdrawal Policy

Unit Withdrawal: Students who apply to withdraw from a unit due to being unable to progress or extenuating circumstances must submit a completed unit withdrawal form before the due date . Their results appear as W instead of F.

Exemption Policy

In very limited emergency cases, the student can ask to be exempted from the midterm exam. In the case of exemption, the grade of the Midterm exam is added to the Final exam's grade. For an exemption request to be approved, the student has to present the supporting documents that clearly justify the case. The *"Exemption Form"* has to be signed and approved by the respective Dean and the University President. It is worth mentioning that although the Faculty permits the exemption option in very limited cases, you should be aware that it entails a high level of risk to your academic progress in case you were not able to adequately perform at your final exam. It is important to highlight that this policy does not apply to 400 – Level units.

Mitigating Circumstances

Coursework must be handed in by the date and time specified. This will be given to you in your unit handbooks, on the assessment brief and/or on E-Learning.

Late work without formal agreement is not accepted, and will be deemed a fail and marked at o (no work submitted). We are very firm about this because working to deadlines is an important life skill which we encourage you to develop during your studies.

Sometimes things out of control can affect a student's ability to meet a deadline. If a student believes that s/he is likely to miss a deadline for a valid reason (see below for reasons considered valid under mitigating circumstances) then they should refer directly to the instructors. Only they can make the decision. It is important to realise that your lecturers are not able to extend published deadlines.

What are mitigating circumstances?
Examples of circumstances that would justify special consideration include:
- Serious personal injury, broken limbs, or a medical condition requiring hospital attention or with an incapacitating effect.
- An acute illness that makes it impossible to complete the required task.
- Being a victim of a serious crime during the period immediately preceding assessment.
- The serious illness or death of a close relative

Normally not acceptable are:
- The death or illness of a distant relative.
- Financial problems, including payment of fees to the University.
- Transport difficulties such as public transport strikes, road works or private transport breakdowns.
- Confusion over time, date location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and has not posed any problem to other students in the group.
- Work pressure as a full-time student.
- Cases where medical certificates are retrospective, i.e. dated/issued after you have recovered from the illness claimed.
- Any claim not supported by independent and reliable evidence.
- Computer problems such as viruses, memory stick failure/loss, printer problems, network problems.
- Problems with receiving/submitting referral work and results.
- Problems handing in an assignment to the Electives place by the deadline.
- Collecting data/more data for an assignment.

Essential Advice:
If a student submits a claim for mitigating circumstances, s/he should not assume it will be accepted. Students need to do their best to get work prepared because it is their responsibility to complete assignments/sit exams in order to progress.

Academic Offence

Academic offence includes a range of actions designed to deceive and gain an unfair advantage over other students. This is unethical and threatens the integrity of our assessment procedures and the value of the University's academic awards.

Students' academic performance will be assessed on the basis that anything submitted for assessment is the student's own work.

It is the student's responsibility to ensure that s/he is not vulnerable to any allegation that may breach these regulations (for example sharing assignments with friends in such a way that they can copy work and claim it as their own).

Penalties for students found to have committed an academic offence may include failure in a unit or an element of a unit which may mean that s/he have to repeat the unit and bear the associated financial cost.

Types of Academic offences/Plagiarism:
- Verbatim (word for word) quotation without clear acknowledgement
- Cutting and pasting from the Internet without clear acknowledgement
- Paraphrasing the work of others by altering a few words and/or changing word order
- Unauthorised collaboration between students
- Use of material written by professional agencies or other persons
- Submit work for assessment that you have already submitted before (partially or in full)

Other Forms of Plagiarism/ Bad Practice
- Term Paper Commercial Centers

In keeping with the principle that all material submitted to a course should be the student's own work, any student who makes use of the services of a commercial/ term paper centers is liable to disciplinary action.

- Bad Practice

Not all cases of plagiarism arise from a deliberate intention to plagiarize. Sometimes students may ignore intentionally or unintentionally taking down citation details of a source(s) while taking notes, or they may be genuinely ignorant of Referencing Styles. However, these excuses do not offer any guarantees against a charge of plagiarism. In other words, there may still be an academic penalty for Bad Practice.

