



Summer Programme at the University of Leeds Language Centre for students from the Universidad Politécnica de Madrid

PROGRAMME DETAILS AND ESTIMATED COSTS

(23/2/2018)

The Language Centre would be pleased to welcome students from the Universidad Politécnica de Madrid to study during Summer 2018. This document provides details about the course, accommodation and estimated costs.

1. The Summer General English Programme, July - September 2018

The main aim of the Summer General English programme is to develop your ability to communicate more effectively in real English-speaking situations. We do this by using real-life texts (such as current online news, films, documentaries etc.), developing communication skills in a range of both formal and informal situations, exploring techniques and strategies to cope in English-speaking contexts and finding out about what it means to be an international English speaker. We also aim to develop your independent language learning skills so that you can use real-life situations outside the classroom to improve your English and continue learning successfully after the course finishes.

The following graphic summarises the key aims:



The course is divided into topics which each culminate in a speaking or writing progress test for which you will receive a CEFR level (A2-C1) and a grade (Distinction/Merit/Pass). You will also receive feedback about your strengths and areas for improvement.

The topics, which you will study in the morning general English classes, are aimed at providing you with an interesting perspective of English-speaking cultures along with opportunities to practise communicating in different situations. Example topics you may study include 'Attitudes to Fast Fashion', 'Unusual Tourism' and 'Glastonbury and other music festivals'. Example written progress tasks include writing a blog or a discursive article, and spoken progress tasks such as recording a short video and sharing research results in a formal discussion. In the afternoon classes on a Monday, Tuesday and Thursday, if you are a full-time student, you will have the possibility to choose a subject area to develop your English in more depth such as 'literature'.

In addition, as the course is promoted internationally, you will have an opportunity to meet and study with students from other parts of the world and to share cultural experiences with them. The maximum class size is 16 students. The Language Centre and its courses are accredited under the British Council's Accreditation UK Scheme for the teaching of English as a foreign language.



You will study every morning for 3 hours, Monday-Friday, in the period 0900-1300. You will study for 2 hours on Monday, Tuesday and Thursday afternoons, in the period 14.00 – 17.00. You will be encouraged to undertake independent study on Wednesday and Friday afternoons after class, using the facilities at the Language Zone, which is the area for independent language learning. For details, please:

http://www.leeds.ac.uk/arts/info/124995/language_zone

All of your classes will be on the University of Leeds campus.

For details, please see: http://www.leeds.ac.uk/info/4000/around_campus

During the summer a full **social programme** is provided for students to take part in if you wish, with regular clubs available, plus events and day trips. Many of these are free, and some have a cost (examples and indicative costs are included below for your reference):

Weekly book or film club, choir: £0 – £2 per session

Day trip to Whitby including travel: around £8 - £10

Evening trip to a Fish and Chip or Indian restaurant: price of meal around £10 - £15

Summer Ball (including a 3 course meal, and disco with DJ): £20 - £30.

In addition, you will be able to use the University's **Sports Centre** on campus, 'The Edge', which offers a 250 station gym, 25-metre swimming pool and a range of classes and services (prices vary - for one-off sessions, use of the gym costs around £8; use of the swimming pool around £5). For further details, please see:

<http://sport.leeds.ac.uk/the-edge/>

2. Course dates and enrolment periods

You will be able to join the Summer General English programme on any of the following dates and you must study for the full period of 3, 4, 5, 6 or 10 weeks.

| Course Start Date | Course End Date | Weeks |
|-------------------|-------------------|-------|
| 9th July 2018 | 14 September 2018 | 10 |
| 23 July 2018 | 10 August 2018 | 3 |
| 9 July 2018 | 3 August 2018 | 4 |
| 6 August 2018 | 14 September 2018 | 6 |
| 13 August 2018 | 14 September 2018 | 5 |
| | | |

Suggested arrival date: Saturday before course starts

Suggested departure date: Saturday after course ends



3. English language entry requirements

To join the Summer General English programme, you should have reached a minimum of a pre-intermediate level of English (A2 on the Common European Framework Reference levels). You do not need to have taken a secure English language examination such as TOEFL; however, you must be able to demonstrate your level of proficiency in English at the time of application to the course by providing an English language test certificate confirming your current level of English.

You should inform the Language Centre if you have special needs which, for example, would require the support of Disability Services.

Before arrival in Leeds after you have accepted a place on the course, you will be asked to take a short online placement test. This will help the Course Director to allocate you to a group on the course with students who have a similar level of English proficiency.

4. Registration and insurance

The Language Centre will organise registration at the University of Leeds to permit access to the Language Centre, the Library, and other facilities on the University of Leeds campus. Access to sports facilities will also be available, subject to payment of a small user fee, in accordance with standard University of Leeds procedures. Attendance on the course involves registration as a University of Leeds student, which in turn entails acceptance of the University regulations currently in force.

