

Language courses 2011-2012



City Campus and Campus Drie Eiken
University of Antwerp

Dutch as a Foreign Language

*Arabic, Chinese, Dutch, English,
French, German, Hindi, Italian, Japanese,
Norwegian, Portuguese, Russian,
Spanish and Swedish*

**General Language Courses &
Business Communication**



Universiteit
Antwerpen

LINGUAPOLIS
INSTITUTE FOR LANGUAGE
AND COMMUNICATION

www.linguapolis.eu

LANGUAGE COURSES 2011-2012

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1 LANGUAGE COURSES: PROGRAMMES AND LEVELS

GENERAL LANGUAGE COURSES									
<p><i>This table provides an overview of the course levels of the various language courses on offer. For further details, see the specific language leaflets.</i></p>	immersion	immersion	immersion	intensive tri- mester course	intensive tri- mester course	semester course	semester course	conversation course	language for travelling
	90h	60h	45h	90h	60h	45h	45h	45h	15h
	CST	CST	CST	CST	CST	CST	CDE	CDE	CDE
Arabic						1-2			
Chinese							1-2		
Dutch as a Foreign Language	1-4	5		1-5			1-5		
English	1+2			1+2	3-5		4-6		
French	1+2		4+	1+2	3-5		1-6	5+	
German							1-4		
Hindi						1-2			
Italian							1-4		X
Japanese							1-2		
Norwegian							1-2		
Portuguese							1-2		X
Russian							1-2		
Spanish	1+2		2+	1+2			1-5	4+	X
Swedish							1-2		

BUSINESS COMMUNICATION COURSES		
	12h	12h
	CST	CDE
Dutch	native speakers of Dutch	
English		4+
French		3+
German		1+

<p>CDE: Campus Drie Eiken CST: City Campus x: no prior knowledge required 1+2: combined level 1+2+/3+/4+/5+: after level 1/2/3/4/5</p>

2 EXPERTISE IN LANGUAGE TEACHING

LINGUAPOLIS represents over 20 years of experience in language teaching. As an institute within the University of Antwerp, we are uniquely able to combine practical experience with academic insight. LINGUAPOLIS thus applies a coherent didactic method and is committed to continuous quality care and improvement in the fields of language teaching, research and testing.

Qualified and experienced teachers

All our teachers are native or near-native speakers and hold a university degree and teaching certificate. They participate regularly in conferences, seminars and workshops to keep abreast of state-of-the-art language teaching which they subsequently integrate into the courses.

2011-2012 programme

LINGUAPOLIS offers **General Language Courses** in **14 languages** at the City Campus (Antwerp) and/or at Campus Drie Eiken (Wilrijk).
(see *1. Language Courses: Programmes and Levels*)

LINGUAPOLIS also offers **Business communication courses** in Dutch, English, French and German. Short modules consisting of four evening sessions to enhance your skills in listening, reading, speaking and correspondence for professional purposes.

More detailed information on the content, the materials, the start and end dates of all language courses can be found in the language leaflets.

3 LANGUAGE IN ACTION

Active and communicative

Our approach to language teaching is communicative, interactive and task-oriented. We take care to ensure that there is continuous interaction between all the students and we in turn expect you to participate actively in class. We provide maximum speaking opportunities through numerous practice-oriented and functional language tasks.

Classroom teaching is combined with assignments in groups or pairs.

Efficient and competency-focused

We train you in five language skills: reading, listening, writing, speaking and effective communication. The target language of the course is also the language of instruction.

The pace of our language courses is fast: you are required to absorb a lot of information in a short span of time. Consequently, you must process the course material before and after classroom sessions through self-study and distance learning. You are also expected to train your language skills independently.

Formal accuracy

Besides focusing on the communicative aspect of language, we also pay attention to the formal accuracy of your usage: your speech and writing must be grammatically correct, so that your audience is able to understand you without strain or effort. This way, we prepare you for the strict language requirements imposed upon the highly qualified in public life, during your studies and at work.

Varied teaching methods

We combine the best approaches from old and new teaching methods to ensure that you are able to study aspects of the target language in the manner that most appeals to you.

Homogeneous groups

All course participants are highly qualified and have a comparable level of proficiency in the target language. To guarantee efficient classroom interaction and communicative teaching, a group consists of 18 participants on average. The number of participants in the Business Communication Courses is restricted to 15.

