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ENGLISH ACADEMIC PREPARATION PROGRAM
A HANDBOOK FOR STUDENTS

Undergraduate Stream – Full Time and Bridging EAP Programs

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I. Program Structure and Levels

The English Academic Program (EAP) is divided into two categories:

1. EAP Full Time (beginner to low-intermediate English Proficiency)
2. EAP Bridging Program (intermediate to advanced English proficiency)

A. UPEI English Assessment

When students first arrive at UPEI, they take an English assessment. Students' scores on the assessment decide what EAP courses are required. The results are only valid at UPEI.

The entrance assessment is available online for incoming students before they arrive on PEI and in-person (a paper-based exam) at the UPEI campus for students after they arrive.

The assessment includes:

Speaking – 10 minutes

- oral interview with the Program Manager

Listening Comprehension – 27 minutes

- listening to passages and answering multiple-choice questions

Reading Comprehension – 50 minutes

- reading passages and answering multiple-choice questions

Writing – 60 minutes

- writing a 5-paragraph persuasive essay

The table on the next page provides information about the score required at each EAP level.

Approximate TOEFL iBT Comparisons	Approximate Academic IELTS Comparisons	UPEI Assessment Score (all four skill areas - S, R, L, W*)	EAP Status & Placement
iBT 80	6.5	Advanced 4.5 and above	No EAP Required
iBT 60-78	6.0	Low Advanced 4.0	EAP Level 7 courses + 1 credit course
iBT 46-59 iBT 35-45	5.5	Intermediate 3.5	EAP Level 6 courses + 1 credit course
iBT 32-34	5.0	Low Intermediate 3.0	EAP Level 5 Full Time
iBT 0-31	4.5	High Beginner 2.5	EAP Full Time
iBT 0-31	2.0-4.0	Beginner 1.5-2.0	Scores are too low for UPEI EAP

*S - Speaking, R - Reading, L - Listening, W - Writing

Please Note: IELTS and TOEFL scores given on this table are for comparison purposes only and may not be an exact comparison across assessments.

Additional Notes:

- If a new student would like to submit an official IELTS or TOEFL score report to verify they do not require EAP courses, they must submit an official score report to the Admissions Office (inte@upei.ca) **before** the beginning of the student's first semester at UPEI.
- After a student is placed in the EAP program, course grades are used to determine progress.
- Students are **not allowed** to re-take the UPEI English assessment OR submit an official external English proficiency score report *while actively* enrolled in the program.
 - A student is only eligible to take the EAP English assessment after enrolled in the program **if** they have been away from the program for one full 12-week semester or both spring and summer semesters.

B. Program Structure

Full Time Program

Students are registered in the full-time program if they have a score between 2.5 (beginner) and 3.0 (low-intermediate) on the entrance UPEI assessment. Courses follow an integrated skills approach. This means that the course includes lessons in reading, writing, speaking, and listening. Students attend class Monday to Friday.

Below is an *example* timetable; this is what a typical week could look like for a full-time EAP student.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Writing & Grammar	Reading & Vocabulary Skills	Writing & Grammar	Reading & Vocabulary Skills	Writing & Grammar
Lunch Break					
Afternoon	Oral Communication	Listening Skills	Oral Communication	Study Skills	No Classes

To move into the Bridging Program (EAP Level 6), students must (a) successfully pass EAP Level 5 (course grade of 70%), or (b) have an EAP assessment score of 3.5 in all skill areas.

NOTE: Students registered in the full-time EAP program are not ready to take degree-based courses and are not eligible to work.

Bridging Program

Students registered in the Bridging Program (Levels 6 & 7) have scores of 3.5 (Level 6) and 4.0 (Level 7) on the entrance UPEI assessment. Students accepted to a degree program and registered in the EAP Bridging Program may be permitted to take one or two courses that count towards a degree program. Being eligible to take credit courses is determined by the number of EAP courses needed. Students take a maximum of 5 courses per semester, which is a combination of EAP and credit-based courses.

Below are example weekly course schedules for a student at Level 6 and 7.

Example Level 6 Course Schedule		
COURSE	NAME	DAY/TIME
EAP 0010-1	Level 6 Oral Communications	M W F 8:30-10:20
EAP 0011-1	Level 6 Academic Writing	T TH 3:30-4:45
EAP 0014-1	Level 6 Writing Tutorial	T TH 5:00-6:15
EAP 0017-1	Level 6 Critical Reading	T TH 8:30-9:45
Example Level 7 Course Schedule		
COURSE	NAME	DAY/TIME
EAP 0013-1	Level 7 Oral Communications	M W 12:30-2:20
EAP 0012-1	Level 7 Academic Writing	T TH 10:00-11:15
EAP 0009-1	Level 7 Writing Tutorial	T TH 1:00-2:15
EAP 0018-1	Level 7 Critical Reading	T TH 8:30-9:45

Note: This is an example course schedule and actual course days and times may be different.

II. Course Requirements

A. Course Evaluation

EAP courses focus on building students' English *skills and strategies* across reading, writing, listening and speaking. How students are evaluated is like degree-based courses; students are expected to complete homework, assignments, quizzes, and exams. Class attendance and participation are extremely important. Unexcused absences and poor participation will lead to low course grades.

