OUR VISION

A Centre for language learning that is a national, regional and international centre of excellence for foreign language study and research.

OUR MISSION

The Centre will deliver innovative, high quality language training and services to the UWI learning community and the wider public and engage in relevant research in keeping with its mandate to promote multilingual competence.
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# Academic Calendars

## 2016/2017

**The University of the West Indies**  
**St. Augustine Campus**  
**ACADEMIC CALENDAR 2016-2017 (abridged)**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins</td>
<td>August 22, 2016</td>
<td>January 9, 2017</td>
</tr>
<tr>
<td>Semester begins</td>
<td>August 28, 2016</td>
<td>January 15, 2017</td>
</tr>
<tr>
<td>Registration ends</td>
<td>September 16, 2016</td>
<td>February 03, 2017</td>
</tr>
<tr>
<td>Teaching begins</td>
<td>September 05, 2016</td>
<td>January 16, 2017</td>
</tr>
<tr>
<td>Teaching ends</td>
<td>December 2, 2016</td>
<td>April 13, 2017</td>
</tr>
<tr>
<td>Semester ends</td>
<td>December 21, 2016</td>
<td>May 19, 2017</td>
</tr>
</tbody>
</table>

The full academic calendar is available at: [http://sta.uwi.edu/resources/documents/AcademicCalendar.pdf](http://sta.uwi.edu/resources/documents/AcademicCalendar.pdf)

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## Centre for Language Learning

**ACADEMIC CALENDAR 2016-2017**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3(Mid-year programme)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (UWI staff &amp; public)</td>
<td>August 22 – September 02, 2016</td>
<td>January 03-13, 2017</td>
<td>April 24-28, 2017</td>
</tr>
<tr>
<td>Registration UWI students</td>
<td>August 22 – September 16, 2016</td>
<td>January 03 - February 03, 2017</td>
<td>April 24-28, 2017</td>
</tr>
<tr>
<td>Teaching begins (Saturday groups)</td>
<td>September 03, 2016</td>
<td>January 14, 2017</td>
<td><strong>No Saturday groups offered</strong></td>
</tr>
<tr>
<td>Teaching begins (Weekday groups)</td>
<td>September 05, 2016</td>
<td>January 16, 2017</td>
<td>May 01, 2017</td>
</tr>
<tr>
<td>Change in Registration, Refunds, Withdrawals ends</td>
<td>September 16, 2016</td>
<td>February 03, 2017</td>
<td>May 12, 2017</td>
</tr>
<tr>
<td>Teaching ends (Weekday groups)</td>
<td>December 01, 2016</td>
<td>April 13, 2017</td>
<td>July 27, 2017</td>
</tr>
<tr>
<td>Teaching ends (Saturday groups)</td>
<td>December 03, 2016</td>
<td>April 15, 2017</td>
<td><strong>No Saturday groups offered</strong></td>
</tr>
<tr>
<td>Test results available</td>
<td>From January 03, 2017</td>
<td>From April 24, 2017</td>
<td>From August 21, 2017</td>
</tr>
</tbody>
</table>

**NB:** Classes are offered in a few languages in late April to July each year. Generally, only evening classes are available (M/W and T/T).

*This schedule is subject to change.*
Opening Hours

The Administration Office is open as follows:
**Monday to Friday:**
8:00 a.m. to 5:00 p.m.

**Saturday:**
9:00 a.m. to 5:00 p.m.

When classes are in session in Semesters 1 and 2, the building remains open as follows:

**Monday to Friday:**
8:00 a.m. to 8:00 p.m.

**Saturday:**
8:00 a.m. to 5:00 p.m.

The CLL is only open on Saturday during Semesters 1 and 2.

A buzzer sounds 10 minutes before closing time and again at closing time. We ask that you vacate the building promptly when the buzzer first sounds. The second buzzer indicates that the front door is being closed and the security system switched on.

Public holidays

The CLL is closed on all official public holidays and Carnival Monday and Tuesday. Classes may be suspended in accordance with the UWI academic calendar and activities.