Learning result and learning pleasure

Our teaching approach offers a framework where the constant interaction of learning result and learning pleasure is aimed at. Both objectives are the driving forces that enable you to develop your language skills to the fullest.

4 CALENDAR 2011-2012

There are no courses during school holidays and on public holidays.

SCHOOL AND PUBLIC HOLIDAYS IN 2011-2012

Autumn mid-term: 31 October - 4 November 2011
11 November 2011
Christmas Holidays: 26 December 2011 - 6 January 2012
carnival: 20 - 24 February 2012
Easter Holidays: 2 - 13 April 2012
30 April 2012
1 May 2012
17 and 18 May 2012
28 May 2012
11 July 2012

5 LANGUAGE COURSES: PROGRAMMES

General Language Courses

IMMERSION

**90 hours - 1 month - fulltime
1 hour of class = 0.5 hours of self-study**

In this course, you acquire or improve your language skills very quickly. An extra-intensive approach requires a substantial time investment, but it also guarantees fast results.

This course exists for English level 1+2, French level 1+2, Spanish level 1+2 and for the courses Dutch as a Foreign Language levels 1-4. The immersion course Dutch as a Foreign Language level 5 'Higher Education Perspective' is equally intensive but has fewer hours taught over a shorter period (60 hours – 3 weeks – fulltime).

IMMERSION

**45 hours - 2 weeks - fulltime
1 hour of class = 0.5 hours of self-study**

The Immersion Course (45 hours) is a language course aimed at students of higher education, in particular at students preparing for studies or an internship abroad. Students with a basic knowledge of the language are immersed in the target language and (student) culture for two weeks. The main emphasis is on speaking. The summer immersion course is also valuable for those who are not going on an exchange, but who want to improve their language skills with a view to their future studies, personal development and/or professional career.

This course exists for French level 5 and Spanish level 3.

INTENSIVE TRIMESTER COURSE

**90 hours - 10 weeks - 3 sessions per week
1 hour of class = 0.5 hours of self-study**

A high frequency of classes guarantees speedy progress, so that you are able to apply what you have learnt immediately. During the academic year, we organise intensive daytime and evening courses of 10 weeks.

This course exists for Dutch as a Foreign Language levels 1-5 'Higher Education Perspective', English level 1+2, French level 1+2 and Spanish level 1+2.

INTENSIVE TRIMESTER COURSE

**60 hours - 10 weeks - 2 sessions per week
1 hour of class = 0.5 hours of self-study**

Semester courses (see below) require some self-discipline as they involve extensive self-study. Participants who prefer more teacher guidance, opt for two sessions a week to extend their basic knowledge of French or English.

This course exists for English levels 3-5 and French levels 3-5.

SEMESTER COURSE

***45 hours - 15 weeks - 1 evening per week
1 hour of class = at least 1 hour of self-study***

Ideal for participants with a busy agenda and for (exchange) students. Semester courses are spread out over a longer period of time, so that there is just one class per week. This approach involves a substantial amount of self-study to prepare optimally for the practical classroom exercises.

This course exists for Dutch as a Foreign Language levels 1-5 'Professional Perspective', Arabic levels 1-2, Chinese levels 1-2, English levels 4-6, French levels 1-6, German levels 1-4, Hindi levels 1-2, Italian levels 1-4, Japanese levels 1-2, Norwegian levels 1-2, Portuguese levels 1-2, Russian levels 1-2, Spanish levels 1-5 and Swedish levels 1-2.

CONVERSATION COURSE ***45 hours - 15 weeks - 1 evening per week***

During the academic year, we organise conversation courses for students with a thorough prior knowledge. The course focuses on developing and practising communicative skills and enriching and expanding vocabulary. Grammar is not an explicit part of the course; however, persistent problems will be remedied. The use of authentic texts, film extracts and music gives students a real taste of the language, culture and society.

This course exists for French (after level 5) and Spanish (after level 4).

LANGUAGE FOR TRAVELLING

***15 hours – 5 weeks – 1 evening per week
1 hour of class = 0.5 hours of self-study***

We offer crash language courses for those who plan to go on holiday, an exchange or a business trip. This is a functional course, which introduces useful functions and vocabulary in a relevant socio-cultural context. We also provide information on the countries' culture, society and customs.

This course exists for Italian, Portuguese and Spanish (no prior knowledge required).

