

English for Academic Purposes (EAP) Tutor Referral Form

Background

On occasion, you may feel that international students studying with you require additional English language support to assist with their academic study.

Online resources are available for **all** international students as listed in the EAP booklet.

In addition to these resources, you can also refer international students identified as 'at risk of failure' for 1:1/group specialist language support.

Definition of 'at risk of failing'

This could be an international student experiencing language difficulties in written summative assignments due to English being an additional or second language PLUS one or more of the following characteristics:

- is borderline fail – eg a piece of work between 40-49% or less would trigger a referral
- carries 40 credits for resubmission
- has had a Student Progress Review with an identified action for EAP language support

What support can an EAP Adviser provide?

- Comment on English for Academic Purposes (EAP) on a section or sections of writing up to 1000 words
- Highlight areas that need developing and provide advice and guidance on how to improve, eg use of English, paraphrasing, structure, understanding and addressing assignment title, referencing
- Signpost to other online resources or support services for further support as appropriate
- A maximum of 2 referrals for EAP support per student

Please note

EAP Advisers do not offer a proof reading service as this would contravene academic regulations. They are not subject or careers specialists. EAP Advisers are not able to provide literacy support to home students where English is their first language.

The main focus of EAP support should be language support. If academic skills support is needed, please refer students to skills@cumbria.ac.uk

Please refer students in a timely manner by completing and submitting this short form, allowing for upto 5 working days for us to contact the student directly.

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1. Have you discussed this referral with the student?

Yes

No

2. Contact details of person making this referral

Job Title:

Course:

Department:

Contact email address:

3. Contact details of student

Student number:

Student name:

Course:

Year of study:

Contact email address:

4. I confirm that this student is experiencing language difficulties in written summative assignments due to English being an additional or second language **PLUS one or more of the following (indicate which apply):**

borderline fail, eg a piece of work between 40-49% or less would trigger a referral carries 40 credits for resubmission

has had a Student Progress Review with an identified action for EAP language support

5. Please include any additional information that might be useful for the adviser

Please allow us up to 5 working days to contact students directly prior to their deadline.
If you have any issues submitting the form, please contact internationalstudentsupport@cumbria.ac.uk.