

SUT COMMITTEE ON ENGLISH FOR GRADUATE STUDENTS

FIRST MEETING: 6 JAN 1999

AGENDA FOR CONSIDERATION

I. POLICIES

1. Is the suggested minimum requirement of 5.5 IELTS or 530 TOEFL score to be required of all applicants?
2. Will all applicants or only those without IELTS or TOEFL scores will be required to take the SUT Assessment Examination?
3. Will all those with scores below the equivalent 5.5 IELTS or 530 TOEFL score be required to take the Pre-Sessional English course?
4. Will there be a minimum score in the Assessment Examination that will be required for admission?
5. Considering the possible big range of scores among the applicants, should there be at least two levels of courses?

For example:

Section A for those with scores between 500 and 530 and would be required only 60 hours of Pre-Sessional English course.

Section B for those with scores below 500 and would be required 90 hours of Pre-Sessional English course

6. Length of Pre-Sessional Course

ELCA suggestion : 6 hours per day and so a course of 2 weeks for 60 hours or 3 weeks for 90 hours.

SUT suggestion: 4 hours per day and so a course of 3 weeks for 60 hours or 4.5 weeks for 90 hours

7. Based on the results of the Pre-Sessional Course Assessment, students will be required to take In-sessional English course of either:

3 units or 4 units depending upon the evaluation.

II. COURSE FEES

ELCA Suggestion: 120 B per hour or 7,200B per student for two weeks (60 hours) or 10,800 B for three weeks (90 hours)

SUT Suggestion: 1,500 B per unit (15 hours per unit) so that the 60 hour course will be equivalent to 4 units or a cost of 6,000B per student; if for 90 hours then it will be equivalent to 6 units or a cost of 9,000B per student for 4.5 weeks. (90 hours)

III. COSTING

A. SIX HOURS PER DAY

Items	60-hours	90-hours
Teacher Salary		
600B.hr x 60 or 90 hrs	36,000	54,000
Classroom Materials		
200 B x 60 or 90 hrs	12,000	18,000
Self-study materials		
200B x 60 or 90 hrs	12,000	18,000
Hotel (SUT)		
800B x 12 or 23 days	9,600	18,400
Per diem		
500B x 12 or 23 days	6,000	11,500
Air Fare	1,200	1,200
Taxis	700	700
TOTAL	<u>77,500</u>	<u>121,800</u>

B. FOUR HOURS PER WEEK

Item	60 hours	90 hours
Teacher's Salary 600B/hr x 60 or 90 hrs	36,000	54,000
Classroom Materials 200B/hr x 60 or 90 hrs	12,000	18,000
Self-Study Materials 200B/hr x 60 or 90 hrs	12,000	18,000
Hotel (SUT) 800B/day x 17 or 27 days	13,600	21,600
Per diem 500B/day x 17 or 27 days	8,500	13,500
Air Fare	1,200	1,200
Taxis	700	700
TOTAL	<u>84,000</u>	<u>127,000</u>

No cost estimate for the SUT staff and other SUT facilities , (if any)
like rooms, computers, audio-visuals, reproductions

Projected earnings: 600,000B if there will be 100 students for 60 hours and
900,000B if for 90 hours.

IV. COURSE SYLLABUS

1. Input of the School of Science as to contents as well as skills required for graduate Studies.
2. Inputs of the ELCA and SUT School of English staff

V. DISTRIBUTION OF TEACHING LOAD BETWEEN ELCA AND SUT STAFF (School of English and Institute of Science(if needed)).

1. Policy formulation
2. Assignment of Staff to be Involved

VI. OTHER MATTERS

Date of meeting with ELCA