



Secretariat

IC/Geneva/2006/50
10 October 2006

INFORMATION CIRCULAR N° 50

Subject: Language Courses and Self-Study Opportunities:
2 January – 30 March 2007

Students term: 2 January – 27 March 2007 (12 weeks)

Student term plus exam week: 2 January – 30 March 2007 (13 weeks)

1. LANGUAGE COURSES (**Enrolment deadline: 3 NOVEMBER 2006**).
APPLICATIONS RECEIVED AFTER THE DEADLINE ARE NOT GUARANTEED A PLACE
IN CLASS.

IF STUDENTS DO NOT SHOW UP FOR THE FIRST WEEK OF TERM AND HAVE NOT
GIVEN PRIOR NOTIFICATION OF THEIR ABSENCE, THEIR PLACE WILL BE GIVEN TO
ANOTHER STUDENT FROM OUR WAITING LIST.

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 3).

FOR STAFF OF ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP,
UNITAR AND UNRISD

To enrol in a language course please send an application form, duly filled in, to J. Drake,
Annex Bocage 2 - room 8. Your application form must be signed by your immediate
supervisor (part 3 of the application form) and also by your Human Resources Service (part
4). Points of contact for the following organizations are:

ECE - Ms. M. Sevilla 's office

OCHA - Mr. G. Faccin's office

OHCHR - Mr. A. Duncker's office

UNCC - Mr. O. Lyonnet's office

UNCTAD - Ms. C. Cruchaga's office

UNHCR - Ms. S. Mesli's office

UNIDIR - Ms. P. Lewis, Director

UNEP - Mr. F. Schlingemann's office

UNITAR - Ms. R. Hogland's office

UNRISD - Mr. T. Mkandawire, Director

in the case of CSD and UNOG, no signature is required under Part 4

FOR ALL OTHER EXTERNAL AGENCIES, DIPLOMATIC MISSIONS OR NGOS PLEASE
HAVE YOUR APPLICATION FORM ENDORSED BY YOUR RESPECTIVE HUMAN
RESOURCES SERVICE OR SUBMIT YOUR APPLICATION WITH PROOF OF PAYMENT

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://training.unog.un.org> Please note that this Intranet site is accessible to staff members of the UN Secretariat only.

<p align="center">General courses: 48 hours / term for all languages</p>	<p align="center">Special courses: 24 hours / term</p>
<p>Arabic, Chinese, English*, French**, Russian***, Spanish</p> <p>* Please note that English levels 6, 7 and 8 meet 2 hours twice a week.</p> <p>** Please note that for French: Levels 1, 2 & 3 meet 1 hour 4 times a week; Levels 4, 5, 6, 7 & 8 meet 2 hours twice a week.</p> <p>*** Please note that for Russian: Levels 1 & 2 meet 1 hour 4 times a week; Levels 3, 4, 5, 6, 7 & 8 meet 2 hours twice a week.</p> <p><u>ENGLISH IN THE WORKPLACE</u> (for levels 7 & 8) This practical course focuses on the areas in which participants use English daily: oral communication over the telephone and face to face, exchange of written documents (emails, memos), meetings (understanding, contributing, note taking.) 4 hours per week consisting of 2 hours of face-to-face classes and 2 hours of work in the Language Resource Centre.</p> <p><u>FRENCH ORAL EXPRESSION – LEVEL 5/6</u> Speaking and listening will be the priorities of this course for those students who have followed French level 5 or 6, and are advised to take the course by their teacher or following a French placement test. Please note that those students who complete this course may take the French level 6 end-of-term test, upon the advice of their teacher. The course will meet for two hours per day, twice a week, including a minimum of one hour work in the Language Resource Centre.</p> <p><u>FRENCH WRITTEN EXPRESSION – LEVEL 5/6</u> Writing will be the priority of this course for those students who have followed French level 5 or 6, and are advised to take the course by their teacher or following a French placement test. Please note that those students who complete this course may take the French level 6 end-of-term test, upon the advice of their teacher. The course will meet for two hours per day, twice a week, including a minimum of one hour work in the Language Resource Centre.</p>	<p>Oral Expression in French: Post level 8 and LPE</p> <p>Written Expression in French: Post level 8 and LPE</p> <p>2 hours a week</p> <p>NEW COURSES - FOR THOSE STUDENTS WHO CANNOT ATTEND FOUR HOURS OF CLASS PER WEEK</p> <p>Elementary/Intermediate Oral Expression in Spanish - levels 4/5: For those students who have completed Spanish levels 4 or 5 and/or are advised to take the course by their teacher, or following a placement test.</p> <p>Intermediate/Advanced Oral Expression in Spanish - levels 6, 7, 8 and post level 8: For those students who have completed Spanish levels 6, 7 or 8 and/or are advised to take the course by their teacher, or following a placement test.</p>

Eligibility

- UN Secretariat staff members who have a contract until at least **30 MARCH 2007** and/or the authorization of their supervisor.
- 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, Specialized course – SF 325).
- Payments should be made to: United Nations Geneva, Special Accounts, PTT Account number 12-5904-2.

