



## Secretariat

IC/Geneva/2008/25  
06 October 2008

For all staff members working outside of the United Nations Secretariat: this circular must be read in conjunction with the internal rules and regulations of your Organization regarding training activities.

### INFORMATION CIRCULAR N° 25

**Subject: Language Courses and Self-Study Opportunities:**

**5 January – 3 April 2009**

**Students' term: 5 January – 27 March 2009 (12 weeks)**

**Students' term plus administration week: 5 January – 3 April 2009**  
**(13 weeks)**

1. LANGUAGE COURSES (**Enrolment deadline: 28 October 2008**).  
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 the Language Training secretariat, 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 – Ms. N. Myronenko's office

OHCHR - Mr. A. Duncker's office

UNCC - Mr. A. Kroeskop's office

UNCTAD - Ms. C. Cruchaga's office

UNHCR - Ms. S. Mesli's office

UNIDIR - Ms. P. Lewis, Director

UNEP - Mr. C. Bouvier's office

UNITAR - Ms. M. Vasilescu'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 (approximately 85 language classes offered on a daily basis to an average of 800 students), in the coming terms, **priority will be given to students who are already in the programme and who wish to continue their studies** (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://learning.unog.ch>

General courses: 48 hours / term for all languages	Special courses: 24 hours / term
<p><b><u>Arabic*, Chinese, English**, French***, Russian, Spanish**** regular programme from level 1 (beginner) to level 8 (most advanced)</u></b></p> <p>Courses are offered 1 hour per day, 4 days per week.</p> <p><b>Now</b> ****Please note that Arabic level 4 advanced to level 8 meet 2 hours, twice a week combined with distance learning, equivalent to an extra 2 hours per week. A personalised follow-up for each student is included.</p> <p>** Please note that English levels 6, 7, 8 meet 2 hours, twice a week.</p> <p>*** Please note that French levels 4, 5, 6, 7 &amp; 8 meet 2 hours, twice a week.</p> <p><b>Now</b> **** Please note that Spanish level 8 meets 2 hours, twice a week.</p> <p><b><u>OPTIONAL COURSES</u></b></p> <p><b><u>ENGLISH IN THE WORKPLACE</u></b> (for levels 7 &amp; 8)</p> <p>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.)</p> <p>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><b><u>ENGLISH: AFTER 8 – STRATEGIES FOR ADVANCED STUDY</u></b> (for post level 8 students who have NOT sat for the LPE)</p> <p>The programme helps students develop strategies for advanced study and includes working on the main skill areas: listening, speaking, reading and writing. Students also consolidate their vocabulary and grammar knowledge. The themes will be those frequently encountered in a United Nations context</p> <p>4 hours per week consisting of minimum 2 hours of face-to-face</p>	<p><b><u>ORAL EXPRESSION IN CHINESE</u></b> Post level 8 and LPE 2 hours a week</p> <p><b><u>ORAL EXPRESSION IN RUSSIAN</u></b> Post level 8 and LPE 2 hours a week</p> <p><b>Now</b> <b><u>ARABIC – POST LEVEL 8</u></b> Post level 8 and post LPE 2 hours a week: for students who have passed the Proficiency exam and who wish to have a general revision.</p> <p><b><u>ELEMENTARY/INTERMEDIATE ORAL EXPRESSION IN SPANISH - LEVELS 4/5:</u></b> 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><b><u>INTERMEDIATE/ADVANCED ORAL EXPRESSION IN SPANISH - LEVELS 6, 7, 8 AND POST LEVEL 8:</u></b> 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> <p><b><u>COURSES FOR THOSE STUDENTS WHO CANNOT ATTEND FOUR HOURS OF CLASS PER WEEK</u></b></p> <p><b><u>DIRECTED SELF-STUDY IN FRENCH AND ENGLISH</u></b> Semi-autonomous course with individual consultations. For more details, please see point 2 of the present Circular.</p>

classes and minimum 1 hour of work in the Language Resource Centre. This programme is also offered through the "Directed Self-Study" mode (please see point 2 of the present Circular)

#### **FRENCH ORAL EXPRESSION – LEVEL 3/4**

For students of French level 3 or 4. Priority is given to students currently studying in the French language programme and who have been recommended to follow the course by their teacher. The course is offered in two-hour blocks, twice a week.

#### **FRENCH WRITTEN EXPRESSION – LEVEL 3/4**

For students of French level 3 or 4. Priority is given to students currently studying in the French language programme and who have been recommended to follow the course by their teacher. The course is offered in two-hour blocks, twice a week.

#### **FRENCH ORAL EXPRESSION – LEVEL 5/6**

For students of French level 5 or 6. Priority is given to students currently studying in the French language programme and who have been recommended to follow the course by their teacher. The course is offered in two-hour blocks, twice a week.

#### **FRENCH WRITTEN EXPRESSION – LEVEL 5/6**

For students of French level 5 or 6. Priority is given to students currently studying in the French language programme and who have been recommended to follow the course by their teacher. The course is offered in two-hour blocks, twice a week.

#### **FRENCH – POST LEVEL 8**

(For post level 8 students who have NOT sat for the LPE)

The programme helps students develop strategies for advanced study and includes working on the main skill areas: listening, speaking, reading and writing. Students also consolidate their vocabulary and grammar knowledge. The themes will be those frequently encountered in a United Nations context.

Group sessions will be held in class during which students will work in small groups and in pairs. Individual attention will also be given to students. Activities such as the drafting of notes, participating in interviews and meetings, note-taking, minutes of meetings and presentations will be included in the programme.