Academic Honesty Policy

The Faculty of Languages, MSA University, encourages students to explore new horizons through research work. Accordingly, in an attempt to ensure the proper use of sources and maintain academic standards, the Faculty of Languages adopts the following policy:
- It is expected that students are the sole authors of their work. Students should always distinguish their knowledge and writings from information

derived from sources. The term "sources" includes material published in print or online. Quotations must be placed properly within quotation marks and must be fully and properly cited in accordance with a referencing style. In addition, all paraphrased or summarized material must be acknowledged completely. Please refer to the research skills acquired in ENG 102 unit for further elaboration.

- The responsibility for learning the proper forms of citation is the responsibility of the student (refer to acquired knowledge in ENG 102 & ENG 201). Students are expected to be familiar with the APA/MLA Citation Guidelines to be able to use sources for research activities. Students who have queries about the preparation of academic work should refer/consult their instructor before the work is prepared or submitted.

General Remarks
- It is the student's responsibility to find out about referencing Styles in their discipline, to take adequate notes, and to avoid close paraphrasing especially after completing the Academic Writing Units provided by the Faculty of Languages.
- Unit handbooks would also help students learn how to avoid common errors.
- If ever in doubt about referencing, paraphrasing or plagiarism, students have to refer to their tutors/ The Writing Centre.

Future Careers: How Achieving the Qualification will Support Future Career Development

The course develops insight into how critical/ analytical thinking and communication works and these insights would develop your own communication and professional skills, both written and spoken through the range of assessment tasks associated with the different units. Communication, critical thinking, problem solving and other interpersonal skills are precisely what employers require across a wide range of professions. The course also provides, through the translation units opportunities to gain insight into professional practice.

The programme introduces you to research and academic writing from the first year, in years 3 and 4, you get involved in translation simulations which support you in planning your graduate career, or postgraduate study plans. Experts and professionals who work in the field are invited to give talks and seminars through which you learn about various professional careers and job opportunities available in the job market.

Through the University Employment Fair which is held annually and the training that the University provides for senior students, you learn how to market yourself and how to apply for jobs in order to explore your chances in the job market.

The opportunity to explore some of the practical applications for your intellectual, analytical and communication skills is encouraged through the community service activities in the university especially charitable organizations.

After Graduation

Given the broad scope of the course, we anticipate that graduates will progress into a wide range of professional positions or postgraduate studies. Any career in which the ability to use English effectively at a professional level is required will be of interest. Specialist careers may involve working within the field of translation, English language teaching, communication, publication, media and arts, and management positions. Several of our graduates have previously found employment within the university as Teaching Assistants. The following list is indicative of fields graduates would work in:

- Translation corporations/ or Simultaneous Translators
- Education
- PR, Marketing and Advertising/ Management
- Media, Journalism and Publishing
- Civil Service and Administration Services
- Arts & Cultural Affairs

7. Professional and/or Statutory Body Requirements

MSA courses are accredited by the Supreme Council for Higher Education. Students who graduate from MSA can join the appropriate Syndicate for this profession with no additional exams.

Awarding institutions are MSA University- University of Bedfordshire (UK)

The interdisciplinary content and nature of these courses is anticipated in the respective QAA Subject Benchmark Statements for English, Linguistics, and Languages, cultures and societies.

Details may be found at:
http://www.qaa.ac.uk/en/Publications/Documents/SBS-English-15.pdf

The course meets the QAA Quality Code for Higher Education descriptors for level 6 on the FHEQ http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf

Timetables and Accessing Records

- Timetables

The university schedule is published on the MSA web-site at the beginning of each semester and students can access this schedule anytime.

Students are provided with a detailed timetable at the end of the registration period at the beginning of the semester. A student can take a replacement copy from the Faculty Registrar at any time. Printed copies of the Examination schedule is available one week before exam periods.

- Accessing records

Students can access their own grades either by taking an informal copy of their four/five-year plan or by ordering a formal transcript from the Faculty Registrar.

Feedback to Students

Feedback on assessment performance is a vital communication process between instructor and student. Constructive feedback facilitates learning and subsequently enhances marks and grades.

Provision of feedback for a certain assessment must be provided before students undertake another. Although the subsequent assessment component will probably not assess the same learning outcomes as other course assessments, feedback on technique may be just as important as the particular subject content.

