



Rules and Regulations of SUTIC Language Centre

Vice Chancellor of Academics & Research

10.04.2017





Sharif University of Technology
International Campus (SUTIC), Kish Island

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This document includes the rules and regulations of SUTIC Language Centre. It was prepared according to the regulations of Kish Compensation English Proficiency (KCEP) Courses 1 and 2 dated 08.02.1393 along with the minutes of the meetings held on 09.10.2016, 20.10.2016, and 05.11.2016. The enforcement of these rules is the responsibility of the Language Centre under the supervision of Vice Chancellor of Academics & Research.

Kish Compensation English Proficiency (KCEP) Courses 1 and 2

The objective of KCEP Courses 1 and 2 is to improve the English proficiency level of both undergraduate and graduate students to a level that enables the students to read and comprehend technical and specialized texts, write reports, and research articles and present technical and specialized materials in written and oral English. To achieve this goal the syllabus is designed in such a way that by completing KCEP Course 1 (with 6 credits), the students should be able to obtain a score of 4.5 on the IELTS and by completing KCEP Course 2 (with 6 credits) they are able to achieve a score of 5.5 on the IELTS.

Article 1. Students who have a scores of one of the official English proficiency tests according to Article 2, or obtain the required scores of SUTIC Entrance Exam equals to the scores of IELTS mentioned in Tables 1 & 2, are exempted from taking KCEP Courses 1 and 2. The students who do not meet the requirements are subject to taking the courses.

Article 2. KCEP Course 1 must be taken during the first semester and KCEP Course 2 should be taken during the second semester subsequent to passing KCEP Course 1.

Note 1. Submission of an appropriate score from an official English language proficiency test, as mentioned in Table 1, prior to enrollment in the first semester leads to the exemption of KCEP Course 1.

Note 2. Submission of an appropriate score of from an official English language proficiency test, as mentioned in Table 2, prior to enrollment in the second semester leads to the exemption of KCEP Course 2.

Note 3. Submission of an appropriate score from an official English proficiency test, as mentioned in Table 2, prior to enrollment in the first semester leads to the exemption of both KCEP Courses 1 and 2.

Table 1. Acceptable scores of official English proficiency tests for exemption from KCEP Course 1

IELTS	TOLIMO	TOEFL PBT	MSRT	TOEFL IBT
4.5	465	470	45	59

Table 2. Acceptable scores of official English proficiency tests for exemption from KCEP Course 2

IELTS	TOLIMO	TOEFL PBT	MSRT	TOEFL IBT
5.5	510	525	50	69

Note 4. If the student fails to obtain a passing grade in the final exam of KCEP Course 1 or 2, but achieves a passing score by the beginning of the next semester from an official English proficiency test, the KCEP course must still be taken in the following semester and an equivalent score of the official test will be assigned as the course score in the student's transcript.

Note 5. If the student cannot attend the final exam of KCEP Course 1 or 2, and subsequently obtains an acceptable score from an official English proficiency test prior to the beginning of the next semester; the student's score will be accepted and the final exam will not be required to be retaken if the score is submitted no later than the beginning of the next semester. In this case the student's absence is substituted by CR on their transcript; otherwise, the student must take the KCEP course again.

Article 3. The evaluation of a student in KCEP Courses 1 and 2 is based on the syllabus designed by the Language Centre, which taking four mock IELTS Tests throughout the semester and a mock IELTS Test as the final exam. The final grade is computed as 40% from the achievements obtained on the tests during the semester and 60% on the final exam.

Note 1. The student must pass KCEP Course 1 by obtaining a score of 4.5 in the mock IELTS Test according to Article 3, or submitting an official test score as given in Table 1.

Note 2. The student must pass KCEP Course 2 by obtaining a score of 5.5 in the mock IELTS Test according to Article 3, or submitting an official test score as given in Table 2.

Note 3. Class attendance is mandatory, and if the number of absences exceeds three sessions the student will receive a "Fail" mark on their transcript.

Note 4. KCEP Courses 1 and 2 are not subject to withdrawal.

Article 4: Undergraduate students must take at least 6 and at most 14 credits of academic courses in addition to KCEP Courses 1 and 2 in each semester.

Article 5. Graduate students must take at least 6 and at most 9 credits of academic courses in addition to KCEP Course 1 and 2 in each semester.

Note. PhD students must submit an acceptable English proficiency score in order to be allowed to participate in the PhD Qualifying Exam according to the PhD regulations of Kish campus.

