



3 October 2016

## Information Circular No. 6

### Subject: Language Training Programme at UNOG - 2017<sup>1</sup>

The purpose of the present circular is to advise staff members of the modalities of the United Nations Language Training Programme at UNOG.<sup>2</sup>

Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized in order to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII), 43/224 D and 50/11.

### 1. Course calendar and registration schedule for 2017

The course calendar and enrolment periods for 2017 are as follows:

<i>Enrolment period</i>	<i>Course calendar for 2017</i>	<i>Consultation week</i>
3-25 October 2016	3 January-24 March	27 – 31 March
30 Jan. – 21 February 2017	18 April-7 July	11-15 July
15 May-6 June 2017	11 September-1 December	4-8 December

<sup>1</sup> Expiration date of the present information circular: 30 September 2017.

<sup>2</sup> For staff members working outside of the United Nations Secretariat: This circular must be read in conjunction with the internal rules and regulations of their organization regarding training activities. They must inform themselves of any internal deadlines that might be set by their organization.

## 2. Course details

A full description of the Language Training Programme is available on the Staff Development and Learning Section (SDLS) website at <http://learning.unog.ch>.

General courses: 48 hours a term (4 hours/week, 12 weeks a term). Courses are provided for 12 consecutive weeks with an additional week for student consultations, evaluation and course-related matters. A part of the course may be delivered online.

Specialized courses: 48-hour or 24-hour courses per term.

Online specialized courses are offered.

## 3. Class schedule

	<i>4 times a week</i>	<i>Twice a week</i>
Morning classes	8:00 – 9:00	8:00 – 10:00
Lunchtime classes	11:30 – 12:30	11:30 – 13:30
	12:30 – 13:30	12:30 – 14:30
	13:30 – 14:30	

## 4. Eligibility

Enrolment on language courses is open to the following persons:

- a) UN Secretariat staff members who have the authorization of their supervisor and whose contracts cover the duration of the term.
- b) Staff members of specialized agencies and other international organizations, entities, agencies, funds and programmes who have their applications authorized by their respective Personnel/Training Section.
- c) Staff of permanent Missions, spouses, staff of service organizations in the Palais des Nations, employees of NGOs accredited to the UN, press corps, consultants and retirees.

## 5. Tuition fees

Staff from other UN organizations not listed below, staff of permanent Missions, spouses, staff of service organizations in the

Palais des Nations, employees of NGOs accredited to UN, press corps, consultants and retirees have to pay a fee which is based on the number of hours of lessons, as follows:

- a) 48-hour courses/term: CHF 515.-
- b) 24-hour courses/term: CHF 325.-

UN Secretariat staff is exempted from tuition fees.

## **6. Enrolment procedures**

### **General information**

- a) Enrolment forms are valid for one term only. Re-enrolment is not automatic.
- b) Applicants expecting to be absent during the enrolment period should notify the Language Training secretariat in writing, so that they can submit an application form in advance.
- c) Applicants will receive a confirmation by email with information about their course and are requested to check their email account one week prior to the start date of the term.
- d) Priority is given to those who completed the previous level to ensure that they can continue their studies. No priority is given to those who want to repeat the course.
- e) Applicants are encouraged to register early given the limited number of places. Applicants are processed on a first come first served basis.
- f) The information regarding class lists and schedules is posted one week before the beginning of the courses in the Palais des Nations at doors 2, 6, 40 and 41 and in Annex Bocage 2.
- g) In Arabic, Chinese and Russian one level consists of two terms (e.g. level 1, level 1 Advanced, etc.).
- h) The Language Training secretariat cannot guarantee the opening of all courses offered nor a place in your preferred time schedule.

### **UNOG Staff**

Download the appropriate enrolment form posted on the LTP website (<http://learning.unog.ch>), fill it in using Word, have it signed by the supervisor and submit it by e-mail to: [sdls\\_language@unog.ch](mailto:sdls_language@unog.ch) attaching all documentation required.

**ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR and UNRISD staff and staff of other UN Organizations/Agencies**

Download the appropriate enrolment form posted on the LTP website (<http://learning.unog.ch>), fill it in using Word, have it signed by the supervisor and submit it to the HR/Staff Development office of the respective Organization/Agency.

Staff of the following Organizations/Agencies should send their application forms to:

- ECE<sup>1</sup> .....Executive Officer, Executive Office ECE; Office S-368-3
- OCHA .....Staff Development Unit, PN-134
- OHCHR .....Staff Development Unit, Office Motta 3.18
- UNCC .....Accounting Assistant, PEL. 10
- UNCTAD ...Ms. C. Cruchaga's office
- UNHCR .....Ms. K. Szollas' office, GLC, Budapest
- UNIDIR .....Administrative Assistant, PN-A 523
- UNEP .....Human Resources ASC, Room No. B-104  
Cities Convention (Mr. P. Brarda's office)
- UNITAR ....Ms. M. Vasilescu's office
- UNRISD ....Administrative and Finance Officer, PN D-218

**Staff of permanent Missions, spouses, staff of service organizations in the Palais des Nations, employees of NGOs accredited to UN, press corps, consultants and retirees**

Download the appropriate enrolment form posted on the LTP website (<http://learning.unog.ch>), fill it in using Word and submit it by email to the Language Training secretariat ([sdls\\_language@unog.ch](mailto:sdls_language@unog.ch)) attaching all documentation required below at the same time:

- 1) enrolment form duly filled in using Word;
- 2) copy of the carte de légitimation or official attestation from the employer, and
- 3) copy of proof of payment of the tuition fee (*bulletin de versement* or debit notification of the bank account if paid via e-banking).

