Pembroke/King’s College Program (PKP)
University of Cambridge
Summer Program 2014

UCEAP Academic Orientation
Welcome to your online UCEAP Academic Orientation for Pembroke/Kings Summer Program.

This short presentation will outline important UCEAP Academic information, including UC course registration in MyEAP, Academic Policy and Grade Translation.

The information contained in this presentation relates to UCEAP requirements. You will also attend an on-site orientation with Pembroke/King’s staff upon arrival, where you will be informed of host university requirements.

**ACTION REQUIRED:**
There is a short quiz at the end of this online orientation. Once reviewed, please email your answers to Fraser Bryden by Friday 30 May.
fraser.bryden@uceapedinburgh.org.uk

Bookmark this link for future reference or save the presentation to your own computer.

Please make sure you are familiar with all the information in this presentation, make note of key dates and submit all required information by the given deadlines.
On this program, you will enrol in **three** courses and may choose any **one** of the module combinations given on the Pembroke-Kings website: [Choosing Courses](#).

**Supervision:**
You also have the option of taking a ‘Supervision’ course in place of one module. Please refer to the PKP website for further information. **Supervision proposals must be submitted to PKP by April 30.**

You must register for courses with PKP by June 2. Please consult the Pembroke-Kings [Applications and Practicalities](#) webpage for details.

Each course equates to 5.0 UC quarter units/ 3.33 UC semester units.

**You must enrol in a total of 15.0 UC quarter units**
You must also register your PKP courses with UCEAP via your MyEAP Study List.

This is your official UC registration and the deadline for this is **Sunday 6 July**

Please note the date in your diary. MyEAP course registration is mandatory and failure to complete it by the given deadline can have serious consequences.

To register your courses, please follow the step-by-step guide in the following slides. The courses on your Study List **must match exactly** what you are taking at PKP.

**Grading Option:**
PKP grades courses using a percentage scale. However, as a UC student, you have the option of taking all your courses for letter grade or opting to take one of your three courses Pass/No Pass. This would be indicated on your MyEAP Study List only and not requested in your course registration with PKP. If you wish to take a course as P/NP, select this option in the drop-down menu on your MyEAP Study List.
How to register your courses in MyEAP

Step 1: Search MyEAP Course Catalog
All courses will already appear in the UCEAP course catalog so you will not have to add a new course. You will just need to search the course catalog and select the courses that you are taking.

Make sure the ‘In-Progress at Study Centre’ and ‘Expired’ status buttons are also selected before hitting search. You can refine your search by selecting a specific subject from the ‘UC Subject’ drop-down menu. Hit ‘Search’.
Step 2: Selecting Courses

Look through the list to find the exact courses that you are enrolled in at PKP.

MyEAP shows UC QUARTER units only, not UC semester units.

To select a course, click on the box to the left and then ‘Add to Study List’. You can select multiple courses at once.

To find out more detail about a course, click on the Transcript Title Link.
Step 3: Grading Option and Subject Area
Once you have added a course to your Study List it will appear like this. You may still need to select the UC Subject area and you will need to select the correct Grading Option. REMEMBER, you can take ONE course ONLY P/NP – one third of your total units.

Step 4: Submit To Study Centre
After you have added all courses, review your list and hit ‘Submit to Study Centre’. Please be sure that all details are correct because you will not be able to change your Study List directly after submission. Remember you must enrol in a total of 15.0 UC quarter units and it is essential that your Study List matches your PKP course registration exactly.
Registering Supervision in MyEAP

Your Supervision module will be listed on your MyEAP Study List with a UCEAP Course Number “186 S”. To add this option to your Study List, you will need to complete the following two steps:

1. Search the MyEAP Course Catalog for 186 courses, as below. If there is a 186 course in the list with the relevant subject area, add this to your MyEAP Study List and select the correct grading option. If a 186 course does not appear with a relevant subject area, please enter “Supervision” plus the SUBJECT AREA and your preferred grading option “LG” or “P/NP” in the “Comments” box on your Study List. UCEAP staff will add the Supervision course to your Study List.

2. Request a Supervision Evaluation Form from Fraser Bryden
fraser.bryden@uceapedinburgh.org.uk

This must be completed and submitted to UCEAP Edinburgh Study Centre staff by August 8.
What if I need to make a change to my MyEAP Study List?

• If PKP approves a change to your courses, it is absolutely essential that you also request a change to your MyEAP Study List by the below deadlines. If your MyEAP Study List does not match your final PKP course registration, you will receive a fail grade for a course you may not have ended up taking. Similarly, you may not receive a grade for a course you did end up taking.

• You can make a change to the grading option initially selected but this must be by the below deadline. Late requests are very unlikely to be approved.

