



**Centre for Language Learning**

*a centre of excellence for languages*

2023-2024

# STUDENT HANDBOOK





## **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 CALENDAR**  
The University of the West Indies  
St. Augustine Campus

**UWI ACADEMIC CALENDAR 2023-2024 (abridged)**

ACTIVITY	SEMESTER 1 AUGUST – DECEMBER 2023	SEMESTER 2 JANUARY – MAY 2023	SUMMER MAY – JULY 2024
Registration begins	August 21, 2023	January 08, 2024	May 13, 2024
Semester begins	August 27, 2023	January 21, 2024	May 19, 2024
Registration ends	September 08, 2023	January 27, 2024	June 02, 2024
Teaching begins	September 04, 2023	January 22, 2024	May 20, 2024
Teaching ends	November 24, 2023	April 12, 2024	May 20, 2024
Semester ends	December 22, 2023	May 10, 2024	July 26, 2024

*The full academic calendar is available at:*

<https://sta.uwi.edu/resources/documents/academiccalendar.pdf>

**ACADEMIC CALENDAR 2023-2024**  
Centre for Language Learning

ACTIVITY	SEMESTER 1	SEMESTER 2	MID-YEAR PROGRAMME
Registration (UWI staff & public)	August 21– September 01, 2023	January 02–13, 2024	May 07–10, 2024
Registration UWI students	August 23– September 17, 2023	January 02– February 02, 2024	May 07–25, 2024
Teaching begins (Saturday groups)	September 09, 2023	January 21, 2024	<b>No Saturday groups offered</b>
Teaching begins (Weekday groups)	September 04, 2023	January 15, 2024	May 13, 2024
Change in Registration, Refunds, Withdrawals ends	September 18, 2023	January 30, 2024	June 01, 2024
Teaching ends (Weekday groups)	December 02, 2023	April 19, 2024	July 26, 2024
Teaching ends (Saturday groups)	December 02, 2023	April 21, 2024	<b>No Saturday groups offered</b>
Grades available	January 05, 2024	May 07, 2024	August 20, 2024
Official Records Available	January 05, 2024	May 07, 2024	August 20, 2024

**NB:** Classes are offered in a few languages in our Mid-Year Programme. Generally, only evening classes are available (M/W and T/T).

*This schedule is subject to change.*



## OPENING HOURS

The Administration Office observes the following opening hours:

**Monday to Friday:**

8:30 a.m. to 4:30 p.m.

**Saturday:**

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

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

## 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.



## 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 the 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

## COURSE BOOKS AND COURSE MATERIAL

Select course books and course material are available for purchase at the UWI Bookshop. For availability, kindly enquire at [uwi.bookshop@sta.uwi.edu](mailto:uwi.bookshop@sta.uwi.edu). Textbooks can also be sourced via the following links: [Second Hand Books](#), [www.amazon.com](http://www.amazon.com) and <https://www.bookdepository.com/>.

## CONTACTING US

Telephone (868) 662-2002 Extensions 82524, 83933, 82453, 82133 & 82135

Email: [CLL.FHE@sta.uwi.edu](mailto:CLL.FHE@sta.uwi.edu)

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

Follow us on  @CLLUWI

<https://www.facebook.com/clluwista/>

consulted at The UWI St. Augustine website: [www.sta.uwi.edu](http://www.sta.uwi.edu). The CLL Student Handbook provides additional information specific to the non-credit/credit foreign language courses that we offer.

## THE CLL PHILOSOPHY

The Centre for Language Learning promotes communicative and intercultural competence in our 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

### GENERAL INFORMATION

All successful language learning requires a commitment of time and effort. 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. ***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.***

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. 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. These are some of the reasons people give for wanting to learn a language.

### 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. Upon completion, you will receive a ***digital*** official record.





## INDEPENDENT STUDY

Independent study 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://sta.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). 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 qualification for 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 9 foreign languages: (Mandarin) Chinese, French, Korean, Japanese, Portuguese, Spanish and Yoruba. Languages and levels offered are always subject to demand. ***We reserve the right to cancel courses for which there is insufficient demand.***

## COURSE COMPLETION

Upon successful completion of their course, all non-credit students will receive an official record (digital) with a breakdown of marks/grade. Upon successful completion of part 'B' of any course e.g. *Portuguese Level 1B*, each student will receive both an official record and CLL certificate (digital).



