



Secretariat

IC/Geneva/4510  
17 May 1999

Distribution:

1 copy per staff member  
UNOG, UNHCR, WTO, IOM, ICRC, ITC, IFRC  
UNDP/UNV, UNEP, UNICEF, WIPO, WMO  
Permanent missions

---

INFORMATION CIRCULAR

Subject: Language Courses and Independent Learning Options - Autumn 1999

13 September - 10 December 1999

This circular contains information on:

1. Language courses (**ENROLMENT DEADLINE:15 June 1999**)
2. Independent Learning Options

Please refer to the course **catalogue**, "Staff Development Programme", for descriptions of all the courses listed overleaf. These catalogues are available from your UNOG Chiefs of Section and international organization training officers. In addition, for UNOG staff only, descriptions of the language courses are available on the #TRAINING bulletin board in cc:Mail and on the Intranet.

**1. LANGUAGE COURSES**

Language courses are offered in the 6 official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. The types of courses offered are shown in the table overleaf. For course times please see the attached application form.

**General Courses**

**Levels 1-8**

- offered over a period of 13 weeks
- 4 days per week/1 hour per day
- 48 class hours per trimester

**Who is eligible:**

- UNOG staff members who have a contract until at least 10 December 1999.
- Staff members of specialized agencies and other international organizations who have their applications authorized by their respective Personnel/Training Section.
- Retirees, diplomatic staff of permanent missions, service organizations in the Palais, NGOs accredited to UNOG, press corps, consultants and adult dependents who are accepted on a fee-paying basis. (General course - SF. 515, Specialized course - SF. 325). **Attach the PTT receipt as proof of payment.**

**How to apply:**

- Complete the attached application form (obtain authorization) and submit it before the deadline of **15 June 1999**.
- Call the language secretariat and make an appointment for a placement test (if necessary) on (90)74409.

**Applications received after the deadline will be put on a waiting list and a place in class cannot be guaranteed.**

**How to find out which class you are in:**

- Check class listings for your class details. These lists will be posted in Villa le Bocage, in the Palais des Nations at Doors 2 and 6 and on the Training notice boards situated in front of the cafeteria and in the specialized agencies and other international organizations at the end of August. Class listings can also be found on the #TRAINING bulletin board in cc:Mail, on our web site at <http://training.unog.ch> and on the Intranet.

Eligible students will be notified by convocation of their place in class.

**Notify the Secretariat in advance if you must be absent during the first week of the trimester or your place may be given to another applicant.**

Students are expected to purchase course materials recommended by their teacher.

**FOR ANY FURTHER INFORMATION PLEASE CALL JANE DRAKE IN THE LANGUAGE COURSES SECRETARIAT ON (90)74409.**

**2. INDEPENDENT LEARNING OPTIONS**

An Independent Learning Centre (room 16, Villa Le Bocage) is open to those participating in the language classes and to all other UN staff members.

<b>Independent Learning Centre</b>	
<b>Times</b>	<b>Material</b>
Monday-Thursday 09:00 - 18:00 Friday 09:00 - 14:00  <b>Free and unlimited access</b> for students currently enrolled in a course as well as for all UN staff members.	- access to INTERNET - LANGUAGES: reference materials, authentic documents (radio, press), listening and reading comprehension materials and computer exercises. - SKILLS AND MANAGEMENT: videos and CD-Roms - COMPUTER SOFTWARE: on-line tutorials for WP 6.1, cc:Mail, Excel 5.0, Paradox 5.0, Word 6 and Access 2.

**Directed Self-Study courses** are given in **French** and **English** for those who are entitled to follow UN courses.

### Directed Self-Study in English and French

**Time:** flexible

**Objectives and content:** according to individual needs

**Target audience:** - English: intermediate, advanced and post-LPE (UN Language Proficiency Examination) levels  
- French: all levels except complete beginners

**Terms:** - individual interview and needs analysis

- the negotiation of a contract
- pedagogical material and pedagogical assistance available throughout the course
- access to the Independent Learning Centre
- group work
- evaluation