Facilities

Self-Access Facility (SAF)
The Self-Access Facility (SAF) at the CLL is located on the first floor and is available for use by all students for independent study. The SAF has available study material such as DVDs, CDs, pedagogical material, and computers with internet access for online resources. You should be aware that inappropriate or unlawful use of computer technology or the internet while in the SAF can result in suspension of use. You may be held liable for any unlawful use of the internet in the SAF. The SAF opens on Monday to Friday from 8:00 a.m. to 4:00 p.m.

Course Books and Course Material
Course books and course material are available for purchase at the CLL. These transactions are initiated in the Administration Office on the ground floor.

Cafeteria
A cafeteria is located on the ground floor of the CLL and offers an assortment of sandwiches, hot and cold beverages and snacks.

Contacting Us

Direct Lines:
868 645-2278 (Administration Office)

Other numbers:
868 662-2002 Extensions 82524, 83933, 82453

Fax number:
868 645-2278 (Administration Office)

Email: CLLFHE@sta.uwi.edu

Website: http://sta.uwi.edu/fhe/cll

Follow us on @CLLUWI
WHO ARE WE?

The Centre for Language Learning (CLL) is the language centre of The University of the West Indies, St. Augustine Campus. The courses offered by CLL are open to UWI students, UWI staff and members of the public 18 years and over. As a teaching and research centre at The University of the West Indies, the CLL is governed by the rules and regulations of the regional university. These rules and regulations can be consulted at The UWI St. Augustine website: www.stauwi.edu. The CLL Student Handbook provides additional information specific to the non-credit/credit foreign language courses which we offer.

THE CLL PHILOSOPHY

The Centre for Language Learning promotes communicative and intercultural competence in its programmes. Our aim is to empower learners to use the target language in order to understand information, to express themselves orally and in writing, and to communicate with native and non-native speakers of the language. An important part of knowing a foreign language is developing a critical understanding of target language cultures as well as developing an ability and willingness to engage with these cultures.

Learners who enroll in the Centre’s courses are seeking to gain skills to survive in the target culture. This means that our classes are conducted as far as possible in the target language and learners are supported in developing confidence to express themselves fluently. While pronunciation is monitored and grammatical structures taught, the focus at all times is on enabling learners to use and expand their communicative repertoire in the target language.

(The terms ‘students’ and ‘learners’ are used interchangeably in this handbook. When reference is being made to registered UWI students, they are referred to as such.)

AT THE CLL

Our teachers are native speakers or very fluent non-native speakers. We have state-of-the-art equipment and facilities. Our courses are conveniently scheduled. Our classes are interactive and engaging. You learn to speak the language. You discover that learning a language can be fun!

WHY LEARN A FOREIGN LANGUAGE?

You want to understand Japanese; you love Latin music; you want to read the Qur’an; you want to have a competitive edge when applying for a job; you want to travel to France; you want to apply for a postgraduate scholarship in Germany; your grandparents speak Hindi. These are some of the reasons people give for wanting to learn a language.
GENERAL INFORMATION
People registering for CLL courses do so to complement their undergraduate or graduate study, for work, travel, or personal enjoyment. All successful language learning requires a commitment of time and effort. If you register for a language course at the CLL, you are expected to attend all the classes and to complete the work set by the lecturer/tutor in order to benefit fully from the course. **Therefore before registering, please consider carefully if you have enough time to dedicate to learning a language in view of your course load or work and other commitments.**

COURSE CONTENT
All courses emphasize using the language for communicating with speakers of the language. All courses focus on speaking, listening, reading, and writing in the language, and knowing and using the grammar and culture of the language.

TEXTBOOK AND COURSE MATERIALS
You will be required to purchase the course book and essential course materials. Most of the course books are available for sale at the CLL.

INDEPENDENT STUDY
Independent study, either at home or at the CLL in the Self-Access Facility (SAF), is essential to consolidate points covered in class and in order to prepare for class. As a general guide, we recommend that you spend an equal amount of time out of class in independent study as you spend in class.

COURSE LEVELS
Prior to enrolling in a course always check your starting level. You can check your starting level by using the self-assessment grid found at https://stu.uwi.edu/fhe/cll/documents/CEFR%20Self%20Assessment%20Grid.pdf

One of the key factors in getting the most out of your language course is to start at the correct level. The correct level for you will depend on your previous experience. Many of our courses are offered at three levels of difficulty: Beginner - Level 1 (A & B); Lower Intermediate - Level 2 (A & B); and Intermediate - Level 3 (A & B). Spanish and French courses are also offered subject to demand at the Upper Intermediate Level - Level 4 (A & B) in alternate years. Our courses are indexed against the Common European Framework of Reference for Languages (CEFR).