- Feedback on Coursework

Oral and written feedback will be given following the submission of assignments. Feedback on coursework is to be provided through written comments and marking criteria (rubrics). Feedback is also to be provided through group discussions and group work. Student contribution to class discussions is to be noted as evidence relating to participation, preparation and attendance.

- Feedback on Examinations

Generally, students may not be given specific feedback on written midterm and final examinations. The instructor may provide generic feedback with the whole class for each exam after it has been held, as a means of improving future performance.

Proposition of Research Projects

Research Projects are a form of coursework which involves the submission of a substantial project before graduation. Different approaches are taken in different subject areas.

A research project occurs at the end and forms the major part of the final grade. Effective and continuous feedback must be provided for each step of the students' work.

Students need guidance to plan and monitor their progress. Generally, if the proposal and action plan is realistically developed and approved this will provide excellent support for the student, therefore time spent at the initial stage to get this right will pay benefits later on.

Students need guidance and support during the process of writing a dissertation; this usually takes the form of individual/group tutorials with the instructor. Generally, students require more and longer meetings at the beginning of the process, to discuss and receive guidance on challenging issues. Supervisors may hold open meetings with their dissertation students to solve the initial general/common problems of getting started.

Feedback in performance is given to the students during the final presentation.

Viewing Scripts

Students are not allowed to view the scripts of the mid-term and final examinations. Instructors correct the answer sheets with secret code in both midterm and final examinations so that the identity of the student remains completely anonymous thus ensuring that the assessment is truly objective and with no doubt reflects the students' true academic standard. Each answer sheet is marked by two examiners.

Marking, Second Marking and Marking Moderation

All assessments are moderated to ensure that grades have been recorded accurately. Instructors mark answer sheets with secret codes to ensure that the marking process was totally unbiased.

External examiners review exams and answer sheets with instructors to insure the fairness and objectivity of the assessment process.

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A sample of all answer sheets are to be remarked. Second marking is undertaken by an internal examiner other than the unit examiner, a rationale is provided in both cases of approval or changing of grades.

- Checking on Grades at MSA University

For complaints concerning academic issues at MSA University, students may submit appeals either to check on the accuracy of grades or to complain about unfair grades. Please refer to the Examination and Grading system.

A student may submit an appeal to be exempted from certain rules or regulations such as assigned academic load or disqualification actions or unit prerequisites.

MSA complaints procedures ensure that the student's opinion is taken into consideration and that issues are appropriately investigated.

- Students submit their complaints/appeals to the students' affairs office/programme leader.
- Students must submit their complaints within one month of the occurrence of the action otherwise MSA is under no obligation to consider this complaint.
- The processing of these complaints is the responsibility of the office of Students' Affairs/programme leader.
- In case of checking on the accuracy of grades of scheduled exams (Midterm or final) the programme leader with the help of the control unit, checks that all answers in the exam script are marked and checks also on the calculation of the total mark.
- In case of submitting appeals to complain about unfair grade (usually in coursework assignments), the programme leader discusses the issue with the concerned staff member(s).
- The programme leader ensures also that the student's assignment is given to a third marker for verification or modification (if applicable)
- Feedback is given to the student promptly.
- If the student is satisfied with how the complaint is handled, the complaint is filed.
- If the student is not satisfied with how the complaint is handled, the issue is escalated to the Faculty Dean.
- If the student is still unsatisfied the issue can be presented to the University President for final decision
- Marking Check Forms / Academic Appeal Forms are available at the Administration office of the faculty

- Academic Appeals (UK Degree)

An academic appeal is a request for review of an Examination Board or Academic Progress Panel (APP) decision related to assessment, progression and/or an award at UoB. Where a complaint from a student at MSA is specified as having an impact on assessment, progression and/or award, it is treated as an academic appeal. There are two valid bases for submitting an academic appeal:

a) Exceptional extenuating circumstances; or
b) Operational problems impacting on academic outcome.