Business Communication courses

BUSINESS COMMUNICATION

***12 hours - 4 weeks - 1 evening per week
1 hour of class = at least 1 hour of self-study***

In contrast to the other course formats these courses focus exclusively on a business context. The business modules are aimed at students who have a good general knowledge and who need vocabulary for business purposes and would like to train their business skills. The exercises simulate real life situations, developing students' self-confidence and independence. The course is taught in small groups, allowing all participants to concentrate on their own needs. Lasting only four weeks, the course is easy to fit into

participants' busy schedules. On the other hand, by spreading the course over four weeks participants can process the new language material gradually, thus internalising new information more effectively.

This course exists for Dutch (native language), English (after level 4), French (after level 3) and German (after level 1),

More detailed information on the content, the materials, the start and end dates of all language courses can be found in the language leaflets.

6 LANGUAGE COURSES: LEVELS

LINGUAPOLIS offers courses at different competency levels. For a description of these levels and how they fit into the *Common European Framework of Reference for Languages* (CEFR), see the specific language leaflets. The CEFR specifies the level of competency that learners of a language have attained:

A language user at A1 level

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/her and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

A language user at A2 level

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography and employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

A language user at B1 level

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest.

Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for plans and opinions.

A language user at B2 level

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

A language user at C1 level

Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

(Source: Common European Framework of Reference for languages)

7 CONDITIONS OF REGISTRATION

General Language Courses

Our **General Language Courses** are intended for highly-educated adults. This means that:

- you must be at least 18 years of age
- you must hold a secondary school diploma (i.e. you have received at least 12 years of education) and you are studying or have studied at higher education level
- you must previously have studied another European language as a foreign language

Business Communication Courses

Prerequisites for the **Business Communication Courses**:

- Dutch: Dutch is your native language.
- French: you have obtained a LINGUAPOLIS certificate for the level-3 (or above) French course or you have taken an entry test.
- German: you have obtained a LINGUAPOLIS certificate for the level-1 (or above) German course or you have taken an entry test.
- English: you have obtained a LINGUAPOLIS certificate for the level-4 (or above) English course or you have taken an entry test.

8 REGISTRATION

1. **Online registration** is possible for all LINGUAPOLIS courses via www.linguapolis.eu. Click on the language (course) you are interested in and then choose 'Online registration'.
2. You can also register at the **LINGUAPOLIS secretary's office**. The opening hours can be found under *15. Contact*.
3. On the **information days** you can find out about LINGUAPOLIS, meet our teachers, have a look at the textbooks and do an entry test (see *9. Entry Test*). The information day is the final registration date for all trimester and semester courses.

Information days will take place on:

- Tuesday **27 September 2011**, Campus Drie Eiken, Block R, Universiteitsplein 1, from 12 noon to 8pm
(for courses starting in the week of 10 October 2011)
- Wednesday **28 September 2011**, City Campus, Scribani building, Prinsstraat 10, from 12 noon to 8pm
(for courses starting on 6 or 7 October 2011)
- Tuesday **10 January 2012**, City Campus, Scribani building, Prinsstraat 10, from 12 noon to 8pm
(for courses starting on 16 or 17 January 2012)
- Wednesday **15 February 2012**, Campus Drie Eiken, Block R, Universiteitsplein 1, from 12 noon to 8pm
(for courses starting in the week of 27 February 2012)
- Friday **30 March 2012**, City Campus, Scribani building, Prinsstraat 10, from 12 noon to 8pm
(for courses starting on 16 or 17 April 2012)

Important

1. New students register for a language, not for a level (unless you are level 1 or level 1+2). Your level will be determined by means of the entry test (see 9. *Entry Test*).
2. Registration is only **valid** upon receipt of payment.
Registration is only **complete** if you have taken both entry tests (oral and written) before or on the information day (not for level 1 or level 1+2).
Valid and complete registrations always take priority over registrations that are incomplete.
3. The **number of places** on each course is **limited**. If a course is full, you can register on a **waiting list** (WL).
4. For all trimester and semester courses the final registration day is the information day. For other courses the registration deadline is one week before the course starts.

9 ENTRY TEST

General Language Courses

Registration without entry test

1. Beginners, starting at level 1 or level 1+2, can register without having to do an entry test.
2. Those holding a LINGUAPOLIS certificate for the preceding course level that is not older than one year may enrol without taking the entry test.