Level 1A courses are for absolute beginners and assume no previous knowledge of the target language. Successful completion of a course allows automatic entry into the following course. Final decisions on student placement, however, are made by the CLL.

**Registration in two languages at the beginner level is not allowed.**

COURSE AVAILABILITY
The CLL currently offers courses in 10 foreign languages: Arabic, (Mandarin) Chinese, French, German, Hindi, Italian, Japanese, Portuguese, Spanish, and Yoruba. Languages and levels are available subject to the demand for a particular course. **We reserve the right to cancel courses for which the demand is too low to form a viable group.**
CLASS TIMES & ATTENDANCE

Classes meet for four 50-minute sessions per week, with classes beginning on the hour and ending ten minutes before the hour (e.g. 11:00 to 11:50). Classes begin punctually. Students who are more than 20 minutes late may be refused entry into class/tests.

Lab time is rostered. To facilitate this you will be required to change classrooms according to the assigned schedule. We apologise for the inconvenience, but this is a necessary constraint of trying to give each of the 60 plus language groups a session in the digital labs.

Classes are held during the day, on evenings, and on Saturdays. Testing is done as far as possible during regular class times.

ABSENCE FROM TEACHING SESSIONS

- Absence for medical or other extenuating circumstances must be supported by medical certificates or other relevant documents.
- In accordance with the university’s regulations, minimum attendance of 75% of classes is required. Extended absenteeism is considered as withdrawal from the course.
- The CLL cannot guarantee that someone who has missed a class will be accommodated in another group at a different time slot.
- The CLL reserves the right to cancel a class if the tutor is absent due to illness or unavoidable circumstances. A replacement class will be scheduled at a time suitable to the majority of the class.

ABSENCE FROM TESTS

Tests are normally held at mid-semester (weeks 6-7) and at the end of teaching (week 13). Test schedules are fixed and cannot accommodate individual student timetables. As a general rule, there are no make-up test sessions. However, it is at the tutor’s discretion whether a student who will miss the listening, reading, or writing test can be accommodated in another group at the same level.

Oral tests cannot be re-scheduled. Students who have not done the oral test will receive zero for that component. If no accommodation is possible for listening, reading, and writing, a tutor may either award an adjusted grade or allow the student to be tested at 100% in the end-of-semester tests.

COURSE DATES

SEMESTER 1: September 03 – December 03, 2016
SEMESTER 2: January 14 – April 15, 2017
SEMESTER 3: May 01 – July 27, 2017
The UWI mark scheme:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Mark%</th>
<th>Grade</th>
<th>GPA</th>
<th>Mark%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>90-100</td>
<td>C+</td>
<td>2.3</td>
<td>55-59</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>80-89</td>
<td>C</td>
<td>2.0</td>
<td>50-54</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>75-79</td>
<td>F1</td>
<td>1.70</td>
<td>40-49</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>70-74</td>
<td>F2</td>
<td>1.30</td>
<td>30-39</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>65-69</td>
<td>F3</td>
<td>0.00</td>
<td>0-29</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>60-64</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INFORMATION FOR UWI STUDENTS

REGISTRATION STATUS

UWI students may pursue any of the CLL non-specialist language courses as electives or on an extra-curricular basis. Students must have valid student status for the semester in which they wish to pursue the course. We do not allow registration as a UWI student during mid-year session/Semester III. You must register as a member of the public.

PURSUING A CLL COURSE AS AN ELECTIVE

If your faculty regulations permit, you may pursue a CLL course as an elective*. Please ensure that you consult your department or faculty if you intend to pursue a language course as an elective. It is your responsibility to ensure that your registration is in accordance with your faculty’s regulations. Courses pursued as electives may be counted towards the award of a degree, subject to the regulations of your faculty. General regulations concerning CLL courses are as per the regulations of the Faculty of Humanities and Education, School of Humanities.

