

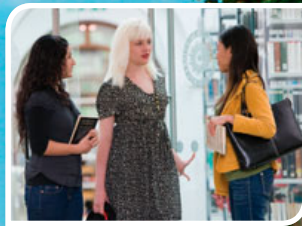


UNIVERSITY
of
GREENWICH

PARTNERSHIP DIVISION

Summer University

Courses 2011



Greenwich Campus

www.gre.ac.uk/courses/summer

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Introduction

This year, the Summer University Learning Programme is offering 8 courses to help you develop your essential study skills, enhance your career prospects or experience university life.

ALL these courses are studied in Greenwich.

Choosing a course

The Summer University programme is designed to be flexible so you have a wide choice of subjects that you can study at a time to suit you.

The courses that run in June/July are repeated in August/September. Nearly all of the courses run over a one- or two-week period for six three-hour sessions. For most, you will attend from 10am to 1pm, 2 to 5pm, or 6 to 9pm.

When you select a time of day for a particular course you will normally be expected to attend all sessions for the course at that time (if, for example, you select mornings, you should not attend sessions for that course in the afternoon or evening). There are, however, a few exceptions. To find out more about these and for other scheduling information, see 'Courses at a glance' on page 6.

All Summer University courses are worth ten credits. You may choose up to three courses – a maximum of 30 credits – in any given phase (so if you study three courses in June/July, you can take further courses in August/September). Students successfully completing one or two courses will be awarded a Certificate of Credit in Higher Education. Students who achieve 30 credits will be awarded a University Certificate in Continuing Education (these credits must be gained



during a single phase of the Summer University, either during June/July or August/September).

Course level

Courses are studied at Level 1 or Level 2. The difference between the levels is explained below.

Level 1 courses

Level 1 courses provide university-level study in a number of areas and are intended for those who are thinking about enrolling on a higher education course and also existing students. Specifically designed to both develop and enhance your skills, Level 1 courses give you a head start in your university career, providing you with greater confidence and the relevant skills to succeed in your studies. In addition, these courses complement life skills essential to current and future employment.

Level 2 courses

Level 2 courses are open to anyone, but are primarily aimed at students already following a higher education programme at the University of Greenwich or its partner colleges. Most Level 2 courses are designed to be taken in addition to your main programme of study and are intended to help you to achieve a good higher education qualification, thereby improving your employability. These courses may also appeal to learners who are not currently following any programme of study.

Facilities and services

All students enrolling on Summer University courses have access to support facilities at Greenwich. These include temporary membership of the libraries, the use of sports facilities and access to student support services.



During the Summer University programme there will be the opportunity to seek advice on progression to higher education programmes and to discuss future career and employment prospects.

For further information

For more information on our Summer University courses, please go to the Summer University web page on the university's website, **www.gre.ac.uk**, telephone the Summer University Administrator on 020 8331 9776, or e-mail summeruniversity@gre.ac.uk.

You can also contact us at:

Summer Learning
Partnership Division
University of Greenwich
Room 305
Pembroke Building
Chatham Maritime
Kent ME4 4TB.

Frequently asked questions

When do I have to make my application by?

If you want to apply for a June/July course, then we need to have received your application form by Monday 10 June. For those applying for August/September courses, we need to have received your application form by Monday 15 August.

How much does it cost?

PLEASE NOTE, tuition fees for **ALL** students are £250 per 10 credit course.

Where and when do I register?

Once we have received your application form, you will receive a letter notifying you of the date and time of registration. Registration will take place a week before the courses are due to begin.

If you want to attend in both June/July and August/September, you must register at the beginning of both sessions, regardless of how many courses you wish to attend. You must also fill out an application form for both.

What documentation should I bring to registration?

To complete your registration you will need to bring the documents listed below. If you fail to bring any of these you will not be able to complete registration. This could delay the start of your course:

- Proof of identity – Please provide the following:
 - i. If born in the United Kingdom, the original of your current passport or photo-card driver's licence;
 - ii. If born outside the UK, your valid passport or European Union Identity (ID) card.

If you cannot find your current passport, arrange to obtain a certified copy as soon as possible. If your passport is being held by the immigration authorities, the original official receipt and a letter confirming your name, place and date of birth is acceptable.

- **Previous qualifications** – The university is required to collect information on the qualifications you hold; you must produce the original certificates of all your qualifications, including GCSEs or equivalent.
- **Tuition fees** – You will be expected to pay your tuition fees in full at registration.

