

## In-session English Language Programme

INTO Queen's University offers a programme of language support to Queen's University students whose native language is not English. The in-session programme provides free English language classes aimed at helping international students improve their English in order to successfully follow their academic courses. Please note that the programme does **not** provide courses for students who are already at a very advanced level of English.

### Course Entitlement & Tuition Fees

Prices		
Standard Course Fee	Concessionary Fee	Full-Time QUB students Fee
£100	£80	Administration/course materials fee of £20

The standard course fee is £100. A concessionary fee of £80 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 those studying full-time at QUB on award bearing courses and paying full International fees, an administration and books/course materials fee of £20 is charged.

At the time of 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, cheque or credit card.

Classes will have a maximum of 16 students and will not run with less than 8 students.

### Duration and Teaching Dates

2 hours per week for 5 or 10 weeks  
Monday 10<sup>th</sup> October –Friday 16<sup>th</sup> December 2011

### Testing and Registration

All Queen's students must bring copies of their English language qualifications/certificates on the day of registration. Non-Queen's students, Erasmus students and those who do not have a recognised test certificate will be required to take a short test to assess their level.

At the time of registration you must provide: your student identity (ID) card, your e-mail (university e-mail) address and copies of your language qualifications.

<b>Registration Dates &amp; Times:</b>	Queens Students registration : <b>Wednesday 5<sup>th</sup> October 2-4pm</b> Non-Queens students & Erasmus students : <b>Thursday the 6<sup>th</sup> October 2-4pm</b>
--	---

## **Courses Available**

**Information on day, time and venue will be released at the end of September**

### **1. Seminar Skills**

This course is for students who wish to improve their presentation skills and will be presenting throughout the course. Students will develop confidence and will be better equipped to make contributions during seminars.

### **2. Language Development (10 week course)**

This course is for students who would like to improve their English in a more general context. It aims to develop communicative skills and powers of self-expression. The four skills reading, writing, speaking and listening are focussed on along with grammatical accuracy.

### **4. Academic Writing (10 week course)**

This is designed for students who need to improve their ability to write clear and accurate academic English. It will focus on various aspects of academic writing depending on the level, including basic sentence structure, paragraph organisation, cohesion, coherence and reference.

## **Contact Details for INTO Queen's University Belfast**

**Address:** 2-8 Lennoxvale  
Belfast  
BT9 5BY  
Northern Ireland

**Tel:** 02890 976850

**Fax:** 02890 976851

**Email:** [into@qub.ac.uk](mailto:into@qub.ac.uk)

**Website:** [www.into.uk.com/qub](http://www.into.uk.com/qub)

## **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