The LC will endeavour to ensure a safe environment for all students during programmed hours. It must be clear, however, that students are responsible for their own actions outside these hours.

With regard to medical treatment during the course, the Registry of the University of Leeds issues the following statement:

“Visitors to the University of Leeds

*Overseas visitors to the University of Leeds (including those from EU member countries) are reminded of the necessity to check they have appropriate **insurance cover** for medical treatment. Visitors from countries (EU and elsewhere) with which the UK has reciprocal arrangements for medical treatment should note that such agreements are generally limited to treatment the need for which arises during the visit. Treatment for pre-existing conditions is not normally included. The University is unable to accept responsibility for making the checks required. Any costs incurred for treatment required during a visit to the United Kingdom will be solely the responsibility of the visitor.”*

In addition, you must be covered for **travel insurance** for the duration of your stay in the UK.



5. Assessment

You will receive a University of Leeds certificate of attendance at the end of the course, subject to minimum 90% attendance at classes.

6. Accommodation & Meals

You will be offered University of Leeds self-catering accommodation.

University accommodation

You will be offered a single study bedroom in a self-catering university hall of residence. You will share a bathroom and a kitchen with up to 5 other students. The Residence available in the summer period is 5 minute walking distance to the University campus.

For details about University of Leeds residences, please see the University of Leeds Accommodation Office website: <http://accommodation.leeds.ac.uk/>

University Refectory

In addition, to taking meals at the hall of residence or at the cafés on the campus, you will be able to eat hot food at the student restaurant on campus, which is called the Refectory. During the summer period, the Refectory is open from 08.30 – 14.30 every day. For further information, please see:

<http://gfal.leeds.ac.uk/where-to-eat/refectory/>

7. Cancellation policy

Cancellations and refunds to tuition fees

If you withdraw from the Programme after payment of the tuition fee, you will be refunded the fees you have paid except for 10% of the tuition fee, which is deducted to cover LC administration costs. Accommodation deposits are non-refundable.

Fee refunds are not normally made after the course start date.

8. Application procedure

To apply for a place on the course, you should complete and return a completed Language Centre Course application form electronically which is available at:

http://www.leeds.ac.uk/arts/info/125008/english_language/1330/applications



You should indicate clearly in section 4 of the Language Centre Course Application form the start and end dates for your course.

You should attach to the e-mail the following documents:

1. a completed Language Centre course application form,
2. a copy of the ID page from your passport showing a clear photograph,
3. a copy of the evidence of level of English document. This should be a certificate showing an English exam or test result, giving the date of the exam and the level or grade achieved.

Please e-mail your Application documents to elapplications@leeds.ac.uk by 30th May 2018. Please indicate in the e-mail subject line that you are a student from the Universidad Politécnica de Madrid.

9. Arrival & Departure

It is recommended that you book a flight to either Leeds/ Bradford airport (25 minutes from Leeds via bus) or Manchester Airport (1 hour 30 minutes via direct train).

You should arrive in Leeds on either the Saturday or Sunday before your course starts. Your accommodation will be available from this day; however, you must advise the Language Centre about your time of arrival at the University Residence. You will be expected to leave your accommodation on the Saturday after your course has finished. No accommodation will be available in University Residences before 7th July 2018 and after 14 September 2018.

Estimated Costs

| | Estimated cost per person (GBP) | | | | |
|--|---------------------------------|---------|---------|---------|----------|
| | 3 weeks | 4 weeks | 5 weeks | 6 weeks | 10 weeks |
| 1. Tuition fee* (weekly) = 250 GBP | 750.00 | 1000.00 | 1250.00 | 1500.00 | 2500.00 |
| 2. University Accommodation 18.00 GBP x 7 nights = 126 GBP | 378.00 | 504.00 | 630.00 | 756.00 | 1260.00 |
| 3. Bedding Pack 35 GBP | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 |
| Total GBP | 1223.00 | 1619.00 | 2195.00 | 2411.00 | 3995.00 |

* Special fee for ETSIST's students.



Payment terms

The University of Leeds will issue an official invoice at least two weeks before the course start date.

Payment should be made via credit card or bank transfer to the University of Leeds before arrival in Leeds. Bank details are provided below. Please note that you should additionally pay any bank charges incurred. This sum should be added to the payment requested in the invoice. If a bank transfer is made, a copy of the bank transfer document should be sent via e-mail as a scanned copy to the Language Centre elapplications@leeds.ac.uk. Payment should be made to 'The University of Leeds' but clearly indicated 'for the Language Centre'. Please include your student ID number on the payment confirmation.

Bank Credit : Payment to The University of Leeds

Bank: Barclays Bank - Account 20821845, Sort Code 20-48-46.

IBAN GB48BARC20484620821845 : SWIFT BARCGB22

For further information or any queries, please contact:

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<http://www.leeds.ac.uk/languages>