MSA follows the regulatory framework of the University of Bedfordshire as follows:
- MSA students and local tutors are made aware at induction that Academic Appeals Policy is available online.
- Appeals will not be considered if they do not meet the criteria specified in the academic appeals policy of UoB.
- Appeals must be received by the Student Adjudication Team within 15 working days from the date on which the student receives formal notification of a decision of an Examination Board. Academic appeals are only valid in respect of Examination Board decisions already made.
- The appeals procedure must be followed after an Examination Board has taken a decision. It is only through the appeals process that issues relating to an Examination Board decision can be resolved.
- Any student who wishes to appeal against the decision of the Examination Board submits the following form to the University's Adjudication Team via adjudication@beds.ac.uk

Stage 1 - Academic Appeal Form

The outcome of the appeal is communicated directly to the student by the Adjudication Team via the UoB Student email. If a student at MPDA is not satisfied with the outcome at stage one of the Academic Appeals Procedure, the student may request that an Appeal Review Panel reviews the case, through the stage two procedure. This can only be legitimately requested on the basis of new and significant information or evidence being presented, and is requested by means of submission of the following form to the Adjudication Team:

Stage 2 – Academic Appeal Form

The stage 2 decision is also communicated to the student directly by the Adjudication Team via the student's UoB email address. No further appeals can be made against this decision.

Appeals from MSA students are not considered if they do not meet the criteria specified in the academic appeals policy, and students are notified accordingly by the Adjudication Team.

- UoB Referral and Retake Attempts
  o As per UoB Academic regulations, a student potentially has 4 attempts at passing a unit as follows. Students are notified with their referral during the cohorts prior to their graduation from University of Bedfordshire:
  o 1st attempt – The student completes all assessments for the first time
  o 2nd attempt – If a student fails any assessment(s) with a mark of under 40%, they are offered a referral attempt for the failed assessment to be completed in the next semester.

- o 3rd attempt - If a student fails or waives the right to the referral assessment(s) and again fails with a mark of under 40% (the maximum pass mark a student can receive for a referral assessment) – They will have failed the whole unit and must complete a retake of the whole unit in a future semester
- o 4th attempt – If a student fails any assessment(s) in the retake attempt of the unit, they will be offered their 4th and final chance at a referral attempt at the failed assessment(s) (of the retake unit).
- o Upon exhausting these four attempts, if the student has still not passed the unit, they will fail the unit as a whole and will therefore be exited from the course. Should students have passed a minimum of 60 UK credits at level 6 (Year 4 at MSA), they will be considered for an ordinary degree.

Feedback from Students

• Attending to Students' Non-Academic Complaints

A Non-academic complaint is any complaint submitted by the student that hinders his/her learning experience in general, this can relate, but not limited to, extracurricular aspects, logistics, teaching and learning experience…etc. Any other complains related to academic grades are considered academic appeals.
Non-Academic complaints also include administrative procedures IT facilities, library, transportation services, social events, sports activities, equipment usage and labs, scheduling, internship opportunities, community services etc.

These issues are handled through one or more of the following procedures:

a) Open Door Policy
- • MSA adopts an open-door policy for addressing students' academic and non-academic complaints. Some complaints may be resolved immediately, while other issues are handled by concerned central departments/ units at MSA University.
- • Students are asked to make an appointment to meet the Dean/ Head of Students Affairs of the Faculty to raise academic/non-academic concerns.
- • A student fills in a complaint form in case the complaint cannot be immediately resolved or requires follow up and actions taken by MSA central departments/ units.
- • The complaint form allows students to suggest or recommend 'applicable' solutions if they can.
- • The Dean/ Head of Students Affairs of the Faculty refers to the concerned departments/ units to discuss the issue and find solutions.
- • The student may revisit the office of the Dean/ Head of Students Affairs within 7 working days to get feedback.

b) Complaints & Recommendations Box
- • Students use these boxes for sending complaints that do not usually require prompt actions. Some complaints are submitted anonymously.

- Based on the criteria and regulations of the National Authority for Quality Assurance and Accreditation in Egypt, each faculty at MSA University has two "Complaints & Recommendations" boxes placed in the corridors of the faculty.
- Keys of boxes are the responsibility of an elected member in the 'Complaints' Committee', that is supervised by the Head of Students Affairs.
- The 'Complaints' Committee' consists of faculty and administrative staff members selected by the Students Affairs Unit of each faculty.
- Boxes are opened on a weekly basis by the committee. Some recommendations are discussed during "Faculty Council meetings" to make decisions concerning the issues.
- Complaints are sent to the concerned departments/ units to address issues and take actions.
- The Complaints Committee may attempt to meet students who place signed complaints inside boxes to discuss issues further or provide feedback on actions taken, in case of signed complaints.
- Valid anonymous complaints are considered after appropriate investigation

c) Boards of Study

The purpose of the Board of Study is to provide a forum for discussion between student and staff involved in all aspects of a course. Students elect student members of the board at start of each semester/ academic year, to ensure that all the various interests on the course are adequately represented.