Am I guaranteed a place on the course(s) of my choice?

All courses, including evening courses, are run subject to sufficient student demand. If there are too few applicants (for a course to run there must be a minimum of six students) or the course is full, you will be offered an alternative. While we will do everything we can to accommodate your course choice(s) please note that courses may be subject to change.

Who can advise me on which course to choose?

If you need advice on choosing a course, please telephone the Summer University office on 020 8331 9776 or e-mail summeruniversity@gre.ac.uk.

How much time is involved?

Summer University courses are normally taught in six three-hour sessions over a period of two weeks. June/July courses run on Monday, Tuesday and Wednesday mornings, afternoons or evenings for both weeks. August/September courses run Wednesday, Thursday and Friday for

the first week and Monday, Tuesday and Wednesday for the following week.

Can I do more than one course?

You may attend one course in the morning (10am–1pm), another in the afternoon (2–5pm) and a further course in the evening (6–9pm). Please be aware, however, that if you choose to attend three courses you must hand in three portfolios of work for assessment. Alternatively, you may choose to spread your learning over both June/July and August/September.

How much work is involved?

There will be a set of compulsory short assignments to complete during the sessions and at home. You will receive a Summer University reader at registration and will be expected to do some reading and preparation.

How am I assessed?

The courses are assessed through the completion of an assessment portfolio. On some courses there may also be short in-class tests. For the GCSE Maths Equivalency course there may be either an examination or a portfolio assessment. All students enrolling on a Summer University course will be expected to complete the course and to undertake the course assessment.

For each course you successfully complete, you will be awarded 10 credits and a Certificate of Credit in Higher Education. On successful completion of three courses taken either during June/ July or August/September, you will be awarded 30 credits and a Certificate of Continuing Higher Education. If the three courses are spread over June/July and August/September you will not be eligible for a Certificate of Continuing Higher

Education but will receive the Certificate of Credit in Higher Education for each course.

Can I use the credit gained?

You cannot use credit gained from the Summer University courses against your higher education programme at the University of Greenwich unless otherwise stated by your programme leader. However, credit provides additional recognition of your skills to employers and should enhance your employability.





Courses at a glance

Courses are taught at Greenwich Campus.

Students study mornings (10am–1pm), afternoons (2–5pm) or evenings (6–9pm).

Level 1 Courses	27, 28, 29 June 4, 5, 6 July			31 August 1, 2, 5, 6, 7 September		
	M	A	E	M	A	E
Academic Report Writing	●	●	●	●	●	●
Effective Writing	●	●	●	●	●	●
English for Study	●	●		●	●	●
GCSE Maths Equivalency	●	●	●	●	●	●
Introduction to Critical Thinking	●	●	●	●	●	●
Oral Communication and Presentation Skills	●	●	●	●	●	●

Level 2 Courses	27, 28, 29 June 4, 5, 6 July			31 August 1, 2, 5, 6, 7 September		
	M	A	E	M	A	E
Dissertations: Getting started	●	●	●	●	●	●
Research Skills	●	●	●	●	●	●

KEY M= Mornings A=Afternoons E=Evening

Level 1

Academic Report Writing

LEVEL 1 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18 (classroom-based)

ASSESSMENT Portfolio

This course sets out to explain the rationale behind the requirements of an academic report and its role within an academic programme of study, and helps to develop the skills to prepare, review and present a quality document.

Areas covered are:

- Academic rigour
- Structure and formats
- Sources of data and information
- Note taking and reference recording
- Paraphrasing and summarising
- Referencing and plagiarism
- Proofreading, editing and re-writing.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)

Effective Writing

LEVEL 1 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18 (classroom-based)

ASSESSMENT Portfolio

This course develops students' writing skills, confidence and technical fluency so that they can communicate effectively.

Areas covered include:

- Accuracy and style
- Writing for specific purposes
- Writing styles
- Analysis and comprehension.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)



English for Study

LEVEL 1 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18 (classroom-based)

ASSESSMENT Portfolio

This course is designed for people whose first language is not English and for those who would like to improve their written and oral skills.

It aims to help improve the conversation, reading, writing and listening skills needed for university-level study and employment. The course covers a range of language skills including:

- Spelling and punctuation
- Reading English
- Writing English
- Speaking with structure, purpose and effect.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)

GCSE Maths Equivalency

LEVEL 1 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18 (classroom-based)

ASSESSMENT Portfolio or exam

This course is most suited to those learners who have studied GCSE Mathematics but have not achieved a grade C or above and who need to revise key concepts.