Registration with entry test

1. If your LINGUAPOLIS certificate was issued more than a year ago, you will have to do the entry test.
2. You will also have to do the entry test if you have a certificate from another language school.
3. If you already have some knowledge of the language through previous study or experience you also have to take the entry test.

In all three cases above you fill in *?-level/* on the online registration form or you can contact the LINGUAPOLIS secretary's office. The secretary will send you further information about the entry test.

Business Communication Courses

Registration without entry test

1. Native speakers of Dutch do not have to do an entry test before taking part in the Dutch Business Communication Course 'Speed reading'.
2. Those who have the required LINGUAPOLIS level of Dutch, English, French or German and obtained their certificate no more than one year ago do not have to take the entry test.

Registration with entry test

1. If your LINGUAPOLIS certificate was issued more than a year ago, you shall be invited to an entry test.
2. You will also have to do the entry test if you have a certificate from another language school.
3. If you already have some knowledge of the language through previous study or experience you also have to take the entry test.

In all three cases above you fill in *?-level* on the online registration form or you can contact the LINGUAPOLIS secretary's office. The secretary will send you further information about the entry test.

Important

1. You can only take an entry test after full payment of the course registration fee.
2. The entry test measures your oral and written competency.
3. The result of the entry test remains valid for one year.
4. Practical information about the entry test can be found on the language leaflets.

10 RATES

All rates **include course materials and textbooks**. You pay the full rate for the first course only. For all subsequent courses, you are entitled to a reduced customer rate. The reduced customer rate is only given to individuals (not companies).

LINGUAPOLIS offers a discount to:

- students of the Antwerp University Association (AUHA):
 - University of Antwerp
 - Karel de Grote-University College
 - Artesis University College Antwerp
 - Plantijn University College
 - Antwerp Maritime Academy
- staff of the University of Antwerp (UA)
- staff of the University Hospital of Antwerp (UZA)
- alumni of the University of Antwerp (UA)
- social assistance recipients.

In order to claim the reduced rate, you must provide a student or staff ID card, the *Clubkaart* (alumni) or a document from the welfare centre (OCMW) stating that you are a social assistance recipient.

Alumni of the University of Antwerp can apply for the free *Clubkaart* via www.ua.ac.be/alumni.

Up to 50% of the course fee may be reimbursed through *KMO-portefeuille* (SME portfolio) or *Opleidingscheques werknemer* (training vouchers for employees). For further information see www.kmo-portefeuille.be and www.vdab.be/opleidingscheques.

General Language Courses

	Full rate	Reduced customer rate, UA-alumni, staff UA and UZA	AUHA-student and OCMW
15 hours	€ 155	€ 135	€ 110
45 hours	€ 355	€ 295	€ 235
60 hours	€ 425	€ 395	€ 325
90 hours	€ 515	€ 465	€ 450

Exchange students

Outgoing students from the Antwerp University Association (AUHA) can apply for a **financial grant** from the University or the University College to take a language course in preparation of an exchange programme (Erasmus, ...). For more details please contact the International Relations Office of the University of Antwerp or your university college or contact the LINGUAPOLIS secretary's office.

Business Communication Courses

	Full rate	Reduced customer rate, UA-alumni, staff UA and UZA	AUHA-student and OCMW
12 hours	€ 225	€ 205	€ 195

11 PAYMENT

A registration will only be considered valid upon receipt of payment.

- You can transfer the registration fee into bank account number **IBAN BE65 7350 0931 3196 BIC KREDBEBB**. Please mention the **course code** (see the language leaflet) and the **name of the course participant**.
- You can pay by debit card (Bancontact) or credit card (Visa or Mastercard) during the information days or at the LINGUAPOLIS secretary's office.
- You can pay with training vouchers or through *KMO-portefeuille*. Employees can apply for training vouchers from www.vdab.be/opleidingscheques. With these vouchers, you can save up to half of the registration fee. If you have not received the vouchers before the start of the course, then pay the registration fee of your own pocket. As soon as you hand in the vouchers to us, we shall refund you as soon as possible. Employers can apply for subsidies at www.kmo-portefeuille.be.

Important

1. Those who have to do an entry test pay the registration fee **before doing the test**.
2. The **information day** is the **final registration date** for all trimester and semester courses. (For the information day dates: see *8. Registration*)
3. For other courses the registration deadline is **one week before the course** starts.