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). **As we expect further parking restrictions to be imposed in the near future, students are strongly advised to maximise their use of public transport and shuttle services when coming to attend language courses. We apologise in advance for any inconvenience these measures may cause.**

Application procedure

- Complete the attached application form and obtain your supervisor's authorization as well as that of your Human Resources Office 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 **3 NOVEMBER 2006**. Any applications or payments received after this date cannot be guaranteed a place in class.
- 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 3 NOVEMBER 2006 deadline**. Please contact Jane Drake at jdrake@unog.ch.
- 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

- All students will receive a confirmation by email of their place in class. **PLEASE CHECK YOUR EMAIL PRIOR TO THE START DATE OF THE TERM**. Students can also check class listings for their class details. In **mid-December** these lists will be posted on our intranet site (see para. 1) as well as in the Palais des Nations at Door 2 and at Door 6, as well as in Annex Bocage II. They are also posted in the specialized agencies and other international organizations.

- 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, without prior notification to the secretariat or to your teacher, 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, in writing to the secretariat, during the first two weeks of term. This is essential if you wish to be reimbursed for the course. You are expected to purchase the course materials recommended by your teacher by the end of the first week of term. The repeat fee (SF150) is mandatory for all levels which are repeated by UN Secretariat staff members, unless for reasons of official mission or sick leave (in which case the relevant documentation (medical certificate or copy of travel request) must be provided).
- 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".
- **Lunch-hour attendance of language courses** – Supervisors are requested to permit staff members attending classes during their lunch hour to have 20 minutes for a quick meal before resuming their work.

For further information contact Jane Drake, Language Training secretariat,
jdrake@unog.ch

2. Directed Self-Study

A directed self-study course is offered in English

Directed Self-Study in English	
Time:	Flexible
Objectives/content:	According to individual needs
Target audience:	English: Levels 3 – 8 (and post LPE according to space availability)
Terms:	Individual interview and needs analysis Negotiated contract Pedagogical material and assistance throughout course Access to Self-Study and Resource Centre Group work Evaluation Session type A: SF 515 (48 hours) – free of charge for United Nations Secretariat staff members Session type B: SF 325 (24 hours) – free of charge for United Nations Secretariat staff members
English: Ms. Pamela Schaffner-Gerber, email: pschaffner@unog.ch	

3. Language Resource Centre

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

Language Resource Centre	
Hours and Information	Material
<p>Opening Hours: Monday – Friday 11:00 to 15:00 Please call first and make an appointment for an introduction to the Language Resource Centre</p> <p>Contact point for French: Sylviane Jaillet-Boberg Email: sjailletboberg@unog.ch Telephone : 022/9175749</p> <p>Contact point for English: Gary Lebowitz Email: glebowitz@unog.ch Telephone : 022/9175749</p> <p>More information is available on the Staff Development and Learning intranet site at http://training.unog.un.org</p>	<ul style="list-style-type: none">• Languages: reference materials, authentic documents (radio, press), listening and reading comprehension materials and computer exercises, CD-ROMs and videos.• Computer Software: on-line tutorials and CD-ROMs• Internet access

(Signed) Aminata Djermakoye
Director, Division of Administration

**COURSE APPLICATION - ENROLMENT DEADLINE 3 NOVEMBER 2006
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

UN staff members - send your application form to the Staff Development and Learning Section, Annex Bocage 2 – room 8. 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 8, Palais des Nations, 1211 Geneva 10.

1. FOR ALL APPLICANTS		
Title of course:	Date(s) of course:	
Surname (Mr./Ms.):	First name:	
2. FOR UN STAFF MEMBERS AND MEMBERS OF OTHER INTERNATIONAL ORGANIZATIONS		
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:		
3. FOR SUPERVISOR (All time choices are authorized)		
Name/Title:		
Signature:		Date:
4. FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS (including ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR and UNRISD)		
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:
5. FOR DEPENDENTS AND STAFF MEMBERS OF PERMANENT MISSIONS <i>Please do not forget to attach your attestation of employment</i>		
I am the spouse/dependent of:	FOR MISSION STAFF (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 - ENROLMENT DEADLINE 3 NOVEMBER 2006
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

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 – jdrake@unog.ch</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;"><i>The repeat fee is compulsory for any level which is repeated!</i></p>			

FOR FRENCH COURSES

Time	08:00-09:00 4 x wk	08:00-10:00 2 x wk	11:30-12:30 4 x wk	12:30-1:30 4 x wk	1:30-2:30 4 x wk	11:30-1:30 2 x wk	12:30-2:30 2 x wk
Level 1							
Level 2							
Level 3							
Level 4							
Level 5							
Level 6							
Level 7							
Level 8							

FOR ENGLISH AND SPANISH COURSES

Choice	8:00-9:00 4 x wk	8:00-10:00 2x wk *For English levels 6, 7 & 8 only	11:30-12:30 4 x wk	12:30-1:30 4 x wk	1:30-2:30 4 x wk	11:30-1:30 2 x wk * For English levels 6, 7 & 8 only	12:30-2:30 2 x wk * For English levels 6, 7 & 8 only
1 st							
2 nd							
3 rd							

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