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<sup>1</sup> In the case of ECE, responsibility rests with the applicant to obtain all relevant clearance/signatures and then to submit all completed forms to SDLS by email.

Important: A confirmation of the e-banking order is not considered a proof of payment.

## 7. Placement test

A placement test is necessary if:

- a) applicant has more than 50 hours of formal language training in the language in which he or she intends to enrol, or
- b) applicant has not been enrolled in the UNOG language programme during the past 2 terms, or
- c) student has failed the same course level for two subsequent terms .

Placement tests are mandatory and take place at the end of the enrolment period.

Upon receipt of the enrolment form, applicants will receive an invitation for a placement test.

Due to the limited number of places, applicants who fail to complete the placement test within the set deadline or on the appointment date without informing the Language Training secretariat will be excluded.

Participating in a placement test does not guarantee a place in a language course.

## 8. Attendance

Students shall be present during the first week of the term. Those students who foresee to be absent during the first week of term must inform the Language Training secretariat and their teacher by email in advance ([sdls\\_language@unog.ch](mailto:sdls_language@unog.ch)).

Students who fail to attend class during the first week of the term without prior notification will be removed from the class list. Their places may be allotted to students placed on the waiting list.

Note for supervisors: Supervisors are encouraged to approve requests for participation in language classes as well as granting additional time to commute from the office to the location where the classes take place. Staff might be requested to make up the time spent away from the office, as determined by the supervisor.

## 9. Cancellation of enrolment

Students can cancel their enrolment only before the start of the term

For self-paying students who cancelled before the deadline and wish to enrol in the following term, fees can be carried over.

Students who wish to cancel their enrolment need to complete the cancellation form available on the LTP website (<http://learning.unog.ch>) and in the Language Training secretariat (Annex Bocage II, room 5) and e-mail it to [sdls\\_language@unog.ch](mailto:sdls_language@unog.ch) or hand it in at the Language Training secretariat.

Important: Tuition fees will not be refunded after the start of the term.

## 10. Payment procedure for self-paying students

Payment of the fees must be made at the time of application. Payments should be made as follows:

- a) By *bulletin de versement*, at any office of the Swiss Postal Services (PTT): United Nations Geneva, Special Accounts, PTT Account number **12-5904-2**. Please indicate “**10RCR**” in the box *motif versement*.

Important: A copy of the *bulletin de versement* must be sent to [sdls\\_language@unog.ch](mailto:sdls_language@unog.ch) at the time of enrolment. The original must be provided in case of reimbursement of language classes fees.

- b) Via e-Banking: **PTT IBAN No. CH40 0900 0000 1200 5904 2** United Nations Geneva, Special Accounts, Division des Finances, 1202 Genève. Please indicate “**10RCR**” in the box *motif versement*.

Important: A copy of the proof of payment shall be sent to [sdls\\_language@unog.ch](mailto:sdls_language@unog.ch) at the time of enrolment.

## 11. Reimbursement procedures

A refund procedure is in place in case the enrolment is canceled according to paragraph 9 or in case the student is not given a place in one of the courses.

In such a case, please send an email to the Language Training secretariat ([sdls\\_language@unog.ch](mailto:sdls_language@unog.ch)). As soon as the request is received the student will be sent the appropriate forms to be reimbursed (bank and student information forms).

Reimbursements may take up to 8 weeks after receipt of all required documents.

## **12. Student responsibilities**

Students attending UN language classes shall:

- a) Be on time, attend and actively participate in the classes and complete homework outside class hours.
- b) Purchase course materials recommended by teachers before the end of the first week of term.
- c) Complete the online end-of-term evaluation.

## **13. Security Measures at the Palais des Nations**

Students are responsible for ensuring that their security documents are up to date and comply with security procedures.

Students attending the 8 o'clock classes have to enter through the Pregny Gate, unless they hold a UN blue magnetic badge.

Due to the parking restrictions on the UN premises, students are strongly advised to use public transportation. For the policy on vehicle access to UNOG grounds please see IC/Geneva/2004/14.

## **14. General enquires**

General enquiries concerning UNOG language courses should be sent by email to [sdls\\_language@unog.ch](mailto:sdls_language@unog.ch) or directed in writing to the Language Training secretariat, Staff Development and Learning Section, Annex Bocage 2, room 5. Telephonic enquiries may be directed to the Language Training secretariat under 022 917 4409 between 9:00-12:30, from Monday to Friday.

*(Signed)* Clemens M. **Adams**  
Director, Division of Administration

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