



Secretariat

IC/Geneva/2004/51  
11 October 2004

INFORMATION CIRCULAR N°: 51

**Subject: Language Courses and Self-Study Opportunities – 3 January-1 April 2005**  
**Students term: 3 January – 24 March 2005 (12 weeks)**  
**Teachers term: 3 January – 1 April 2005 (13 weeks)**

1. **LANGUAGE COURSES (Enrolment deadline: 16 November 2004).**  
**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

**IMPORTANT! ALL STUDENTS ARE RESPONSIBLE FOR ENSURING THAT THEIR SECURITY DOCUMENTS ARE UP-TO-DATE AND COMPLY WITH THE NEW SECURITY PROCEDURES (please see page 2).**

Due to the heavy demand placed on the language training programme, in the coming terms **priority will be given to continuing students who are already in the programme** (provided that they re-enrol before the deadline). Consequently, there will be a limited number of places available to new applicants and **places will be allotted on a first come, first served basis**. All applicants will be notified in writing as to whether or not they have a place.

Language courses are offered in the six official languages of the United Nations. A full description of the Language Training Programme and Self-Study opportunities is available on the Staff Development and Learning intranet site at <http://157.150.73.60>. Please note that this intranet site is accessible to staff members of the UN Secretariat only.

<p><b>General courses: 48 hours / term</b></p> <p>for all languages</p>	<p><b>Special courses: 24 hours / term</b></p> <p>offered in French</p>
<p>Arabic, Chinese, English, French*, Russian, Spanish</p> <p>* Please note that for French:                      Beginner levels (1-2-3) meet 1 hour 4 times a week;                      Intermediate and advanced levels (4-5-6-7-8) meet 2 hours twice a week.</p>	<p>Oral Expression in French                      Written Expression in French</p> <p>2 hours a week per course</p> <p>For level 8 and post-LPE students only.</p>

## Eligibility

- UN Secretariat staff members who have a contract until at least **1 April 2005**.
- 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 UN, press corps, consultants and adult dependents who are accepted on a fee-paying basis (General courses – SF 515, Specialised course – SF 325).
- Payments should be made to: United Nations Geneva, Special Accounts, PTT Account number 12-5904-2.

## New Security Measures at the Palais des Nations

All staff of Permanent Missions, NGOs and dependents **MUST** submit an official attestation from their respective employer confirming their status and duration of employment, or that of their spouse. Failure to submit an attestation will result in your application being rejected.

- For new policy on vehicle access to UNOG grounds please see IC/Geneva/2004/14 (copies available from the Language Training Secretariat).

## Application procedure

- Complete the application form and obtain your supervisor's authorisation if applicable. Please note that your supervisor must authorize all your time choices. Submit your form to the secretariat, along with proof of payment, and/or attestation of employment if applicable, no later than 16 November 2004. Any applications or payments received after this date will not be accepted.
- Although we will make every effort to honour your time preferences, **we cannot guarantee that you will have your first choice**. Class assignments are made on a first-come first-served basis.
- Unless you are a complete beginner, you will need to make an appointment for a placement test. It is your responsibility to make this appointment before the 16 November 2004 deadline. Failure to take a placement test or to submit proof of payment as specified above will result in your not being admitted to class.
- All Arabic, Chinese and Russian students entering the programme through a placement test will be placed in ongoing classes with a previously established time schedule. Hence, you will not be asked to give a time preference for your classes in these 3 languages.

## Notification

- Check class listings for your class details. At the end of December these lists will be posted on our intranet site (see para. 1) as well as in the Palais des Nations at Door 2, Door 6 and on the Training notice boards in front of the cafeteria. They are also posted in the specialized agencies and other international organizations. You will receive a written confirmation of your place in class as well.

- Please notify the Secretariat in writing and in advance if you must be absent during the first week of term. Failure to do so will result in your place being given to an applicant from the waiting list. If you expect to be absent during the enrolment period you can notify the Secretariat in writing and submit an application form in advance. If you miss more than the first week of term you will not be accepted into a course and your enrolment will be cancelled. If you wish to cancel your enrolment, you need to do so during the first week of term, in writing to the Secretariat. This is essential if you wish to be reimbursed for the course fee. You are expected to purchase the course materials recommended by your teacher by the end of the first week of term. The repeat fee is mandatory for all levels which are repeated.
- For general courses meeting for 48 hours per term, 13 or more hours missed for any reason other than documented official mission or certified sick leave will result in an "incomplete". Students who receive an "incomplete" will not receive an end-of-term evaluation and will need to pay the repeat fee in order to continue in the programme.

For further information contact Jane Drake, Language Training Secretariat,  
[jdrake@unog.ch](mailto:jdrake@unog.ch)

## 2. Directed Self-Study

Directed self-study courses are offered in English and French.