Course Evaluation Breakdown **Example:** (The requirements of each course will vary.)

Evaluation:

70-80% Course Work (showing continued skill-based ability at a specific level)

Consisting of:

5% attendance, homework, participation

30% weekly quizzes, timed-writing, mid-term exam

35% in-class assignments, projects, presentations

20-30% Course Final Exam

TOTAL: 100%

B. Attendance

Because active participation in language learning is critical to student success, attendance and participation are necessary. Poor attendance (multiple absences or demonstrating a regular pattern of being absent) will automatically lead to missed assignments/ tests/ assessments and consequently low grades.

A doctor's note is required if a student misses more than 3 consecutive days per course. Missed assignments may result in a zero (as decided by the instructor). Students must always email their instructor(s) if they are going to miss class.

C. Progressing in EAP

Successfully completing EAP is a mandatory condition of your admission to a UPEI degree program. Therefore, EAP course registration must be prioritized over credit course registration.

To progress from one level to another, students must achieve a course grade of 70% (includes course work and exam scores).

The table below shows the average progression. These are based on the experience of over 2000 students; it is *not* a guarantee. Improvement is dependent on many factors including:

- starting level in EAP
- characteristics of first language
- aptitude and attitude
- how much time spent actively engaging in English (speaking/listening/writing/reading practice)
- passing EAP courses

Entrance English Assessment Score	Number of EAP semesters* (one semester = 12-13 weeks** of study)
2.5	4 semesters
3.0	3 semesters
3.5	2 semesters
4.0	1 semester

NOTES:

*These are estimated times only. Students could require longer.

**Two summer sessions (May-June AND July-August) equal one full semester.

It is encouraged that students contact their instructors to ask for help and advice on how to be successful in their EAP courses.

D. Successfully Completing EAP

Completing the EAP Program and moving onto full time academic study in a degree program is demonstrated by passing EAP Level 7 with a grade of 70%.

Most students in the Bridging Program (Level 6 & 7) progress through the EAP from level 6 to 7 and complete the program from EAP level 7.

Note: To pass EAP from Level 6 requires very high grades. Students in Level 6 must have a course grade of 90%+ to bypass EAP Level 7.

III. Lack of Progress

A student may be placed on EAP Probation¹ if they do not make progress in a timely manner.

In the **Bridging Program**, EAP students who do not demonstrate improvement of a minimum of one-half (0.5) a band width (ex: from 3.5-4.0) in any skill after 2 consecutive semesters of study will be placed on EAP probation.

EAP Probation means:

- a report will be put on the student's file at the EAP Office
- course registration will be reduced to EAP only (or 3 courses depending on status)
- mandatory check-in instructor meetings (as determined by EAP instructor)
 - o not attending instructor meetings will violate EAP probation

Students placed on EAP Probation must complete an EAP Probation Form. The form is to give a written commitment to go to class, attend instructor meetings, and do the assigned work. The probation form needs to be received before the beginning of the next semester.

If the student in the Bridging Program does not show progress after a third semester, it will be recommended to the Admissions Office that this student's admission to a degree program be reviewed. Additional credit course restrictions will be implemented.

EAP instructors are told about the students on EAP probation at the beginning of the semester.

Students in the **Full Time Program** will meet with the Program Manager and EAP instructor if they do not pass an EAP full time level after two consecutive semesters, as evidenced by not having passed the designated EAP course (70% or higher) and having poor attendance (less than 75%). Together, the student, student's instructor, and the EAP Program Manager will create a plan to move forward.

If the student in the Full Time Program does not show progress after a third semester, it will be recommended to the Admissions Office that this student's admission to a degree program be reviewed.

NOTE: Other than EAP probation, potential consequences to student for not progressing in their studies are:

1. Study permit renewal application may be rejected.
2. The International Student Office will not issue a letter of enrolment.
3. Admission to a designated degree program may be revoked.

¹UPEI Academic Regulation 17: Academic Standing has been referenced when creating EAP guidelines.

IV. EAP Examinations

EAP examinations take place for each course at the end of the semester. Exam grades are reviewed when making decisions on whether a student passed that specific level.

Students are asked to arrive at least 10 minutes before the designated exam is scheduled to start and are required to have their UPEI student ID card.

Note: <https://www.upei.ca/registrar/academic-calendar> (Regulation 13, Section i).

a. No students are permitted to enter the examination room to write an examination after the first 30 minutes and no students are permitted to leave an examination room within the first 30 minutes. Students still in the examination room during the last 10 minutes of the examination, must remain seated until all examination materials have been collected and accounted for.

b. Electronic devices are not allowed during examinations. All students are required to switch off their cell phones / smart watches and place them in their backpacks. All backpacks are to be put in the area designated by the person giving the exam. Coats and hats are to be placed with backpacks.

c. Dictionaries and translators are not permitted during EAP exams. Dictionaries, provided by the EAP program, are ONLY allowed for writing exams at levels 5, 6, and 7.

A student caught cheating during an examination will receive 0 for the given exam.

