

## In-sessional English Language Programme: January 2019

INTO Queen's University offers a programme of language support to Queen's University students whose native language is not English. The in-sessional programme provides free English language classes aimed at helping international students improve their English in order to successfully follow their academic courses.

Prices		
Standard Course Fee	Concessionary Fee	Full-Time QUB Students Fee
£150*	£125*	Administration/course materials fee of <u>£50*</u>

\*fees are subject to change

The standard course fee is **£150**. A concessionary fee of **£125** will be applied to those who are unemployed, on income support, retired, au pairs or a student at another university. To receive the concessionary rate, please bring evidence of your status when you pay your fee.

For *Erasmus* students, exchange students and those studying full-time at QUB on award bearing courses and paying full International fees, an administration and books/course materials fee of **£50** is charged.

During registration, students will be asked to indicate their first choice of course. Where possible, INTO Queen's will endeavour to accommodate all students' first choices, but where this is not possible, students will be offered an alternative course. Although priority will be given to allocating students their first choice of course, students may attend more than one course if there is space in the class. Any student wishing to do so should ask to be put on the waiting list for their second/third choice.

Students should pay full course fees at the time of registration. Payment can be made by cash or credit card. Classes will not run with fewer than 5 students.

### Duration and Teaching Dates:

- 2 hours per week
- **Classes start week commencing: 21<sup>st</sup> January 2019**
- Each course lasts 10 weeks

### Registration:

All Queen's students should bring copies of their English language qualifications/certificates on the day of registration. Students who have completed an INTO Queen's course, should bring their certificate as well.

<b>Registration Dates &amp; Times: Venue: INTO Centre</b>	<b>Wednesday 16<sup>th</sup> January 2019 @ 3-5pm</b>  <b>Thursday 17<sup>th</sup> January 2019 @ 3-5pm</b>
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The INTO logo consists of the word "INTO" in a bold, white, sans-serif font, followed by a white circular icon containing two right-pointing chevrons.

At the time of registration you must provide:

- ✓ your student identity (ID) card
- ✓ your university e-mail address
- ✓ information of your language qualifications or a previous in-session course attendance certificate

**Classes offered:**

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### **1. Seminar, Communication & Presentation Skills**

This course is designed for students who wish to develop their spoken English skills with regard to academic situations. The aim of that course is that students will develop confidence and will be better equipped to make contributions during seminars, and will also improve their presentation skills. This programme is also designed for students who need to improve their oral communication skills.

### **2. Accuracy in Academic English**

This course is designed for students who need to improve their ability to express themselves, either orally or in writing, clearly and accurately in Academic English. The four skills of reading, writing, speaking and listening are focused on, along with specific emphasis on grammar and lexis.

### **3. Academic Writing & Referencing**

This course is designed for students who need to improve their ability to write clearly and accurately in Academic English. It will focus on various aspects of academic writing, including basic sentence structure, paragraph organisation, cohesion, coherence, along with specific emphasis on Harvard Referencing.

### **4. Dissertation Workshops**

This course is designed for students who need to improve their ability to write a dissertation. It will focus on various aspects of completing a dissertation, including: introduction, literature review, research methods, conclusion, and referencing and will offer some practical advice on writing long documents.

### **Refund policy**

INTO Queen's University Belfast LLP reserves the right to cancel these programmes. In event of this, all students will be notified and offered an alternative course, or can apply for a refund. All refund applications must be made in writing to INTO Queen's within two weeks of notification of cancellation of the course. If notice is given after this period, no refunds will be granted. Refunds will not be granted for any other reasons, except in exceptional circumstances, and at the discretion of the Academic Director. Refund requests must be made in writing within two weeks of the course start date. Refunds will only be made via the original payment method. Please allow 30 days for the refund to be processed.

It is your responsibility to ensure that your QUB timetable enables you to attend before you register for a class.

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