<b>Directed Self-Study in English and French</b>	
<b>Time:</b>	Flexible
<b>Objectives/content:</b>	According to individual needs
<b>Target audience:</b>	English: Levels 3 – 8 (and post LPE according to space availability) French: Intermediate and advanced levels – for specific job-related needs
<b>Terms:</b>	Individual interview and needs analysis Negotiated contract Pedagogical material and assistance throughout course Access to Self-Study and Resource Centre Group work (for English only) Evaluation
<b>Session type A:</b>	SF 515 (48 hours)
<b>Session type B:</b>	SF 325 (24 hours)
<b>IF YOU WISH TO ENROL IN THIS COURSE PLEASE FILL OUT THE ATTACHED APPLICATION FORM AND SEND IT TO THE LANGUAGE TRAINING SECRETARIAT BY 16 NOVEMBER 2004 AT THE LATEST.</b>	

### 3. Self-Study and Resource Centre

The Self-Study and Resource Centre, Annex Bocage 2 - 109, is open to students participating in the Language Training Programme as well as to all UN staff members.

<b>Self-study and Resource Centre</b>	
<b>Hours</b>	<b>Material</b>
Monday-Thursday 09:00 – 18:00 Friday 09:00 – 14:00	<ul style="list-style-type: none"><li>• Languages: reference materials, authentic documents (radio, press), listening and reading comprehension materials and computer exercises, CD-ROMs and videos.</li><li>• Communication and management skills: videos and CD-ROMs</li><li>• Computer Software: on-line tutorials and CD-ROMs</li><li>• Internet access</li></ul>

(Signed) **Bertrand Juppín de Fondaumière**  
Director, Division of Administration

**COURSE APPLICATION PART A - ENROLMENT DEADLINE 16 NOVEMBER 2004  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

UN staff members - send your application form to the Staff Development and Learning Section, Annex Bocage 2 – room 3. Members of other international organizations – submit your application form through your Personnel Service. For mission staff and all dependents – attach PTT receipt and send your application form to the Staff Development and Learning Section, Annex Bocage 2 – room 3, Palais des Nations, 1211 Geneva 10.

<b>FOR ALL APPLICANTS</b>		
Title of course:	Date(s) of course:	
Surname (Mr./Ms.):	First name:	
<b>FOR UN STAFF MEMBERS AND MEMBERS OF OTHER INTERNATIONAL ORGANIZATIONS</b>		
Organization:	Division:	Section:
Office No.:	Office tel.:	Private tel.:
E-mail:	UN index No. (See pay slip)	
Category:	G      P      Consultant      Intern      (circle as appropriate)	
Type of appointment:	Permanent      Fixed-Term      Short-Term      (circle as appropriate)	
Expiry date:		
<b>FOR SUPERVISOR (All time choices are authorized)</b>		
Name/Title:		
Signature:		Date:
<b>FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS</b>		
Name of organization: The above organization agrees to contribute to the cost of the applicant's enrolment in this course.		
Name and title of authorized Human Resources Officer:		
Signature:		Date:
<b>FOR DEPENDENTS AND STAFF MEMBERS OF PERMANENT MISSIONS</b> <i>Please do not forget to attach your attestation of employment</i>		
I am the spouse/dependent of:	<b>FOR MISSION STAFF</b> (Please tick as appropriate)  Accredited <input type="checkbox"/> Non- accredited <input type="checkbox"/>	
I am a staff member of the permanent mission of:		
Address and telephone no.:		
E-mail:		

**COURSE APPLICATION PART B - ENROLMENT DEADLINE: 16 NOVEMBER 2004**

I wish to enrol in (please indicate language and level, if known)	Language:	Level:	
<p>I will attend a placement test:                    YES                    NO                    (please circle as appropriate)</p> <p>If you are a complete beginner mark level 1 in the box above (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. You can make an appointment for a placement test by e-mail – <a href="mailto:jdrake@unog.ch">jdrake@unog.ch</a></p>			
My last enrolment in a UN language class was:	Year/Term	Language	Level
<p>For students currently enrolled in a general course.          If I am not successful in the end-of-term examinations, I wish to:    (please circle as appropriate)</p> <p>Continue and pay repeat fees (SF. 150 for UN staff members; SF. 515 for all others).</p> <p>Cancel this application</p> <p style="text-align:center;"><b>The repeat fee is compulsory for any level which is repeated!</b></p>			

<b>FOR FRENCH COURSES ONLY</b>							
Indicate your first (1) and second (2) choice							
The shaded boxes indicate that courses are NOT offered at these times for certain levels							
Time	08:00-09:00 4 x wk	08:00-10:00 2 x wk	11:30-12:30 4 x wk	12:30-13:30 4 x wk	13:30-14:30 4 x wk	11:30-13:30 2 x wk	12:30-14:30 2 x wk
Level 1							
Level 2							
Level 3							
Level 4							
Level 5							
Level 6							
Level 7							
Level 8							

<b>FOR ENGLISH AND SPANISH COURSES</b>				
Choice	8:00-9:00 4 x wk	11:30-12:30 4 x wk	12:30-13:30 4 x wk	13:30-14:30 4 x wk
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				

**IF REQUIRED, PLEASE ATTACH RECEIPT OF PAYMENT AND/OR YOUR ATTESTATION OF EMPLOYMENT.  
WITHOUT IT/THEM YOUR APPLICATION WILL NOT BE TAKEN INTO CONSIDERATION!**