*FREN 1001; 1002; 1003; 1004; 1005; 1006
*SPAN 1101; 1102; 1103; 1104; 1105; 1106
*JAPA 1003; 1004; 1005; 1006
*CHIN 1003; 1004; 1005; 1006

PURSUING A CLL COURSE ON AN EXTRA-CURRICULAR BASIS

If you register for a CLL course on an extra-curricular basis, your results cannot be counted towards your degree. You will be given a statement of results at the end of a course and receive a CLL certificate of proficiency at the end of the level.

Change of registration status, i.e. from elective to extra-curricular or vice-versa, must be finalised by the end of the Change in Registration period, i.e. September 16, 2016/February 03, 2017/May 12, 2017.
REGISTRATION FOR CLL’s CREDIT-BEARING COURSES (CHINESE, FRENCH, JAPANESE AND SPANISH)

No. of Credits: 2

STEP 1: For students doing level 1B onwards, register online www.sta.uwi.edu (BANNER)

Note: Students registering for Level 1A must visit the CLL before completing (BANNER) registration.

STEP 2: Complete the CLL online registration form at http://sta.uwi.edu/fhe/cll/register.asp selecting groups/times of class. Students doing courses for credit cannot join a Saturday class. You must select group/times of weekday classes only after checking the online timetable on the CLL’s registration page.

STEP 3: Visit CLl’s Administration Office and inform registration staff that you have registered for a credit-bearing course.

STEP 4: Purchase relevant textbooks/course material on sale at the CLL.

FEES

UWI CREDIT STUDENT
UWI students who pursue language courses as electives in Semesters I or II pay the regular per credit tuition fee TT$400 per credit. T&T students are covered by GATE.

UWI NON-CREDIT STUDENT
UWI students who pursue language courses on an extra-curricular basis in Semesters I or II (i.e. students not enrolled under the credit-bearing option) pay a non-refundable registration fee of TT$50. The tuition fee is waived for such students. Please note that only students registered at the University of the West Indies St. Augustine campus who provide valid UWI identification are entitled to the waiver of the tuition fee. All other students are required to pay the fee as outlined for members of the public.

UWI STAFF
UWI staff members (faculty and ATSS) pay a non-refundable registration fee of TT$50 and a discounted course fee of TT$300 year round. Please note that the staff fees only apply to UWI St. Augustine staff. All others will be required to pay the fees as outlined for members of the public.

PUBLIC
Members of the public (including UWI students outside Semesters I & II) pay a non-refundable registration fee of TT$50 and the full course fee of TT$575. Members of the public who are 60 years and over pay the same registration fee, but pay a discounted course fee of TT$400.
REFUND POLICY

A full refund (i.e. registration and course fees) will be given if the course cannot be offered due to low demand.

Should you realize before starting classes that you would be unable to pursue a course for which you have registered, your registration will be transferred to the next time the course is offered.

Course fees are only refundable in documented extenuating circumstances up to end of the second week of teaching. An administrative fee of TT$50 will be charged for the processing of a refund.

REFUND ENDS:
SEMESTER 1: September 16, 2016
SEMESTER 2: February 03, 2017
SEMESTER 3: May 12, 2017
### CLL Course Levels:

<table>
<thead>
<tr>
<th>CLL Course Level</th>
<th>CLL Pre-requisite or recommended level of knowledge at entry to course</th>
<th>Expected level of achievement at the end of the course according to the CEFR*</th>
<th>Post-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1A</td>
<td>Absolute beginners; or very limited knowledge of the language</td>
<td>A1</td>
<td>Level 1B</td>
</tr>
<tr>
<td>Level 1B</td>
<td>CLL Level 1A; Spanish/French CSEC Grades 2/3 not more than three years ago</td>
<td>A1/2</td>
<td>Level 2A</td>
</tr>
<tr>
<td>Level 2A</td>
<td>CLL Level 1B; Spanish/French CSEC Grade 1, up to three years ago</td>
<td>A2</td>
<td>Level 2B</td>
</tr>
<tr>
<td>Level 2B</td>
<td>CLL Level 2A</td>
<td>A2/B1</td>
<td>Level 3A</td>
</tr>
<tr>
<td>Level 3A</td>
<td>CLL Level 2B; a passing grade at CAPE/A Levels up to three years ago</td>
<td>B1</td>
<td>Level 3B</td>
</tr>
<tr>
<td>Level 3B</td>
<td>CLL Level 3A</td>
<td>B1</td>
<td>Level 4A</td>
</tr>
<tr>
<td>Level 4A FRENCH/SPANISH only</td>
<td>CLL Level 3B; a good grade at CAPE/A Level five or more years ago, but in need of a revision course before entering the degree programme</td>
<td>B1/2</td>
<td>Level 4B</td>
</tr>
<tr>
<td>Level 4B FRENCH/SPANISH only</td>
<td>CLL Level 4A</td>
<td>B1/2</td>
<td>First Year (specialist degree)</td>
</tr>
</tbody>
</table>

