



13 October 2021

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## Information Circular No. 4<sup>1</sup>

**Subject: Language Training Programme at UNOG - 2022**

### I. General provisions

1. This information circular is to advise staff of the modalities of the United Nations Language Training Programme at the United Nations Office at Geneva (UNOG).<sup>2</sup>
2. Language courses in Arabic, Chinese, English, French, Russian and Spanish are offered to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII), 43/224 D and 50/11.

### II. Course calendar for 2022

3. The course calendar, enrolment periods, and cancellation deadlines for 2022 are as follows:

<b>2022 Term</b>	<b>Enrolment Period</b>	<b>Cancellation Deadline</b>	<b>Course Period</b>	<b>Consultation Week</b>
<i>Winter</i>	18 October 2021 to 9 November 2021	27 December 2021	3 January 2022 to 25 March 2022	28 March 2022 to 1 April 2022
<i>Spring</i>	7 February 2022 to 1 March 2022	11 April 2022	18 April 2022 to 8 July 2022	11 July 2022 to 15 July 2022
<i>Summer</i>	2 May 2022 to 11 May 2022	29 July 2022	15 August 2022 to 26 August 2022	None
<i>Autumn</i>	23 May 2022 to 14 June 2022	5 September 2022	12 September 2022 to 2 December 2022	5 December 2022 to 9 December 2022

<sup>1</sup> This circular cancels and replaces circular IC/Geneva/2020/5. This circular expires on 30 September 2022.

<sup>2</sup> Staff of entities other than United Nations Secretariat must acquaint themselves with any internal regulations or rules of their respective entities, in particular with respect to any internal deadlines.

### III. Course details

4. A full description of the Language Training Programme and the course offer are available on the Center for Learning and Multilingualism (CLM) website at <http://learning.unog.ch>.
5. Courses are aligned to the levels of competence of the United Nations Language Framework<sup>3</sup>.
6. Not all courses or levels may be offered in all terms. A seat in the participant's preferred time schedule may not be available.

#### Course schedule and delivery

7. General language courses consist of a total of 48 hours of learning over a twelve-week term in addition to one week for student consultations, evaluation, and other course-related matters following the end of the term. Part of the general language courses may be delivered online.
8. Specialized courses consist of a total of either 24 or 48 hours of learning over a twelve-week term. Courses may be delivered online or in person, or in a blended format.
9. Classes normally run once or twice a week, either from 8 to 10 a.m., from 12.30 to 2.30 p.m. or from 6 to 8 p.m. Some classes may end 30 minutes earlier when an additional learning component is offered online.
10. During the Summer term, classes normally run five days a week, either from 8 to 10 a.m. or during lunchtime from 12.30 to 2.30 p.m.

#### Eligibility

11. Enrolment in language courses is open to the following persons:
  - a. United Nations Secretariat staff members who have been granted authorization by their supervisor;
  - b. Staff members of funds and programmes and other international organizations who have been granted authorization by their respective personnel/training section;
  - c. Staff of permanent missions and their spouses, spouses of United Nations staff members, employees of service providers located in the Palais des Nations, employees of non-governmental organizations ("NGOs") accredited by the United Nations, accredited press corps, consultants, interns and retirees.

#### Tuition Fees

12. UNOG staff and UN Secretariat interns are exempt from the payment of tuition fees and may enroll in language courses at no cost. Staff in other UN Secretariat entities are also

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<sup>3</sup> The United Nations Language Framework is a reference tool for learning and assessment in the six official languages within the United Nations. It ensures coherence in learning, teaching and evaluation in the six official languages and in the international context of the United Nations. More information available at <https://learning.unog.ch/node/1301#position9>.

exempt to the extent that regular budget resources have been allocated to UNOG for the provision of administrative services to their entity.

13. Tuition fees for other applicants are based on the number of learning-hours, as follows:
  - a. 48-hours/term: CHF 650;
  - b. 24-hours/term: CHF 390.
14. Participants may also be required to purchase course materials recommended by teachers before the end of the first week of classes.

## IV. Enrolment procedures

### Application and enrolment

15. All applications for enrolment should be completed on the on-line platform at <https://clmlanguageregistration.unog.ch>.
16. Applicants who are not staff of UN Secretariat, funds and programmes or other UN organizations or agencies must provide a copy of their *Carte de légitimation* or employer attestation at the time of their application.
17. Proof of payment in accordance with the instructions below must also be provided if the applicant is not exempt from the payment of tuition fees.
18. Applications are processed on a first-come-first-served basis. Incomplete applications will not be processed. Applicants are encouraged to enroll early given the limited number of seats in each class. Where more applications are received than available seats in a course, priority will be given to applicants who completed the previous level. Applicants who wish to repeat a course that they have already successfully completed do not receive priority.
19. Applicants will receive confirmation of their enrolment by email before the beginning of courses.
20. Participants will not be re-enrolled automatically for subsequent terms.