There are two types of assessment for this course: either by three-hour examination or by submission of a portfolio. Please state on your application form which method of assessment you would prefer.

Please note that this course is for a GCSE Mathematics Equivalency qualification, not a GCSE Mathematics qualification.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)

Introduction to Critical Thinking

LEVEL 1 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18 (classroom-based)

ASSESSMENT Portfolio

Have you understood what you have been reading? Now, think again...have you really understood it? Seen it from more than one angle, seen any bias? This course introduces and develops practical





skills in the critical evaluation of a variety of audio, visual and written materials.

Students focus on:

- Critical thinking
- Evaluating different media
- Identifying lines of reasoning
- Developing critical skills.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)

Oral Communication and Presentation Skills

LEVEL 1 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18 (classroom-based)

ASSESSMENT Portfolio

This course helps students develop effective and transferable oral communication and presentation skills which complement study and/or employment in both formal and informal settings.

Areas covered include:

- The communication process
- Effective presentational techniques
- Using theories of communication and relevant information sources
- Aspects of language use.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)

Level 2

Dissertations: Getting Started

LEVEL 2 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18

ASSESSMENT Portfolio or proposal

The course is designed to help students produce an effective literature review and dissertation proposal for an independent research dissertation or project.

It focuses on:

- The demands made by different types of dissertations and reports
- Structure and style
- Management of the research process.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)

Research Skills

LEVEL 2 CREDITS 10

MODE Six three-hour workshops

HOURS WITH TUTOR 18

ASSESSMENT Portfolio

This course focuses on essential qualitative and quantitative approaches to research. It is designed to help students undertake effective research for independent study and report writing. It focuses on developing students' understanding and the application of a range of research skills.

These include:

- Using data-gathering methods
- Data presentation and analysis
- Using statistics
- Planning and presenting research.

DATES

27, 28, 29 June and 4, 5, 6 July
(mornings, afternoons, or evenings)

OR

31 August and 1, 2, 5, 6, 7, September
(mornings, afternoons or evenings)



How to find Greenwich Campus

Please find general information below. For more detailed guides to the campus, travel tips and timetables, visit www.gre.ac.uk/about/travel.

By road: from the M25, take the A2 turn-off to London and join the A2. Continue straight ahead on to the A102. Take the turnoff signposted Greenwich (A206). At the roundabout take the first exit to Greenwich. Continue along the A206 for approximately 1 mile. Turn right at the traffic lights into Park Row. The campus is on your left. A public car park is on your right and there is also on-street parking. If driving from the Blackwall Tunnel, exit on to the slip road for the A206 Greenwich. For more information, log on to www.gre.ac.uk/about/travel.

By train: take a train from London Bridge, Cannon Street or Charing Cross to Greenwich station, or to Maze Hill on the same line if travelling from Kent.

By Tube: the nearest underground station is North Greenwich on the Jubilee Line. Then take a 188 bus to the campus.

By Docklands Light Railway (DLR): CuttySark station is close to the campus and is on the line to Lewisham. If travelling from London on the Tube, change for the DLR at Bank or Tower Gateway.

By bus: log on to www.tfl.gov.uk/buses for the latest information.





Application for Summer University Courses 2011

Please return this form to: Summer University Administrator, Room 305, Pembroke Building, University of Greenwich, Medway Campus, Central Avenue, Chatham Maritime, Kent ME4 4TB.

If you need any help or advice on completing this form please contact our Enquiry Unit on 020 8331 9000.

1. Personal details *Please complete using CAPITAL letters*

Title (Mr, Mrs, Miss, Ms) Address.....

First name(s)
Surname (family name)

Date of birth..... Postcode.....

Gender..... Telephone

Martital status..... Nationality

Country of birth Country of permanent residence

E-mail.....

2. Have you ever lived outside the UK? YES NO

3. Course choices

Please list the course(s) you wish to attend. If you wish to attend both June/July and August/September sessions, please complete a separate form for each.

Level	Course title	Morning	Afternoon	Evening	June/July OR August/September

4. Are you currently a student of the University of Greenwich studying at the university or an associate/partner college? YES NO

YES – please state which course you are currently studying:

.....