NOTE: If a student has a failing grade in an EAP course, they are not allowed to take the EAP English assessment to challenge the failed course.

A student is only eligible to take the EAP English assessment after enrolled in the program **if** they have not been registered for one full 12-week semester or both spring and summer semesters.

V. Plagiarism - based on Academic Regulation 20 Academic Dishonesty

Any copying or other use of another person's work in part or full, allowing others to hand in work intended to be done by you, or use of AI in course assignments is cheating and is a very serious offence. Students who are caught cheating or committing plagiarism (presenting work that has not been produced by the student) in any assignment, quiz or exam may be dismissed from the university. For full details go to: <http://www.upei.ca/programsandcourses/regulation-20-academic-dishonesty>

Recognizing the special challenge of working in a second language, many academic support services are available through EAP, the Writing Centre, and Student Affairs. It is every individual's responsibility to learn proper academic referencing, and therefore students are

strongly encouraged to seek assistance before handing in an assignment if they have any doubt or questions about whether it meets the standards.

Students are encouraged to visit the Writing Centre* if they have questions about written assignments given in credit courses - <https://www.upei.ca/writing-centre>

*NOTE: The Writing Centre is used for credit-course work only. These services are not to be used for EAP work.

VI. How to be successful in EAP

EAP Instructors and the EAP Program Manager are committed to helping students in their journey through the EAP program.

To make the most of their experience in EAP, students are strongly encouraged to:

- [Attend all classes](#). Most of the work in EAP is done during class time. Low attendance has a direct impact on course grades.
- [Ask for help when it's needed](#). EAP instructors are there to help students grow and develop their English.
- [Actively participate in class](#). Answer questions, contribute to class discussion, take notes, and speak with classmates during group work.
- [Attend all scheduled appointments with EAP instructor](#). EAP writing instructors have regular 1:1 appointments with their students to review work from class. These appointments give students special time with their instructor to ask questions and get feedback on work.
- [Participate in extracurricular activities outside of class](#) to practice using English with friends and peers. Regular use of English in a variety of settings enhances confidence and develops English more quickly.

VII. Appropriate Use of Technology in EAP Classes

EAP is designed to help students build their English language skills in formal and informal oral communication, reading comprehension, and academic writing. We want students to have the skills and strategies that help them be successful in degree program courses. This means that using programs that ‘over help’ students in grammar, generating ideas, and writing are not allowed. These programs do not help you develop language-based thinking and problem-solving skills.

In EAP, the use of translation, Chat GPT, AI generated material, and Grammarly are not allowed.

Using technology inappropriately in EAP can have a negative impact, such as:

- a failing grade in an assignment,
- impact overall course grades,
- needing to repeat a course at students' own expense

Lack in progress in EAP can lead to having a student's admission revoked.

The consequences are based on the situation and decided by the EAP instructor. EAP instructors will speak more about appropriate use of technology for each of their courses.

VIII. Information for Students Who are Struggling

There are many people on campus who care for students' well-being, and it is important to ask for help when you need it.

The Student Affairs Department has people, supports, and resources available to students who are struggling personally and academically. Visit their website for information about the available [Supports and Resources](#).

There are also people and support services available at the International Student Office about study permits, course advising, and fun student events. Email the International Student Office at irostu@upei.ca.

The [Chaplaincy Centre](#) has a Food Bank and religious services available.

Information and bursaries, awards, and financial aid can be found at the [UPEI Financial Aid Office](#).

Information about finding a place to live is available at [Residence and Housing](#).

IX. Student Supports at UPEI

UPEI Map <https://www.upei.ca/about-upei/visit-the-campus>

Chi-Wan Young Sports Centre – Building #1

- Athletics and Recreation - <https://www.upei.ca/ar>

W.A Murphy Student Centre - Building #4

- Health and Wellness Centre - <https://www.upei.ca/health-centre>
- Student Union
 - Clubs and Societies
 - Health insurance questions
 - Bookstore

Dalton Hall - Building #7

First Floor:

- Accessibility Services - <https://www.upei.ca/accessibility>

Second Floor:

- Registrar's Office & Student Accounts - <https://www.upei.ca/registrar>
- Work Integrated Learning (Career Services, Co-op Office) - <https://www.upei.ca/experientialeducation/work-integrated-learning>

Fourth Floor:

- International Student Office - <https://www.upei.ca/international-students/iso>
 - Study permit renewal and enrolment letters
 - Buddy Program
- First Year Advisement - <https://www.upei.ca/future-students/first-year-advisement>

Fifth Floor:

- Student Affairs - <https://www.upei.ca/student-affairs>
 - Campus Life Lounge
 - Counsellors

Chaplaincy Centre - Building #14 - <https://www.upei.ca/student-affairs/chaplaincy-centre>

- Campus Food Bank
- place for worship

Robertson Library - Building #15 - <https://library.upei.ca/>

- Moodle Support
- Writing Centre
- Circulation Desk (borrowing materials)
- Language Lab

English Language Centre - Building # 15 - <https://www.upei.ca/english-language-centre>

- English Academic Preparation (EAP)
- Homestay
- Explore Program