

## LANGUAGES FOR ALL

## GENERAL AND ACADEMIC PATHWAYS

## PRIORITY APPLICATIONS HILARY – TRINITY 2019



### What is the Priority scheme?

A college or department **can sponsor** you if you have a strong academic need for a General language (formerly LASR) or Academic language course (formerly LASR Reading). This means that if you are sponsored, **you will not need to pay** the course fee and you **will take priority for a place** over other applicants. Your college/department needs to confirm that

- a) you have a strong academic need  
and
- b) they will pay the Priority fee to the Language Centre.

Examples of Priority needs would be students needing to read texts in the target language or undertaking fieldwork. Undergraduates are usually supported by their college and postgraduates by their department/faculty. Please note this Priority scheme does not currently apply to the Fast Track language courses and is not available for Academic English courses.

### How does the Priority scheme operate?

Your application will need to be endorsed by two college/department signatures, from:

- your tutor/supervisor concerning the academic case to support your application  
**and**
- the relevant institutional signatory who can agree the expenditure. The Priority fee to be paid by the college/department in 2018/19 is £80 per term.

In order to make an application to join one of these courses as a Priority student, you should:

1. Identify the suitable General or Academic course from [www.lang.ox.ac.uk](http://www.lang.ox.ac.uk);
2. Return this form to the Language Centre, preferably by email to [admin@lang.ox.ac.uk](mailto:admin@lang.ox.ac.uk). Please put "PRIORITY APPLICATION" in the subject line of your email. Alternatively return the form in hard copy addressed to the Admin team at the Language Centre at 12 Woodstock Road.
3. The deadline for return is **12 Noon on MONDAY 14 JANUARY for Hilary term and Monday 29 APRIL for Trinity (week 1)**. If the Language Centre has not received a fully completed form back by this deadline, you may not be able to have a place on the course.

You may apply for more than one course as a Priority candidate, but a Priority form is required for each course.

**You must return the Priority Form to the Language Centre before NOON on Monday 14 January or Monday 29 April** (Trinity only applications) to guarantee a place. Should your application arrive after the deadline we regret that you may not be able to enrol if the course is full.

Forms without the signatures of **both** a tutor/supervisor **and** an authorised college/departmental person cannot be accepted. You may apply for both remaining terms using one form only and ticking the appropriate term overleaf.

SECTION 1: TO BE COMPLETED BY THE APPLICANT																		
First Name						Family Name												
College /Department						Single Sign On												
Degree Course						University email												
Language					General			Academic			Stage	1	2	3	4	5	6	7
Hilary term only			Both Hilary and Trinity term			Trinity term only												
Please describe briefly why you require this language course:																		
Student signature: ..... Date: .....																		

SECTION 2: TO BE COMPLETED BY TUTOR/SUPERVISOR			
I have read the information on both sides of this form, and the information provided by the applicant and I confirm that this course is needed on academic grounds.			
Name			Job Title
College /department			
Signature (sign by hand or use e-signature)			Date

SECTION 3: TO BE COMPLETED BY THE COLLEGE/DEPARTMENT FINANCIAL SIGNATORY			
I have read the information on both sides of this form, and the information provided by the applicant and I confirm that this course will be paid for by the college/ department			
Name			Job Title
College /department			
Signature (sign by hand or use e-signature)			Date
Fee invoice to be sent to (Name):		Email address:	

Return this form to the Language Centre before **Thursday 11<sup>th</sup> October 12 noon** (week 1), preferably by email to [admin@lang.ox.ac.uk](mailto:admin@lang.ox.ac.uk). Please put "PRIORITY APPLICATION" in the subject line of your email. Alternatively return the form in hardcopy addressed to the Admin team at the Language Centre at 12 Woodstock Road.