

**UNITED NATIONS HEADQUARTERS
LEARNING SECTION, OHRM
LANGUAGE AND COMMUNICATIONS PROGRAMME**

INFORMATION FOR STUDENTS

**WINTER 2012 LANGUAGE TERM
02 January – 30 March 2012**

Beginning of classes Tuesday 03 January

**Holidays Monday 02 Jan. (New Year's Day)
. Monday 20 Feb. (Presidents' Day)**

**Registration for Spring
April to July 2012 term 20 February to 09 March 2012**

* the **later** you register, the **less** likely you are to get the course you want without being put on waiting list

**End-of-Winter term examinations Monday 26 to Friday 30 March 2012
(attendance is mandatory)**

Cancellation/change of registration

Students who need to cancel/change their registration must send an email indicating their **language level and section code** to languages@un.org (and only to that email address) *within the first two weeks of the term* (by **Friday 13 January** at the latest).

The completed "change of registration form" must be attached to the email (form available online at <http://www.un.org/staffdevelopment/lcp>). Keep a copy of the email confirmation that will be sent to you as proof for your records. Any submission received **after** deadline above **will not be valid and the Incomplete Attendance Fee will apply.**

Reporting absences

Students arriving late to their course at the beginning of the term are invited to contact **only their teacher by email** as soon as possible.

If no information is received within the first week of courses, the No Show fee will apply.

Within the term, students absent for an extended period must inform **both** the *appropriate language coordinator AND their teacher by email and in advance* of the reasons for the absence.

Fees: Please see overleaf for details.

Examinations

Students can move on to the next level when they pass the end-of-term examination. A minimum score of 65 points (on a total of 100) in both oral and written areas is required to pass. **Participants are advised that examinations are an integral and mandatory part of the language programme.**

Make-up examinations

All requests for early or late make-up examinations must be made **by email** to the language coordinator only and justification **must** be included.

NO MAKE-UP EXAM WILL BE APPROVED WITHOUT WORK-RELATED JUSTIFICATION.

[HTTP://WWW.UN.ORG/STAFFDEVELOPMENT/LCP](http://www.un.org/staffdevelopment/lcp)

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The Language and Communications Programme has implemented **special fees** in order to provide you with the highest level of efficiency:

Fees	Incomplete Attendance Fee (\$100)	No Show Fee (\$100)
Description	<p>This fee is payable by students in all types of courses (regular, accelerated or special) if:</p> <p>1. attendance is less than 75 per cent of total classes for this course and (for regular and accelerated courses) they fail the end-of-term examination and wish to repeat any language course at one of the two subsequent terms</p> <p>or</p> <p>2. they do not take the end-of-term examination, even though they are registered in the class and have good attendance, and even if they inform their teacher or coordinator in advance.</p> <p>or</p> <p>3. they drop out/stop attending the course after the first two weeks of the term (even if they inform the LCP staff)</p>	<p>This fee is payable by students in all types of courses (regular, accelerated or special) when they do not attend the courses and do not – within the first week of classes - inform by email their teacher or the appropriate language coordinator about their absence or their decision to cancel their registration.</p>
Waiver	<p>Once per year only, this fee can be waived by the appropriate language coordinator (<u>not by the teacher!</u>) for students if:</p> <p>1. they leave a gap of two terms before returning to class</p> <p>2. they are out sick for three weeks or more (for which a sick leave certificate is required)</p> <p>3. they are sent on a mission assignment of three weeks or more which they were not aware of when they registered for class (certification is required from the supervisor)</p> <p>4. they find that their work assignments have changed in such a way as to interfere with their ability to attend class (certification is required from the supervisor, and is a “one-time option only” within a one year period).</p>	<p>Students concerned can <u>not</u> request the no-show fee be waived for <u>any</u> reason as the lack of information prevented coordinators from contacting wait-listed students.</p> <p>However, the no-show fee is automatically waived if students leave a gap of two terms before returning to the language programme (in that case, students will be required to take a placement exam again).</p>
Payment	<p>No direct payment to LCP.</p> <p>Payment via cash or cheque only (payable to the United Nations) to the Cashier’s Office (located in 380 Madison Avenue, 19th Floor) between 10am and 3.30pm.</p> <p>BRING A COPY of the receipt to 380 MADISON AVENUE (14th floor) room M-14001 OR to DC2-200.</p> <p>Registration will not be processed without proof of payment</p>	

Thank you in advance for your cooperation!