This course is offered in two-hour blocks, twice a week.

***New***

#### **SPANISH REVISION – POST LEVEL 8**

(For post level 8 students who have NOT sat for the LPE)

The programme helps students develop strategies for advanced study and includes working on the main skill areas: listening, speaking, reading and writing. Students also consolidate their vocabulary and grammar knowledge. The themes will be those frequently encountered in a United Nations context.

Group sessions will be held in class during which students will work in small groups and in pairs. Individual attention will also be given to students.

This course is offered in two-hour blocks, twice a week.

## **Eligibility**

- UN Secretariat staff members who have a contract until at least **3 April 2009** 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 – CHF. 515, Specialized courses – CHF. 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 their application being rejected.

- For new policy on vehicle access to UNOG grounds please see IC/Geneva/2004/14 (copies are 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 **28 OCTOBER 2008**. 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 28 OCTOBER 2008 deadline**. Please contact the Language Training secretariat at [sdls\\_language@unog.ch](mailto:sdls_language@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. Around **the end of March** these lists will be posted on our internet site (see para. 1), in the Palais des Nations at Door 2 and at Door 6 and 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 (CHF.150) 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 the Language Training secretariat,  
[sdls\\_language@unog.ch](mailto:sdls_language@unog.ch)

## 2. Directed Self-Study

A directed self-study course is offered in English and in French

Directed Self-Study in English and in French	
<b>Time:</b>	Flexible
<b>Objectives/content:</b>	According to individual needs
<b>Target audience:</b>	English: Levels 6 to 8, After 8-strategies for Advanced Study (LPE)- and post LPE (levels 4 to 5, according to space availability) French : Levels 6 to post LPE
<b>Terms:</b>	Individual interview and needs analysis Negotiated contract Pedagogical material and assistance throughout course Access to Self-Study materials and Resource Centre Group work Evaluation Access to conversation classes  <b>Full-time (Session type A):</b> CHF. 515 (48 hours over 12 weeks) – free of charge for United Nations Secretariat staff members  <b>Part-time (Session type B):</b> CHF. 325 (24 hours over 6 weeks) – free of charge for United Nations Secretariat staff members
<b>English:</b> Ms. Pamela Schaffner Gerber, email: <a href="mailto:pschaffner@unog.ch">pschaffner@unog.ch</a> <b>French:</b> Ms. Véronique Magnin, email : <a href="mailto:vmagnin@unog.ch">vmagnin@unog.ch</a> or Ms. Michele Puygrenier, email : <a href="mailto:mpuygrenier@unog.ch">mpuygrenier@unog.ch</a>	

### 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><b>Opening Hours:</b> <b>Monday – Friday 11:00 to 15:00</b> <b>Please call and make an appointment for an introduction to the Language Resource Centre</b></p> <p>Contact point for French: Sylviane Jaillet-Boberg Email: <a href="mailto:sjailletboberg@unog.ch">sjailletboberg@unog.ch</a> Telephone : 022/9175749</p> <p>Contact point for English: Agnes Dupre-Latour Email: <a href="mailto:aduprelatour@unog.ch">aduprelatour@unog.ch</a> Telephone : 022/9175749</p> <p>More information is available on the Staff Development and Learning intranet site at <a href="http://learning.unog.ch">http://learning.unog.ch</a></p>	<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>• Computer Software: on-line tutorials and CD-ROMs</li><li>• Internet access</li></ul>

(Signed) Aminata Djermakoye  
Director, Division of Administration

<b>1. FOR ALL APPLICANTS</b>	
Title of course:	Date(s) of course:
Surname (Mr./Ms.):	First name:
<b>2. FOR UN STAFF MEMBERS AND MEMBERS OF OTHER INTERNATIONAL ORGANIZATIONS</b>	
Organization:	Division:
Office No.:	Office tel.:
E-mail:	Section:
	Private tel.:
UN index No. (See pay slip)	
Category: G / P / D    Grade: 1 2 3 4 5 6 7    Consultant    Intern    (circle as appropriate) Type of appointment:      Permanent      Fixed-Term    Short-Term    (circle as appropriate) Expiry date:	
<b>3. FOR SUPERVISOR (All time choices are authorized)</b>	
Name/Title:	
Signature:      Date:	
<b>4. FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS (including ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR and UNRISD)</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>5. 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: I am a staff member of the permanent mission of: Address and telephone no.: E-mail:	FOR MISSION STAFF (Please tick as appropriate) Accredited <input type="checkbox"/> Non- accredited <input type="checkbox"/>

**COURSE APPLICATION - ENROLMENT DEADLINE 28 OCTOBER 2008**  
**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

I wish to enrol in (please indicate language and level, if known)	Language:	Level:
I will attend a placement test:                      YES                      NO                      (please circle as appropriate)		
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:sdls_language@unog.ch">sdls_language@unog.ch</a>		
My last enrolment in a UN language class was:	Year/Term	Language
		Level
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)		
Continue and pay repeat fees (CHF. 150 for UN staff members; CHF. 515 for all others).		
Cancel this application		
<p align="center"><b><u>The repeat fee is compulsory for any level which is repeated!</u></b></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 and after 8 and Spanish level 8 and post 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 and after 8 and Spanish level 8 and post 8 only	12:30-2:30 2 x wk *For English levels 6, 7, 8 and after 8 and Spanish level 8 and post 8 only
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!**