



**Languages for All
General Courses
Learner Handbook
2019-2020**

Contents

Key Information.....	3
Course fees and financial support	4
Priority funding scheme.....	4
Identifying which Stage is right for you	6
Languages and Stages available	7
How to enrol	7
Course materials.....	8
End-of-course summative assessments.....	8
Attendance.....	9
Progression.....	9
Quality assurance, feedback and complaints.....	9

Key Information

Our **General Courses** are designed to enable Oxford students and staff to fit language learning into their busy schedules.

This pathway covers all four language skills (speaking, listening, writing and reading), with the main class focus being on communication. Language learning strategies and linguistic and cultural knowledge are also embedded. Courses follow the progression of the Common European Framework of Reference for Languages (CEFR) and are available from Stage 1 total beginner (A1) to Stage 7 proficiency level (C1) depending on levels of demand. The earlier Stages of this pathway are taught either weekly across the term or in an Intensive week at the end of term (Week 9 Intensive). Offering the same course in two different ways is designed to increase access and flexibility. Stages offered are conditional on there being sufficient demand to run them.

Key facts – six weeks across term

- Wide variety of Stages available, from beginners up
- Term by term commitment
- Taught in weeks 2-7 every term (part 1 in Michaelmas, part 2 in Hilary and part 3 in Trinity)
- Classes per week: 1
- Length of class: 2 hours
- Total hours of tuition per term: 12
- Expected hours of self-guided study learning outside the classroom (supported by Canvas, the University's new Virtual Learning Environment): 12
- Most popular courses are also available in a Week 9 Intensive format
- Entry: first-come, first-served
- Fully-funded Priority places available for students recommended by their college/department as having strong academic need, paid for by college/department by prior arrangement
- Certificates:
 - Certificate of attendance if you have attended / engaged with at least 80% of the course may be produced upon request
 - Certificate of course completion with a pass mark above 50% following an optional summative assignment at the end of the third term of the course. This is only available if you have taken **at least two periods** of study (two terms or where applicable one or two Week 9 Intensive courses). Certificates are awarded as a broad indicator of competence at the corresponding level of the CEFR.

Key facts – one-week Intensive in Week 9

- Taught in Week 9 each term

- Classes per week: 5
- Length of class: 3 hours
- Total hours of tuition: 15 hours in class
- Expected hours of self-guided study learning outside the classroom (supported by Canvas, the University's new Virtual Learning Environment): 9
- Entry: first-come, first-served

Please note that the Priority Funding Scheme does not apply to courses delivered in the Week 9 Intensive format.

Course fees and financial support

The Language Centre currently receives University funding for some 40% of its running costs. As most of the courses we offer are in addition to your programme of study, we need to charge fees for them. We endeavour to keep these to a minimum and they are currently the most economical options for quality language tuition in Oxford.

General courses fees for 2019-20 are:

Course	OU students including Visiting and Recognised	All other OU members (staff, academic, researchers)	Alumni, partners of staff and students, retired staff	General Public
General Per term	£85	£105	£135	£160
Intensive Per week	£105	£155	£185	£210

Priority Funding scheme

If you need to learn a language to support your studies, you can ask your college (if you are an undergraduate) or your department / faculty (if you are a postgraduate) to sponsor you via our Priority Funding scheme. This means that you do not pay for the course yourself and that your application will take priority over other applicants. Examples of a Priority Funding application would be students needing to read texts in the target language, to undertake fieldwork or to take an internship in a country where this language is spoken.

The application process has two parts:

1. Complete our online form to seek approval for Priority funding from a) your tutor/supervisor and b) the financial signatory in your college or faculty /

department. We recommend you discuss your need for the course with your tutor/supervisor before completing the form. To complete the form, you will need the name and contact details of the financial signatory in your college/department, which your tutor/supervisor is likely to know. **Do not book or pay** for your course yet.

2. Once both have approved your request you will receive an email notification giving you instructions on how to finalise your enrolment on the course via our Website. You need to do this by the deadlines below to guarantee your place on the course.

Priority Funding Scheme – deadline to complete your application and enrolment		
Michaelmas 2019	Hilary 2020	Trinity 2020
Wednesday 16 October 12 noon Week 1	Wednesday 22 January 12 noon Week 1	Wednesday 29 April 12 noon Week 1

[LINK TO PRIORITY FUNDING APPLICATION FORM](#)

You may apply term by term or for the whole year. If you apply for more than one term, you will not need to re-enrol in the subsequent terms; we will do this for you automatically and invoice your college or department / faculty. Please note that to apply for two different courses or languages under this scheme you will need to fill in two separate forms from the link above.

Identifying which Stage is right for you

You can check which Stage matches your current learning needs in a variety of ways:

1. Look at your past learning experience to see if it matches our Stage entry requirements – this is a rough guide of equivalence. Do bear in mind that if you have not used the language for a long time your competence will have diminished.

Stage	CEFR Entry requirement	Equivalence in classroom learning only
1	None	No prior experience of learning the language
2	A1	A 30-40 hour course – a very rusty GCSE
3	A2	2 years totalling at least 80 hours of courses – a good but rusty GCSE
4	B1	3 years totalling at least 120 hours – a recent GCSE with a high grade
5	B1+	4 years totalling at least 160 hours – a rusty A-Level
6	B2	5 years totalling over 200 hours – a recent A-Level
7	B2+	Over 6 years and continued regular practice

2. You could take the quiz from the European Day of Languages (link below) and evaluate your own competence on the basis of the CEFR “can do statements” and then refer to the table above.

<https://edl.ecml.at/Fun/Self-evaluateyourlanguageskills!/tabid/2194/language/en-GB/Default.aspx>

3. For Oxford University students and staff who have an SSO (Single Sign-On username and password) – you may wish to take an online language level evaluation test via the Virtual Language Centre in Canvas. This is currently available for French, German, Italian and Japanese.