12 CANCELLATION

General Language Courses

If there are **fewer than 12 registrations** for a particular course, LINGUAPOLIS reserves the right to cancel classes. In such an event, we shall refund your registration fee in full as soon as possible.

Business Communication Courses

If there are **fewer than 10 registrations** for a particular course, LINGUAPOLIS reserves the right to cancel classes. In such an event, we shall refund your registration fee in full as soon as possible.

Important

You may cancel your registration up to the start of the classes. In such an event, we charge 20% of the registration fee to cover **cancellation costs**. The € 30 fee for your entry test shall not be refunded.

Once a course has started, **no refunds** can be made. Registrations cannot be transferred to a later course date.

13 EXAMS AND CERTIFICATION

General Language Courses

You receive a **certificate** from the University of Antwerp, LINGUAPOLIS, Institute for Language and Communication, on condition that you have attended at least 80% of classes and have taken the reading, listening, writing and speaking exam. The certificate levels correspond with the Common European Framework of Reference for Languages (CEFR).

If you fail, you will be unable to move on to the next level. If you so wish, you may **take the exam again**. In order to be eligible for such a re-sit, you must respect a minimum period of one month of self-study. Register for the re-sit at least two weeks in advance at the secretary's office. The re-sit fee of **€ 30** must be paid on the day of your registration; no postponement of payment is allowed.

The secretary will send you further information about the re-sit at the end of the course.

Conversation courses, immersion courses (45 hours) and courses of fewer than 45 hours involve no final exams. Participants receive a **proof of attendance** at the end of the course.

Business Communication Courses

Participants in the Business Communication courses are assessed on the basis of their performance in exercises, assignments, group tasks, etc. Those who are assessed favourably receive a **proof of attendance**.

Important for AUHA students

1. Some study programmes award **academic credits** for LINGUAPOLIS courses. In the table below you will find the usual number of credits awarded:

Immersion	90 hours	6 credits
Intensive trimester courses	90 hours	6 credits
Intensive trimester courses	60 hours	5 credits
Semester courses	45 hours	4 credits

For the other courses (the Conversation Course, Immersion Course (45 hours) Language for Travelling and Business Communication) no credits are awarded.

Please contact your faculty secretary's office for more detailed information and all conditions. Some faculties do not award any credits or do not agree with the suggested number.

2. For **exchange students** (Erasmus or other exchange programmes) from the Antwerp University Association (AUHA) specific agreements have been made about the exam and the certificate, depending on the educational institution. For detailed information please contact the International Relations Office of the University of Antwerp or your university college or contact the LINGUAPOLIS secretary's office.

14 PAID EDUCATIONAL LEAVE

All LINGUAPOLIS **Dutch as a foreign language** courses qualify for paid educational leave for workers in the private sector. If you think you qualify, please contact the LINGUAPOLIS secretary's office.

15 EXTRA ADVANTAGE

LINGUAPOLIS students can obtain a sports sticker from the University of Antwerp for only € 25. The sticker is offered to you by *Studentsportweb*, the AUHA (Antwerp University Association) sport and recreation service.

The sticker gives you one-year free or reduced price access to the sports activities on offer at Sportsticker.be. Furthermore, it entitles you to discounts from participating partners and qualifies you for free sport events tickets.

You can apply for a sports sticker at www.sportsticker.be. On that site you will also find further information on the range of sports on offer and all *Studentsportweb* services. LINGUAPOLIS students have the same conditions as alumni of the University of Antwerp.



16 CONTACT

by e-mail

Dutch as a Foreign Language and Dutch Business Communication	nederlands@linguapolis.be
for the other 13 languages and Business Communication in English, French and German	talen@linguapolis.be

by telephone

during office hours, call	+ 32 3 265 48 03
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by fax

call	+ 32 3 265 46 37
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via the website

for all information & online registration	www.linguapolis.eu
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at the secretary's office

You can also visit the secretary's office for further information or for registration.	Kleine Kauwenberg 12 2000 Antwerp
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Opening hours secretary's office

Monday	Tuesday	Wednesday	Thursday	Friday
9am-1pm	9am-1pm	phones are open	phones are open	phones are open
phones are open	phones are open	1pm-5pm	1pm-5pm	phones are open
5.30pm-6.30pm				

During the Christmas and Easter holidays and in July and August the secretary's office will be closed on Monday evenings.

