

## **The Reading Module (2024)**

### **EU Speak Online Learning Module - Terms and Conditions**

The EU Speak Moodle Self-Enrolment process for the Module “**Reading in a LESLLA Context**” (“The Reading Module” or “The Module”) will be available to anyone who has paid the Module registration fee from 15<sup>th</sup> January 2024.

“The Participant” refers to an individual (person) who has paid the registration fee and has Self-Enrolled (or has been manually enrolled by us) on The Reading Module.

The online content for The Reading Module will be made available to enrolled participants via the EU Speak Moodle from the beginning of Week 1, which is 24<sup>h</sup> January 2024 (01:00 GMT) until the Module is closed for access on 31<sup>st</sup> March 2024.

The Module includes access to the EU Speak Moodle based learning material for Reading in a LESLLA Context, 6 weeks content in Microsoft Sway format, reference resources in pdf format, and forum-based activities supported by Module Leads who are leaders in the field. The Moodle site can be found at <https://www.eu-speak.net/>.

During the Module we plan to offer several live webinars which may be of interest to participants. Attendance at the webinars is not compulsory and timings of webinars may not be convenient to all participants, particular those in other time zones. We will try to make links to recordings of webinars available to all participants as soon as possible after they take place.

These terms apply to individual bookings. If you would like to make an organisational / group booking (or similar), please contact us by email at [info@eu-speak.net](mailto:info@eu-speak.net) before registering.

EU Speak accepts the \$55 Module registration fee through an online payments page on the LESLLA website. Questions or issues specifically regarding the methods of payments / refunded transactions should be addressed to LESLLA directly by email at: [leslla.org@gmail.com](mailto:leslla.org@gmail.com) or via the contact form on their website <https://www.leslla.org/>. If there are other problems, or questions about joining the Module please contact the EU Speak team by email at [info@eu-speak.net](mailto:info@eu-speak.net).

The Module registration fee covers administration and technical services to be able to provide the online Module. The fee includes the enrolment key for access to the Social Contexts Module contents for the duration of the Module run, and an optional Course Completion certificate (in pdf format). Participants are not required to pay any additional charges.

The Module Self-Enrolment key is provided by email to the participant upon payment of the fee and provides access for this run of the Reading Module only within the dates specified. If further Module runs are provided by EU Speak on other dates, a new, different Self-Enrolment key will be required for access to each Module run.

The participant agrees not to disclose or transfer his/her Module Self-Enrolment key or EU Speak Moodle account password to any third party or any other participant. Breach of this condition may result in immediate termination/suspension of the participant’s Moodle account and enrolment from the Module.

If you wish to cancel your participation or no longer wish to join the Module, then you will be eligible to apply for a full refund within a 14 days cooling off period according to Consumer Contract Regulations 2013. This condition applies only if you have not enrolled in the Module. If you wish to cancel after the cooling off period and can demonstrate that you have not used the self-enrolment

key to access the Module, a refund may be considered. Please contact us by email at [info@eu-speak.net](mailto:info@eu-speak.net). Refunds which are granted will be processed by LESLLA, subject to a \$5 administration fee.

Upon successfully completing the Module (demonstrated by answering a short quiz), a participant can claim the Certificate of Completion which will be provided by email in pdf format. A request for the certificate should be sent by email to [info@eu-speak.net](mailto:info@eu-speak.net) (please include your full name as you would like it to appear on the certificate). The individualised certificate will be sent to you by email at the latest within 7 days of the end of the Module, though we aim to send certificates within 7 days of a request being received.

All the core Module materials will be in text or Microsoft Sway form through the Moodle Online Learning Environment. There will be no video or live lectures. Participants may go through the Module materials at their own pace for the duration of their enrolment from the beginning of Week 1 until the course access ends.

The Module content is available in English, Spanish, German, Finnish and Turkish. Participants may access The Module content in any of the available languages.

Participants can interact with one another through the international discussion forums. Participants may post in their own language, though the main languages of this Module's Leads are English and Spanish.

Please note that the Module is facilitated by unpaid volunteers. These Module Leads will be available to initiate discussion and feed back to participants for the duration of the Module. Participants can contact Module Leads through Moodle messages, forums, or via email regarding assistance during their enrolment.

Participants who behave inappropriately or cause offence on the Moodle Online Learning Environment may be temporarily or permanently forbidden from posting to the Moodle forums, and in serious cases will lose enrolment / access to the Moodle Online Learning Environment depending on the severity of the matter (see the Netiquette online guidance document available on the Moodle).

Complaints can be made through email to [info@eu-speak.net](mailto:info@eu-speak.net). These complaints will be responded to within 1 working day.

For assistance with technical issues relating specifically to the Module on the Moodle Online Learning platform please contact [support@eu-speak.net](mailto:support@eu-speak.net) by email.

Module participants' data and information are protected as per the Data Protection Act 1998 & GDPR (General Data Protection Regulation Act 2018) and they will be used only for educational purposes.

For our privacy policy please see the EU Speak Project website: <https://research.ncl.ac.uk/eu-speak/>

The participant is responsible for protecting their own username and password and for any activities or actions on the Moodle under their password.

These terms and conditions shall be directed by and interpreted by the laws of England and Wales. Disputes and claims arising shall be completely subject to the jurisdiction of the courts of England and Wales.