<table>
<thead>
<tr>
<th>MODULE 1 &amp; 3 COURSES:</th>
<th>Friday 11 July - 5pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE 2 COURSES:</td>
<td>Friday 8 August - 5pm</td>
</tr>
</tbody>
</table>

If you need to make a change, please contact UCEAP Study Centre staff immediately.
Grades and Transcripts

Your PKP transcript will be sent directly to the UCEAP Edinburgh Study Centre, usually around mid-September. UCEAP will enter your grades into MyEAP using the below scale to convert the PKP percentage grade to a UC letter grade.

<table>
<thead>
<tr>
<th>Host Grade</th>
<th>UC Grade Equivalent</th>
</tr>
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<tbody>
<tr>
<td>80-100</td>
<td>A+</td>
</tr>
<tr>
<td>67-79</td>
<td>A</td>
</tr>
<tr>
<td>60-66</td>
<td>A-</td>
</tr>
<tr>
<td>55-59</td>
<td>B+</td>
</tr>
<tr>
<td>50-54</td>
<td>B</td>
</tr>
<tr>
<td>45-49</td>
<td>B-</td>
</tr>
<tr>
<td>40-44</td>
<td>C+</td>
</tr>
<tr>
<td>38-39</td>
<td>C</td>
</tr>
<tr>
<td>36-37</td>
<td>C-</td>
</tr>
<tr>
<td>34-35</td>
<td>D</td>
</tr>
<tr>
<td>0-33</td>
<td>Fail</td>
</tr>
</tbody>
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Academic & Other Policies

You must adhere to both PKP and UCEAP Policies.

UCEAP Policies can be found on the UCEAP Pre-Departure Checklist website under the Policy tab and are hyperlinked below:

**Official UCEAP Policies**
- Academic Conduct Policy
- Mandatory Student Insurance Policy
- Program Suspension Policy
- Sexual Harassment Policy
- Student Conduct and Discipline Policy
- Student Privacy Policy
- Student Travel Policy
- Substance Abuse Policy
- University of California Sexual Harassment and Sexual Violence Policy
You must adhere to the following deadlines. Failure to do so could result in disciplinary action. Please note these in your diary.

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Send completed orientation quiz answers to Fraser Brdyen – UCEAP Edinburgh</td>
<td>Friday 30 May</td>
</tr>
<tr>
<td>Submit Courses in MyEAP</td>
<td>Sunday 6 July</td>
</tr>
<tr>
<td>Changes to Module 1 or 3 course</td>
<td>Friday 11 July</td>
</tr>
<tr>
<td>Submit Supervision Evaluation Form</td>
<td>Friday 8 August</td>
</tr>
<tr>
<td>Changes to Module 2 courses/grading option</td>
<td>Friday 8 August</td>
</tr>
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UCEAP Contact Information

UCEAP staff in the Edinburgh Study Centre are here to support you during your time abroad with both academic and health and safety concerns. Please do not hesitate to get in touch if you require assistance.

<table>
<thead>
<tr>
<th>Query Type</th>
<th>Contact Name</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| MyEAP Study List Queries                        | Fraser Bryden Program Officer | Fraser.bryden@uceapedinburgh.org.uk  
Tel: 0131 662 8988 |
| UCEAP Academic & Petition, and Welfare Queries  | Hilary Noyce Program Manager | Hilary.noyce@uceapedinburgh.org.uk  
Tel: 0131 662 8999 |

The UCEAP Edinburgh Study Centre is located at 25 Buccleuch Place, Edinburgh, EH8 9LN.
Mandatory Quiz

1. In how many courses must you enrol at PKP and how many UC quarter units is each course worth?

2. You must register for your courses twice, with PKP AND with UCEAP. What are the two deadlines for PKP and UCEAP course registration these?

3. How many courses or units can you take Pass/NoPass?

4. What should you do if you wish to take a Supervision module?

5. What must you do, and by when, if you want to make a change to your Study List? What are the consequences if you don’t take this action?

Please send your answers to Fraser Bryden by **Friday 30 May**
fraser.bryden@uceapedinburgh.org.uk
Checklist

From this presentation you should have learnt:

✓ How to register your PKP courses in MyEAP
✓ How to add a Supervision course to MyEAP
✓ Deadlines for submission of your MyEAP Study List & Supervision Evaluation Form
✓ What to do if you need to make a change to your Study List
✓ How grades are converted
✓ Where to find UCEAP Policies
✓ How to get in touch with UCEAP Edinburgh Study Centre staff

REMEMBER: Once you have completed this online orientation, please send your quiz answers to Fraser Bryden by Friday 30 May.
fraser.bryden@uceapedinburgh.org.uk

We hope you have a very enjoyable academic experience in Cambridge!