Each course holds a board of study meeting once per semester. The membership includes:
- Student representatives;
- Subject/course leader;
- Academic staff aligned to the delivery of the course or courses; and
- Support services representatives.

A student representative represents the course or year group and is responsible for notifying the board of issues which have been brought to them by him/her. The student representative should be aware of the function of the board of study, and should ensure that representatives are alerted in good time to matters of concern, or to suggest initiatives.

At MSA, minutes are made of the discussion and decisions of each board meeting, and this is circulated among members with outcomes. The reports are included with the school annual monitoring report for consideration by the University. The points raised at the meeting are carefully recorded for issues arising, and the action taken upon them.

Student representatives

Student members of the Boards are elected at the start of each semester, to ensure that all the various interests on the Course are adequately represented. Each Course is

required to have a Boards of Study meeting once per Semester, between weeks 6 and 8. There should be 2 students per year, per Course to represent the student body.

Dates

Board of Study meetings are to be held on the following dates. Student representatives are to attend:

- Semester 1   November
- Semester 2   March

Attendance Requirements

The contact between the instructor and student is the most effective method of learning. Class discussions and comments enhance students' understanding for the course content and give a new dimension to the learning experience. For these reasons, students are required to satisfy certain attendance requirements. Students who fail to attend 75% of all lectures and tutorials for a certain course are deprived from the final exam and automatically fail the unit. The maximum number of absences allowed for any student is 9 times including all lectures and tutorials. This includes absences for medical reasons and emergencies.

- Policy on Late Arrival

Late arrivals disrupt the class and deprive other students from the required degree of concentration. Students are only allowed into the class during the first five minutes. Otherwise, they miss the class and are recorded as absent.

During the midterm and final examination periods, students are allowed to step in during the first 15 minutes of the exam time.

Quality Assurance of a Course

Students have a very important role in enhancing courses, feeding back on a regular basis via unit and course feedback forms, Boards of Study, and other mechanisms. Student feedback also plays a major role in course monitoring and review.

- Unit Evaluation Forms and Course Evaluation Questionnaire

Both unit and course feedback forms are distributed among students throughout the academic year. The aim of this feedback process is to elicit views on the quality of all the units taken, and on the experience of being a student on a course of study.

Unit forms, which examine each unit in some detail, are distributed at the end of each semester. Course questionnaires, which invite comment on a course in general, are distributed at the end of the first and final year. Both sets of forms are completely anonymous.

Students can expect to receive a report on any issues that have been raised. The report would also describe the measures taken to resolve any problems. All reports would be an item for discussion during Boards of Study and would, be reported upon where necessary during the annual monitoring process. The whole feedback process would

also be reviewed on a regular basis, to ensure that that it is effective in helping provide good quality experience for students.

Career Advice, Opportunities and Placement

MSA is keen to provide its students with competitive courses that aim to prepare them to compete effectively in the job market. The academic advisors and tutors co-operate closely with the Career Placement Office which provides feedback on the skills required by the job market in a specific course. The office also provides feedback on points of strengths of MSA graduates and comments on areas that require improvement. This continuous effort ensures that courses are up-to-date and relevant to the needs of both national and international employers.

The Career Placement Office organises periodical job fairs that aim to provide students with exceptional work opportunities. The office also contacts new employers to increase the number and to improve the standard of the portfolio of companies recruiting MSA graduates.

Student Support

MSA considers one of its main goals is to provide a unique, friendly and pleasant atmosphere for its students. Staff members and students interact together constantly as members of one large family. Support and guidance is provided to students mainly from the Faculty Registrar and Student Affairs. The services include:
- Advice on solving problems and the procedures to be followed.
- Enrolment and fees payment.
- Registration procedure.
- Advice on career placement and training opportunities.
- Disability support and guidance.
- Attendance excuses.
- Receive appeals and complaints.
- Counselling.
- Enrolment/Graduation Certificates.
- Provide advice on any issue that concerns students' welfare other than the above.