During week 0 and week 1 of each term our tutors will be available to help you assess your level – if you would like to book an appointment to see a tutor please do so via the Virtual Language Centre on Canvas or, if you do not have a Single Sign-On by calling us on +44 (0)1865 283360.

During the first week of teaching tutors will also ensure that students are in the correct Stage. Transfers are possible but conditional on places being available in other classes which are already running.

Languages and Stages available

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7
Arabic	√	√	√	√			
Dutch	√	√					
French	√	√	√	√	√	√	√
German	√	√	√	√	√	√	√
Greek	√	√	√				
Italian	√	√	√	√	√	√	√
Japanese	√	√	√	√	√	√	
Mandarin	√	√	√	√	√	√	
Portuguese	√	√	√				
Russian	√	√	√	√	√		
Spanish	√	√	√	√	√	√	√

How to enrol

To enrol on a General course, once you have ascertained which Stage you should join, please go to the relevant language page on our website: <https://www.lang.ox.ac.uk/language-courses>. Check the timetable and click the enrol link.

This will take you to our course-booking page for the specific course and class for which you wish to enrol. Before you click through to complete your booking and pay, do double-check that you have selected the course running on the day and time that suit you. Also note that the default price until you reach the final payment page is set at the Staff rate – the reduction for students is applied via the SSO at the last part of the process.

If your course is being paid for via the **Priority funding scheme** – either by your college or by your faculty / department – please follow the instructions you receive in your approval email.

Please note that in accordance with the Terms and Conditions published on our website, you have the right to cancel your course booking at any time within 14 days of payment. Unless the course has started, you will receive a full refund of any payments you have made and no administration fee will be charged. For cancellations after 14 days, and for cancellations made after the course has started, please read the information carefully: <https://www.lang.ox.ac.uk/terms-and-conditions>.

This information will also be attached to the email you receive once you have made your booking. To cancel your booking, please follow the instructions included in that email and then contact admin@lang.ox.ac.uk.

Course materials

In addition to the course fees, you will be required for most of our General courses to purchase a textbook. You will find a link to our most up to date list of textbooks from each language page on our website. Whilst we endeavour to ensure that textbooks are as economical as possible, it is not always possible for all languages to choose textbooks that are more economical than at present.

We provide you with opportunities to purchase your textbook from Blackwell's with a 15% discount and a guarantee that they will take it back to sell it in their second-hand section. We also host a second-hand textbook forum on the Virtual Language Centre in Canvas to help our community of learners sell and acquire textbooks. To check the availability of a given textbook or to sell it, please register on our Virtual Language Centre site on Canvas and then click on the link to "second hand books". For Japanese textbooks, a specialist bookseller will be in the Language Centre during Week 3 of Michaelmas term to sell the textbooks – please wait for instructions from your tutor.

End-of-course summative assessments

All our courses give you the opportunity to obtain a certificate of course completion issued by the Language Centre.

To be eligible you must:

- Have attended at least two courses in a given academic year in the same language (French Stage 1 part 2 and French Stage 1 part 3 for example) – this could be over two terms or where applicable Week 9 Intensive courses. You must attend the part 3 course during Trinity Term.
- Have engaged with the course satisfactorily – alerting your tutor if you cannot attend a class and having done all the necessary tasks set by your tutor
- Take the end of Trinity Term summative assignment – for Stages 1 to 4 this will be a test, done at home in timed conditions through the University's Virtual Learning Environment, Canvas; for Stages 5, 6 and 7 it will be a class presentation / discussion in weeks 4-6 in Trinity term.

Certificates will normally be emailed to you two to three weeks after the end of Trinity term.

Attendance

If you wish to make progress in the language you are studying, class attendance is very important. We understand that it may not always be possible for our learners to attend their classes every week. If you know of a reason why you will be absent, please inform your tutor.

If you are absent from class, it is your responsibility to catch up on the work you have missed. All class outlines and additional materials are available on Canvas, as well as the tasks set by the tutors to recap on a class and to prepare for the next one. If you are struggling to catch up after having missed a class, you may post a question on Canvas to seek help from our community of learners, or you may raise this with your tutor at the next class.

Remember that in languages regular practice is important – if you miss a class, particularly on a less-advanced course, you may have missed a lot of important new structures and explanations. Not keeping up with the pace of the course may also be disruptive to the quality of the class. It is your responsibility to remain engaged.

Progression

We have designed all our courses to enable learners to progress as far as possible – the highest stage we offer in a language is however conditional on sufficient levels of demand.

Progression from Stage 1:

You do not need to have taken or passed the end of Trinity term optional assessments to progress to Stage 2, but it is highly recommended that you make sure that you have completed Stage 1 part 2 and part 3 – either as a course or through the online materials available on Canvas.

Progression from other Stages:

To progress from one Stage to the next, you do not need to have completed or passed the optional assessments – and you do not necessarily need to have attended the part 3 course of the previous Stage. If you have not been able to attend the part 3 section, you should find out from your Canvas page what materials were covered so that you are able to learn the required structures and vocabulary independently.

Quality assurance, feedback and complaints

All our courses are subject to quality monitoring and annual review cycles. We collect feedback from our learners at the end of each course, and welcome your views whether or not you intend to continue with the course the following term. We review your feedback and where possible adjust our courses and systems in light of your experience at the Language Centre.

If you are dissatisfied with any aspect of your learning, your first port of call should be to raise the matter directly with your tutor. Where you feel that this is not possible, you should follow our complaints policy at: <https://www.lang.ox.ac.uk/complaints-policy>.