

WHAT INFORMATION YOU WILL HAVE TODAY

- ♪ Introduction to First Year Office (FYO) and the Centre for English Language Education (CELE) Management Team
- ♪ Module Overview
- ♪ Progression Regulations
- ♪ Attendance Policy and Procedures
- ♪ Extenuating Circumstances
- ♪ Academic Misconduct
- ♪ 2014/2015 Major Transfer Information
- ♪ Other Information



ABOUT FYO (FIRST YEAR OFFICE)

♪ **Room:** TB 326

♪ **Office Hours:** Mon.-Fri. 08:30am-12:00am
13:30pm-16:30pm

♪ **Email Address:** firstyearoffice@

♪ **Staff:**

Ms. Joanne Zhong	Officer	
Ms. Vinna Wang	Assistant	
Ms. Sharon Wang	Assistant	
Ms. Jessie Chen	Assistant	
Ms. Christina Ren	Assistant	
Ms. Ellen Zhao	Assistant	

♪ **Note:**

Please speak English when you visit our office.

Try your best!



WHAT FYO DOES

- ♪ **Monitoring Student Attendance**
- ♪ **Arranging Tutorials**
- ♪ **Preparing Exams**
- ♪ **Processing Exam Marks**
- ♪ **Collecting Student Coursework**
- ♪ **Answering Enquiries**
- ♪ **Assisting in Distributing Books**
- ♪ **Assisting and Supporting CELE Staff**

and ...



UNNC CELE MANAGEMENT TEAM

Mr. Douglas Bell	Head of CELE, Director of Preliminary Year Programme
Mr. Richard Silburn	Deputy Head of CELE
Mr. Robert Smith	Senior Tutor: Preliminary Year Exam and Admin Officer & Student Support Officer
Mr. Peter Walters	Senior Tutor: Module Convenor of UG Listening and Speaking in Academic Contexts
Mr. Daniel Amblo	Senior Tutor :Module Convener of UG Reading and Writing in Academic Contexts
Dr. Richard Dobson	Senior Tutor: Module Convener of Science & Engineering -Science
Dr. Pragnesh Gajjar	Senior Tutor: Module Convener of Science & Engineering- Mathematics
Ms. Evelyn Tan	Senior Tutor: Module Convenor of PM Listening and Speaking in Academic Contexts
Mr. Kim Willcocks	Senior Tutor: Module Convenor of PM Reading and Writing in Academic Contexts
Mr. Jason Myrick	Senior Tutor: Assessment and Curriculum

Note: you can find CELE Staff profile via

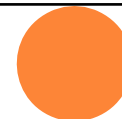
<http://www.unncc.ac.uk/en/cele/people/index.aspx>

**Please be kindly to make an appointment
before you meet any of the CELE management team.**



SEMESTER ONE MODULE OVERVIEW

Module Name	Module Code	Credits	Module Convener	
Reading and Writing in Academic Contexts	X10FCA	20	Daniel Knibloe	EAP Modules (English For Academic Purpose)
Listening and speaking in Academic Contexts	X10FCB	10	Peter Waters	
Introduction to Information Technology	X10FC3	15	Eric Edmonson	Content Modules (Professional courses for specific degrees)
Introduction to Business Economics	X10FC7	15	Soon Teik Oon	
Media and Texts: Society	X10FC6	15	Anthony McKenna	
The Scientific Method	EH0EIT	10	Richard Hoban	
Foundation Algebra for Physical Sciences & Engineering	EH0ALG	10	Pragnesh Gajjar	
Foundation Science A	EH0SCA	10	Richard Hoban	
Architectural Drawing and Graphics	EE0DGA	20	James Perkins	
Applied Linguistic	X10F09	15	Ronan Kelly	
Introduction to Economics I	X10F11	15	Peter Anderson	



以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/878001122033006025>