University ID number

5. Additional learning support

Do you consider yourself to have any particular learning requirements for which you will need support whilst on your course? (please tick as many as applicable)

00	No disability	02	Blind/visual impairment	03	Deaf/hearing impairment	04	Wheelchair user
05	Personal care support	06	Mental health difficulties	07	Unseen disability (e.g. epilepsy)	08	Multiple disabilities
11	A specific learning disability (e.g. dyslexia)	96	A disability not listed above	97	Information refused	99	Not known
T	Autism spectrum disorder/Asperger syndrome						

6. Medical history Do you consider yourself to have a medical condition or disability? (please tick as many as applicable)

Asthma Cardiac condition Diabetes Haemophilia Physical disabilities

No known disabilities Allergies Prefer not to answer

Other (please give details).....

7. Time in care The university may be able to offer additional assistance for those who have been in care at some stage. Please tick the yes box if you have ever been in care, even for one day. **YES**

8. Equal opportunities To help us monitor equal opportunities, please indicate how you would describe your origin.

10	White	32	Asian or Asian British – Pakistani	43	Mixed – White and Asian
14	Irish traveller	33	Asian or Asian British – Bangladeshi	49	Other mixed background
21	Black or Black British – Caribbean	34	Chinese	80	Other ethnic background
22	Black or Black British – African	39	Other Asian background	98	Information refused
29	Other Black background	41	Mixed – White and Black Caribbean	90	Not known
31	Asian or Asian British – Indian	42	Mixed – White and Black African		

9. Qualifications Please list qualifications already held.

Type (e.g. A-level)	Subject (English, mathematics etc.)	Date awarded (mm/yy)	Grade achieved	Validation (Body/exam board)	Summer (S) Winter (W)	Verified

10. Additional demographic information

If your family name on your 16th birthday was different from your current family name, please enter former names below	
What was your occupation before studying?	
If you will be/were under 21 at the start of the programme with no previous occupation, please state the occupations of your parents:	
Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education?	1. Yes <input type="checkbox"/> 2. No <input type="checkbox"/> 8. Don't know <input type="checkbox"/> 9. Information refused <input type="checkbox"/>
Have you previously studied for a higher education award elsewhere in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES , please give details (institution/course)	
If you are on a flexible Postgraduate Certificate In Education teacher training programme do you intend to continue working concurrently? YES <input type="checkbox"/> NO <input type="checkbox"/>	HESA no. (if known):
SCOTVEC no. (Scottish students only):	Teacher ref. no.:

11. Declaration

I declare that, to the best of my knowledge, the answers I have given are correct and that, if accepted, I agree to comply with the university and partner college rules and regulations.

Any offer of a place you may receive is made on the understanding that in accepting it you abide by the rules and regulations of the university and its partner colleges. By signing this form you are confirming your agreement to this.

The university and its partner colleges reserves the right to withdraw or amend this offer, or to terminate your registration according to circumstances if it subsequently transpires that you have made a false statement or omitted significant information from your application form.

Signature:	Date:
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Data Protection Act

On behalf of this widening participation scheme (funded by the Higher Education Funding Council for England and the Learning and Skills Council, London East), the University Of Greenwich and its partner colleges collect, store and process personal data (including information on ethnicity and disability) about participants on the scheme. The purpose of this activity is to assess participants' progress, to help them into university and, once the data is made anonymous, to carry out statistical analysis.

The University of Greenwich collects, stores and processes personal data about its students for the purpose of administering and managing their educational programme and all other services provided to them by the university. The information held and processed may be disclosed to the Higher Education Statistics Agency, national and local government education departments, funding councils, sponsor organisations, other educational establishments and other relevant bodies. The university keeps a record of its past students electronically in perpetuity. The purpose for keeping the records is as an archive of graduates and students who have attended the university. The University of Greenwich collects and stores images of its students for security reasons.

I understand that the personal data supplied will be used only for the purposes described, and I agree to my personal data being stored and processed for these purposes.

Signature:	Date:
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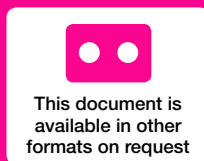
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Accept Reject Programme numbers Signed..... Date Input



**Partnership Division
University of Greenwich**

Medway Campus
Central Avenue
Chatham Maritime
Kent ME4 4TB



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Every effort has been made to ensure that this leaflet is as accurate as possible. However, the university reserves the right to discontinue any class or programme, to alter any programme or to amend without notice any other information printed here.