**Session type A:** SF 515 (60 hours) - Offered in English and French.

**Session type B:** SF 325 (30 hours) - Offered in French only.

**Detailed descriptions are available at the Independent Learning Centre, Villa le Bocage, Room 16,  
on the #TRAINING bulletin board in cc:Mail, on the Intranet and on our  
Web site at <http://training.unog.ch>**

**For registration and interview**

**For English:** Christine De Castro tel. 907 44 07      **For French:** Monique Salmon tel. 907 20 58  
Pamela Schaffner tel. 907 20 99

**For consultation in French please contact Monique Salmon for an appointment.**

### SPECIAL SERVICES

**French:** Monday evening from 5.30 p.m. to 6.30 p.m. the Independent Learning Centre welcomes French students who wish to converse and share ideas with one another.

**English:** Consultation hours with an English language teacher and/or an English writing specialist is posted on the bulletin board of the ILC and on the cc:Mail bulletin board #TRAINING.

Maryan Baquerot  
Director  
Division of Administration

**COURSE APPLICATION**

For staff members of UNOG, fill in boxes A, B and C and send this application form to TES, Room 1, Villa le Bocage.

For staff members of other international organizations, fill in boxes A, B and C and send this application form to your Personnel Service to fill in box D.

For mission staff and all dependents, fill in box A and box E, attach PTT receipt and send this application form to the Training & Examinations Section, room 1, Villa le Bocage, Palais des Nations, 1211 Geneva 10.

**A. For all applicants**

Title of course: \_\_\_\_\_ Date(s) of course: \_\_\_\_\_

Surname (Mr, Ms): \_\_\_\_\_ First name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. For UNOG staff members and members of specialized agencies and other international organizations**

Organization: \_\_\_\_\_ Division: \_\_\_\_\_ Section: \_\_\_\_\_

Office Number: \_\_\_\_\_ Office Tel: \_\_\_\_\_ PrivateTel: \_\_\_\_\_

Fax Number: \_\_\_\_\_ \*E-mail: \_\_\_\_\_ UN Index Number: \_\_\_\_\_  
(See pay slip)

Category (D, P, GS, Consultant, Intern) and level (1,2,3,4,5,6,7): \_\_\_\_\_

Appointment: Permanent  Expiry date: \_\_\_\_\_

Fixed-Term  Month Year

Short-Term

**C. For supervisor** Name/title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D. For personnel service of specialized agencies and other international organizations**

Name of organization: \_\_\_\_\_

The above organization agrees to contribute to the cost of the applicant's participation in this course:

Name and title of authorized personnel officer: \_\_\_\_\_

Signature of authorized personnel officer: \_\_\_\_\_ Date: \_\_\_\_\_

**E. For dependents and staff members of permanent missions**

I am the spouse/a dependent of: \_\_\_\_\_

I am staff member of the permanent mission of: \_\_\_\_\_

Address and telephone: \_\_\_\_\_

\*E-mail : \_\_\_\_\_

\* IMPORTANT: PLEASE FILL IN IF AVAILABLE.

## GENERAL COURSES

1. I wish to enrol in: \_\_\_\_\_ or I will attend placement test.   
Language Level\*

\* If you are a complete beginner mark level 1 (a placement test is not necessary).

If you are a new student (and not a complete beginner) or you have not been enrolled in the UNOG language programme during the past 2 terms you will need to take a placement test. Tick the above box and call the Secretariat on (90)74409 to make an appointment.

2. My last enrolment in  
a U.N. language class was : \_\_\_\_\_  
Indicate Year & Term Language Level

3. For students currently enrolled in a general course. If I am not successful in the end-of-term examinations, I want to:  
Continue and pay repeat fee  (repeat fee for U.N. staff members is SF. 150 and for all other persons SF. 515)  
or cancel this application.

4. Please mark your time choices in the boxes below. We will try to accommodate you although your choice of time cannot be guaranteed.

	08:00	11:30	12:30	13:30
1st choice				
2nd choice				
3rd choice				

### SPECIALIZED COURSES AND DIRECTED SELF-STUDY

I wish to enrol in:

language \_\_\_\_\_

Course title \_\_\_\_\_

**Attach PTT receipt here**

General course - SF. 515

Specialized course - SF. 325

Repeat fee (UN staff members only) - SF.150

**Reserved for administration**