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INFORMATION CIRCULAR

Subject: Language Courses and Independent Learning Options - Winter 2001

3 January - 2 April 2001

This circular contains information on:

1. Language courses (**ENROLMENT DEADLINE: 14 November 2000**)
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 web site at 157.150.73.14.

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	Specialized Courses
<ul style="list-style-type: none">- offered over a period of 13 weeks- 4 days per week/1 hour per day- 48 class hours per trimester	<ul style="list-style-type: none">- Oral Expression in Spanish. Oral Expression in Russian- offered over a period of 12 weeks- 2 hours per week- 24 class hours per trimester

Who is eligible:

UNOG staff members who have a contract until at least **2 April 2001**.

UNOG staff members who are repeating a level (**NOW INCLUDING LEVEL 8**) must pay a repeat fee of SF. 150.

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 **14 November 2000**.

CALL THE LANGUAGE SECRETARIAT AND MAKE AN APPOINTMENT FOR A PLACEMENT TEST (UNLESS YOU ARE A COMPLETE BEGINNER) ON (91)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

December 2000. Class listings can also be found on the #TRAINING bulletin board in cc:Mail and on our Intranet web site at 157.150.73.14.

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

Notify the Secretariat in advance if you must be absent on the first day 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 (91)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.

Independent Learning Centre	
Times	Material
Monday-Thursday 09:00 - 18:00 Friday 09:00 - 14:00 Free and unlimited access for students currently enrolled in a course.	- access to INTERNET - LANGUAGES: reference materials, authentic documents (radio, press), listening and reading comprehension materials and computer exercises, CD-ROMS and videos. - SKILLS AND MANAGEMENT: videos and CD-ROMs - COMPUTER SOFTWARE: on-line tutorials and CD-ROMs.

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 and on our
Intranet web site at 157.150.73.14

For registration and interview

For English: Christine De Castro tel. 917 44 07 Email: cdecastro@unog.ch
Pamela Schaffner tel. 917 20 99 Email: pschaffner@unog.ch

For French: Monique Salmon tel. 917 20 58 Email: msalmon@unog.ch

For French - consultation with Monique Salmon is obligatory before signing-up.

SPECIAL SERVICES

English: Consultation hours with an English language teacher and/or an English writing specialist are 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 the Staff Development and Learning Section, Room 3, Villa le Bocage.

For staff members of other international organizations, fill in boxes A, B and C and send this application form to your Human Resources 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 Staff Development and Learning Section, room 3, 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 Human Resources 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 Human Resources Officer: _____
Signature of authorized Human Resources 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.

	<u>08:00</u>	<u>11:30</u>	<u>12:30</u>	<u>13:30</u>
<u>1st choice</u>				
<u>2nd choice</u>				
<u>3rd choice</u>				

**SPECIALIZED COURSES
OR 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 - SF.150

Reserved for administration