

## Diploma in General English: Note to Students

I am writing to welcome you to the Diploma in General English (DGE) course.

The DGE course is the final level of the SPACE English Course (SEC) that is designed to improve students' ability in the language skills of reading, writing, speaking and listening.

Level 1	Foundation Course in General English	
Level 2	Introductory Certificate in General English	
Level 3	Intermediate Certificate in General English	
Level 4	Certificate in General English	
Level 5	Advanced Certificate in General English	
Level 6	Diploma in General English	
Short courses	Advanced General English (60 hours) or other advanced level short courses	

When we make our decision about whether or not to award you the DGE, we will consider the following factors:

- Your attendance. We expect at least 70%, which is 21 sessions. *You should treat this as the minimum.* Late arrival to class may be treated as partial absenteeism (or 50% attendance).
- Your performance during the year, in:
  - a. 3 x In-Class Assignments (ICAs) taken in class;
  - b. On-Course oral activities set by your teacher
- Your performance in Final Examinations that test your ability in:
  - a. reading, language use and writing
  - b. listening;
  - c. speaking

Note: Students need to have attended at least 19 sessions in full before they are allowed to sit the Final Exams in weeks 29 - 30.

You must do all In-Class Assignments (ICAs) in class. Your teacher will tell you in advance when they are due, though the approximate schedule will be:

- ICA 1 : approximately week 7
- ICA 2 : approximately after week 14
- ICA 3 : approximately after week 21

On the subject of the quality of student writing in ICAs, please note:

- Work that is either irrelevant to the topic set or that is clearly not your own, will not be given a mark.
- We are looking for *quality*, not *quantity*. Please make sure you proofread your work for accuracy and appropriateness in language use.
- You should pay attention to current issues that are in newspapers or news broadcasts, as this will help you in writing your assignments and in class discussions.

You will receive marks as follows. You must pass all components (i.e., receive 50% or higher in each component) before you can receive the DGE award.

Component	Unit Marks	Total Marks
In-Class Assignments (ICAs)	25	75
On-course oral	50	50
Final listening exam	50	50
Final language use, reading, writing	100	100
Final oral exam	50	50

Please note that if we have to make special arrangements for you to take any of these assessments at a different time, there will be an administrative fee of \$120 for each assessment.

At the end of the year, students who pass the DGE course receive a Diploma that is annotated with one of the following:

- Pass with Distinction
- Pass with Merit
- Pass

Students who meet the minimum attendance requirements but who do not pass the course will not receive a Diploma, but will receive a Statement of Achievement.

There are no examination resits. Students who do not pass the course will be offered a place in the next intake, as long as there are places available.

### Getting The Fullest Benefit From Your Course

In starting your course, please remember that, if you are going to get something out of it, you *must* put something in to it. In part, this will involve:

- Attending class regularly and *on time*.
- Doing all assignments and handing them in *on time*.
- Switching off your mobile phone and giving *full attention* to what is being taught.
- Taking a *full* part in *all* activities and exercises.

DGE/Wel/3

One very important point is that you should always *consult your teacher*. Remember:

- ☑ If you have a problem, *discuss it with you teacher*.
- ☑ If there is something that you do not understand, *discuss it with your teacher*.
- ☑ If there is something about the course that you do not like, *discuss it with your teacher*.

### Continuing Education Fund

DGE is registered with the Office of the Continuing Education Fund (OCEF) as a course that qualifies for students to receive a refund of 80% of course and examination fees up to a maximum of \$10,000.

However, in order for you to qualify for this refund, you must:

- have registered with the OCEF *before* the start of the course;
- pass the course, scoring at least 50% of the marks available;
- attend at least 70% of the classes;
- take a recognised English language examination *after* your course.

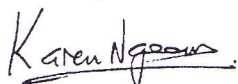
The following points are important. Please note:

- If you have not already registered with the OCEF before the start date of this class, it is now too late for you to get the refund.
- The OCEF may need you to show evidence that you have attended 70% of the classes.
- The recognised external English language examination that we suggest you take is the University of Cambridge's Business Language Testing Service (BULATS Standard Test). You will take the BULATS Standard Test at a SPACE Centre.

If you need administrative help during the course, please contact the clerk in charge of this course, Ms. Ka Yun Au-Yeung, on 2975 5681 or [karen.auyeung@hkuspace.hku.hk](mailto:karen.auyeung@hkuspace.hku.hk).

I hope you all enjoy and benefit from your course.

Sincerely,



Dr. Karen Ngeow  
Senior Programme Director