Subject Advice and Educational Guidance

MSA's main mission is to provide a well-rounded unique learning environment for the students. MSA has introduced many methods to provide academic advice and aid to all students through the following channels:

Academic advisor

Academic advisors are available for students to offer advice and guidance during registration of courses. They also provide information to students about the different pathways within the faculty. The assistants are also available to offer advice and support at any time.

Teaching assistants are available to offer extra help to students. They work with students either individually or in small groups according to their individual needs.

Information for Students with Disabilities

As an educational institution and employer, MSA recognises the equal rights of individuals and groups to be free from discrimination on the bases of sex, marital status, nationality, disability, and political and religious belief. The University accepts its responsibility in relation to these rights for people who are undertaking activities as part of their study or employment with MSA.

Thus, within this context, MSA supports any student with any form of physical disability who would require special tutorial help in academic reading and writing. Students with physical disabilities are taken into consideration not only in respect to examination arrangements but also in attendance and in the marking of coursework and examination papers, provided that the student has reported it at an early stage. Disability that may require consideration and when necessary, MSA offers one to one deemed tutorial help.

MSA is committed to a continuous course of upgrading its estate in order to improve accessibility for the disabled by incorporating provisions for wheelchair users. Thus this new campus includes the establishment of ramps, lifts, and toilets for disabled persons.

English Language and Learning Support

MSA is an English Language medium instruction university. Students are required to sit for an English Language Placement Exam. Students who fail to meet the standard required join an Intensive English Language Course at the beginning of their studies at MSA. Students register in 1 to 3 units with this intensive course.

Students who pass the Placement Exam from the first attempt or those who pass the Intensive Course are required to take three to four units developing and upgrading their language skills.

Students who need additional help and who have finished all the University language requirements are urged to contact the English Language Department to arrange for extra help or to attend the extra group sessions.

8. Information & Learning Resources Services

Learning Resources

Learning resources and support are provided by MSA through different channels:

- IT Central Services

It controls and monitors the work of different faculty IT Services Units. It also co-ordinates between these units in the use of shared resources. The unit is also responsible for maintaining the IT infrastructure in the university.

- Faculty IT Services Unit

This unit is responsible for providing hardware and software packages for the faculty requirements; as well as maintenance of equipment. It is also responsible for equipping all computers with different operating systems platforms, database management systems, programming languages, software development kits, and education software tools to provide suitable training for different fields of specialisation.

It is also responsible for providing support to all instructors and students in using the audio-visual aids provided by the university.
Library Services

MSA library keeps books and periodicals ordered by university faculties. Video, cassette tapes, and CD ROMs are provided for all subjects. A computer lab is annexed providing access to the Internet.

Health and Safety

You have the same health and safety responsibilities as any other employee at MSA and you must take reasonable care of your own health and safety and those of other people.

- Care Programme for Students with Special Needs

MSA University is fully aware of the crucial role education plays in the lives of students with special needs. MSA University believes that education introduces these students to areas of knowledge and experience that are bound to help them in many aspects of life. In addition, education can offer these students a chance to find the independence they seek.

- Processes of Addressing Cases of Students with Special Needs
  - o Dealing with students with special needs is the responsibility of admissions department, medical unit of MSA University, and the Unit of Students' Affairs.
  - o The admissions staff holds a short interview with students with special needs to know about the type of disability and ask parents/ guardians to provide medical reports about their cases.
  - o Reports are sent to the Medical Unit of MSA University that checks the medical documents and clarifies the case to the Head of Students' Affairs of the faculty of concern.

- o The Head of Students Affairs holds a meeting with a special committee that consists of academic and administrative staff to make decisions/ recommendations concerning the following issues:
    - Acceptance / rejection of the student's enrolment at the faculty
    - Action plans to provide special support related to academic and non- academic issues in case of acceptance (see the attached form)
- o Follow up reports on a student's performance/progress throughout the 4 levels
    - Exceptional measures are handled by the faculty as follows:
    - The student/ parent fills in a "Self-Assessment Questionnaire Form".
    - The signed /scanned "Self-Assessment Questionnaire Form" should be dealt with as a confidential document that should be sent to UoB link tutor of the faculty.
    - The link tutor of the faculty sends a scanned copy of MSA Students' Support form that is signed by members of the committee to be considered and endorsed by UoB.