### Payment of tuition fees

21. Applicants who are not exempt from the payment of tuition fees must pay tuition fees before their application for enrolment. The proof of payment must be uploaded on the on-line platform at the time of enrolment. Payment should only be made under the name of the applicant. In case of a refund, only the applicant is eligible to receive the reimbursement.

Payment should be made as follows:

- a. By *bulletin de versement* at any office of the Swiss Postal Services (PTT) using the following information: United Nations Geneva, Special Accounts, PPT Account number 12-5904-2. Please indicate “10RCR, the name of the applicant, the term and the language (ie: 10RCR, John Smith, Autumn 2022, Chinese)” as the reason for payment

(“*motif du versement*”). Please upload a scanned copy of the *bulletin de versement* at the time of the application for enrolment and keep the original.

b. By electronic bank transfer, using the following information:  
PPT, IBAN CH40 0900 0000 1200 5904 2 (the BIC/SWIFT code is POFICHBE),  
United Nations Geneva, Special Accounts, *Division des Finances*, 1202 Geneva. Please indicate 10RCR, the name of the applicant, the term and the language (ie: 10RCR, John Smith, Autumn 2022, Chinese) as the reason for payment (“*motif versement*”). Please upload a copy of the proof of payment at the time of application for enrolment. Only a fully processed confirmation of the e-banking order is considered a proof of payment.

### **Placement test**

22. A placement test is mandatory if the applicant:
  - a. Has more than 50 hours of formal language training in the language in which the applicant intends to enroll; or
  - b. Has not been enrolled in the UNOG language training programme for over two terms; or
  - c. Has failed the same course level twice in two consecutive terms.
23. Applicants will receive an invitation to the placement test after the end of the enrolment period.
24. Due to the limited number of seats in each course, applicants who do not complete the placement test before the deadline or on the scheduled date and time for the test, without first advising the Language Training secretariat that they are unable to complete or attend the placement test, will not be eligible for enrolment in the course.

### **Cancellation of enrolment**

25. Participants may cancel their enrolment in a course at any time at least four working days before the start of the term. Participants enrolled in the Summer term may cancel their enrolment at any time at least two weeks before the start of the Summer term. Cancellation deadlines are indicated under paragraph 3.
26. Cancellation of enrolment must be done through the on-line enrolment platform at <https://clmlanguageregistration.unog.ch> by selecting the “Current submitted forms” tab and completing and submitting the on-line cancellation form. Participants will receive an email confirming the cancellation of enrolment.
27. Tuition fees will not be refunded to participants who cancel their enrolment beyond the deadline. Participants who cancel their enrolment before the deadline may elect to apply the tuition fees to the following term instead of receiving a reimbursement.

### **Reimbursement procedures**

28. Tuition fees will be refunded if an applicant cancels his or her enrolment before the deadline or if the applicant is not given a seat in one of the courses.

29. Students should send an email to the Language Training secretariat at [clm\\_language@un.org](mailto:clm_language@un.org) to receive the reimbursement forms.
30. Reimbursements may take up to eight weeks after the receipt of all required documents.

## V. Attendance and participation

### **Mandatory attendance**

31. Participants must be present during the first week of the term or on the first day of Summer courses. Students who are unable to attend the first week of the term (or the first day of the Summer course) must inform their instructor and the Language Training secretariat in advance by email at [clm\\_language@un.org](mailto:clm_language@un.org).
32. Participants who do not attend class during the first week of the term or on the first day of the Summer course may be disenrolled from the course and their seat given to participants who were placed on a waiting list.

### **Participation**

33. Participants must be on time, attend courses, and actively participate in class. They must also complete their homework or autonomous online learning outside of class hours as required. Participants must complete the end-of-term evaluation.
34. Managers are encouraged to approve requests from their staff to participate in language courses and to grant time to commute to and from classes. Staff may be requested by managers to make up the time spent away from their regular duties.

### **Security measures at the Palais des Nations**

35. Participants must ensure that they have up-to-date security documentation and that they comply with security procedures in place at the Palais des Nations.
36. Participants attending classes that begin at 8 a.m. must enter through the Pregny Gate unless they hold a United Nations badge that grants them access through alternate access points.
37. Due to parking restrictions on United Nations premises, students are encouraged to use public transportation. For the policy on vehicle access to UNOG grounds, please see [ST/IC/Geneva/2017/2](#).
38. Due to the COVID-19 pandemic, special sanitary security measures will apply, which may change depending on the evolution of the situation. Participants will be informed by email at the time of the confirmation of their course or at anytime during the term. All precautionary measures will apply to any face-to-face courses.

## VI. General enquiries

39. Enquiries concerning language courses may be sent by email to [clm\\_language@un.org](mailto:clm_language@un.org). Telephone enquiries be directed to the Language Training secretariat at 022 917 4409.
40. Information may also be found at <https://learning.unog.ch/language-index>.

[*signed*] Clemens M. **Adams**  
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