**CEFR - Common European Framework of Reference**

These guidelines apply principally to French, German, Italian, Portuguese and Spanish. Arabic, Japanese and Mandarin are generally classified as Category 4 languages, in terms of difficulty. Learners of those languages require a longer instructional period to reach the higher proficiency levels, in comparison to the time required by a learner of a Category 1 language, such as French or Spanish (see, [www.dfliflc.edu](http://www.dfliflc.edu)).

- Continuing CLL students progress from course to course.
- New students joining the CLL programme at Levels 2 or 3 must do both courses offered at those levels (i.e. course A and B).
Common European Framework of Reference for Languages (CEFR):

The common reference levels global scale describes in general terms what learners are able to do at each level of proficiency.

C2 Proficient User

Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

C1 Proficient User

Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express himself/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of patterns, connectors and cohesive devices.

B2 Independent User

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

B1 Independent User

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

A2 Basic User

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

A1 Basic User

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
ROOM TEMPERATURE ADVISORY

Our classrooms and labs are air-conditioned. Students are advised to wear a sweater, jacket, shawl etc. during teaching sessions and tests for their comfort.

STUDENT CONDUCT

Students are asked to kindly observe the following:

- Regularly check the CLL notice boards and website for course information, such as test dates.
- Pay attention to all posted notices concerning proper conduct while on the premises.
- Turn off their mobile phones or have them on 'silent' during classes/tests.
- Enter classrooms only at their scheduled class times.

EMERGENCY EVACUATION PROCEDURE

The CLL is equipped with a fire alarm system. In the event of fire, the alarm will sound. If the alarm sounds, please calmly make your way through one of the exits.

In the event of an earthquake, please stay calm. Shelter under furniture in the room you are in if the furniture are appropriate, and please be on the lookout for falling debris. Once the shaking stops, exit the building in a calm and orderly manner using the next available exit.

There are two exits on the ground floor – the main entrance/exit located on the western side and the emergency exit to the south eastern side. On the first and second floors the emergency exits are located on the south side of the building.

Once outside the building, please make your way to the muster point which is located west of the building and north of the Security Services headquarters. Stay at the muster point and await further instructions.
# Key facts about the CLL programme

## Key Facts about the CLL Programme

*Students may be pursuing these languages for credit. |
|---|---|
| Enrolment | • Open to UWI students, UWI staff, and the public  
• Persons are not allowed to register for two beginner courses at the same time.  
• Registration in more than one course is at the discretion of the CLL. |
| Contact hours | Four hours per week for 13 weeks |
| Class times | **Mon - Thurs:** 11 am - 12 noon  
12 noon - 1pm  
**Sat:** 9 am - 1 pm  
1 - 5 pm  
**Mon & Wed:** 5 - 7 pm  
**Tues & Thurs:** 5 - 7 pm  
*Classes begin 00:00 and end 00:50* |
| Learning approach | • Highly interactive, integrating print and electronic media, with a focus on communicative activities in speaking, listening, reading, writing, culture, and grammar  
• Learners are encouraged to use the additional resources available in the CLL’s Self-Access Facility and/or online.  
• Learners are encouraged to participate in the many cultural activities available, e.g. el cartel de los jueves and the French ciné-club. |
| Costs (as applicable) | • Cost of course books & course materials  
• Tuition/course fees  
• Non-refundable registration fee (waived for students doing courses for credit)  
• Administrative fee for refunds |

**DISCLAIMER:** The CLL reserves the right to change or amend any information contained in this handbook.