

## In-sessional English Language Programme: February 2017

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
£100	£80	Administration/course materials fee of £35

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 *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 **£35** 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 have a maximum of 16 students and will not run with fewer than 6 students.

### Duration and Teaching Dates:

- 2 hours per week for a duration of 10 weeks
- Classes start week commencing: **20<sup>th</sup> February 2017**

### Testing and Registration:

All Queen's students **must** bring copies of their English language qualifications/certificates on the day of registration. Students who do not have a recognised test certificate will be required to take a short test to assess their level. Students who have already completed an INTO Queen's in-sessional course in 2015/16 should bring their attendance certificate.

### At the time of registration **you must provide:**

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

**Registration Dates & Times:****Tuesday 14<sup>th</sup> February, 3-5pm****Wednesday 15<sup>th</sup> February, 3-5pm****1. Seminar Skills**

This course is for students who wish to develop their spoken grammar and vocabulary with regard to academic situations. Students will develop confidence and will be better equipped to make contributions during seminars, and will also improve their presentation skills.

**2. Language Development**

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 of reading, writing, speaking and listening are focused on along with grammatical accuracy.

**3. Academic Writing**

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 referencing.

**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.intohigher.com/queens](http://www.intohigher.com/queens)

**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.