Article 6. Undergraduate students will not be allowed to enroll in the 5th semester unless the student meets the required English proficiency conditions presented in Table 2 no later than the end of the 4th semester. The permission to continue studies is subject to permission of the SUTIC Educational Council.

Article 7. Graduate students studying in a Master degree (course or thesis option) will not be allowed to defend their thesis project, or apply for graduation if they do not obtain or submit the required scores based on Table 2. The student is obliged to submit the required scores according to Table 2 prior to the request of permission for defense, or graduation from the Office of Higher Education.

Article 8. If the student successfully passed KCEP Courses 1 and 2 in a previous educational program, the student is not required to take the courses again if the interval does not exceed two years; however, all incoming students must attend the SUTIC Entrance Exam for the new program.

Course Title	: Kish Compensation English Proficiency (KCEP) Course 1
Credits	: 6
Prerequisite	: ---

Course Objective:

The main objective of this course is to prepare students to achieve an IELTS score of 4.5 or higher

Outlines

At each session the student is trained and then evaluated in the skill of that session.

- **Listening:**
 - Conversation between two people set in an everyday social context
 - A monologue or a speech
 - A conversation between a maximum of four people set in an academic setting
 - A monologue on an academic subject.
- **Speaking:**
 - Discussions about personal and a range of familiar topics
 - Talking about a particular topic
 - Presenting questions about a particular topic and discussing more abstract subjects and ideas.
- **Reading:**
 - Reading long texts which range from descriptive and factual to discursive and analytical, and answering related questions.
- **Writing:**
 - How to describe, summarize or explain the information or data given in a graph, table, chart or diagram; describe the stages of a process, how something works or describe an object or event
 - Writing an essay in response to a point of view, argument or problem in a formal style.

Text Book:

Step up into IELTS, Vanessa Jakeman and Clare McDowell, Cambridge University Press

Reference Books:

1. **Q skills for success 2** – (The first half of the book, #1-5)
Listening and Speaking: Margaret Brooks, Oxford
Reading and Writing: Joe McVeigh and Jennifer Bixby, Oxford, 2010
2. **Listen Here**, Clare West, Cambridge
3. **Active Skills for Reading 2**, Neil J. Anderson, 3rd edition
4. **Grammar in use- Intermediate** - (The first half of the book), Raymond Murphy, Cambridge

Grading

A minimum of 90% attendance required.

Class Performance (three out of four monthly exams): 40 %

Final Exam: 60 %

Course Title	: Kish Compensation English Proficiency (KCEP) Course 2
Credits/ hours	: 6
Prerequisite	: Kish Compensation English Proficiency (KCEP) Course 1

Course Objective:

The main objective of this course is to prepare students to achieve an IELTS score of 5.5 or higher

Outlines

At each session the student is trained and then evaluated in the skill of that session.

- **Listening:**
 - Conversation between two people set in an everyday social context
 - A monologue or a speech
 - A conversation between a maximum of four people set in an academic setting
 - A monologue on an academic subject
- **Speaking:**
 - Discussions about yourself and a range of familiar topics
 - Talking about a particular topic
 - Presenting questions about a particular topic and discussing more abstract subjects and ideas
- **Reading:**
 - Reading long texts which range from descriptive and factual to discursive and analytical, and answering related questions.
- **Writing:**
 - How to describe, summarize or explain the information or data given in a graph, table, chart or diagram; describe the stages of a process, how something works or describe an object or event
 - Writing an essay in response to a point of view, argument or problem in a formal style.

Text Books:

1. **Improve your Skills, Writing for IELTS 4.5-6**, Sam McCarter, Norman Whitby, ACMILLAN
2. **Improve your Skills, Reading for IELTS 4.5-6**, Sam McCarter, Norman Whitby, ACMILLAN
3. **Improve your Skills, Listening and Speaking for IELTS 4.5-6**, Barry Cusack, Sam McCarter, MACMILLAN
4. **IELTS Cambridge 9**

Reference Books:

5. **Q skills for success 2** – (2nd half of the book, #5-10)
Listening and Speaking: Margaret Brooks, Oxford
Reading and Writing: Joe McVeigh and Jennifer Bixby, Oxford, 2010
6. **Listen Here**, Clare West, Cambridge
7. **Active Skills for Reading 2**, Neil J. Anderson, 3rd edition
8. **Grammar in use- Intermediate** - (2nd half of the book), Raymond Murphy, Cambridge

Grading

A minimum of 90% attendance required.

Class Performance (three out of four monthly exams): 40 %

Final Exam: 60 %

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