## 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. Please review the information provided on the [Student Information](#) page of our website.

## 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

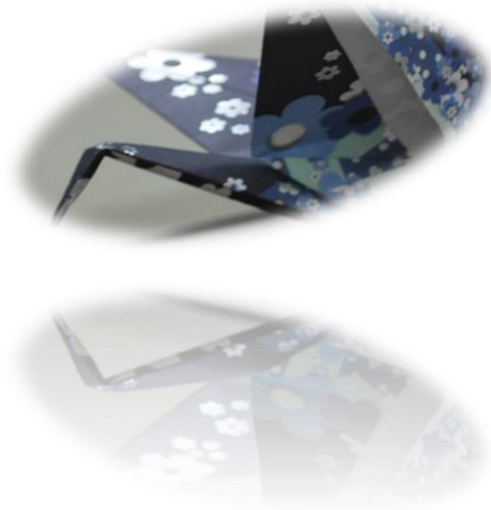
listening, reading, or writing test can be accommodated in another group at the same level. ***Oral tests cannot be re-scheduled.*** Students who have not done the oral test will receive zero for that component. In extenuating circumstances, where no accommodation is possible for listening, reading, and writing, a tutor with the permission of the course coordinator and administration office, 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 04-December 02, 2023

**SEMESTER 2:** January 21- April 21, 2024

**MIDYEAR PROGRAMME:** May 13 – July 26, 2024







## The UWI mark scheme:

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

## INFORMATION FOR UWI STUDENTS

### REGISTRATION STATUS

**To pursue a credit-bearing course at the CLL, students must:**

- 1) **Be actively registered for the semester**
- 2) **Be financially cleared**
- 3) **Not be eligible for an exemption**

### THE MID-YEAR PROGRAMME

The Mid-year programme begins in early May. The waiver of tuition fees is not applicable and all registrations during the mid-year programme will incur the full tuition and registration cost as a member of the public.

### PURSUIING A CLL COURSE FOR CREDITS OR A LANGUAGE REQUIREMENT

Please ensure that you consult your department or faculty if you intend to pursue a language course for credits (undergraduate students) or as a language requirement (post graduate students). It is your

responsibility to ensure that your registration is in accordance with your faculty's regulations. Kindly note that all the CLL Foreign Language Requirement (FLR) courses\* are 3 credits. Persons registering for credits must register on BANNER. Once you have successfully completed the course, your grade will be reflected on your student transcript. Credit students will not receive a digital official record.

**\*FREN 1009**

**\*SPAN 1007**

**\*JAPA 1007**

**\*CHIN 1007**

### PURSUIING A CLL COURSE FOR LEISURE

If you register for a CLL course for leisure, your results cannot be counted towards your degree and the tuition fee is the same as a member of the public. You will be given an official record at the end of a course and receive a digital CLL certificate of proficiency at the end of the level.

*Change of registration status must be finalised by the end of the Change in Registration period, Add/Drop period.*

### REGISTERING FOR CLL'S CREDIT-BEARING COURSES (CHINESE, FRENCH, JAPANESE AND SPANISH)

**No. of Credits: 3**

**STEP 1:** Consult with your Department or Faculty. Ensure that you are not eligible for an exemption and that you have received Financial Clearance.

## FEES

### UWI CREDIT STUDENT

UWI students who pursue language courses for credit during the academic year pay their faculty's per credit tuition fee. T&T students are covered by GATE.

### UWI NON-CREDIT STUDENT

UWI students who pursue language courses for non-credit, do so as members of the public and therefore pay the same registration and tuition fees totaling \$775.

**STEP 1:** Complete the online registration form on the CLL's website (available class times are shown on the form).

**STEP 2:** Contact the CLL immediately to verify your registration status and pay the relevant fees. N.B. Only upon verification and payment is your place in the class secured.

### UWI STAFF

UWI St. Augustine staff members pay a non-refundable registration fee of TT\$75.00 and a discounted course fee of TT\$400.00 year round.

Please note that the staff fees only apply to UWI St. Augustine staff with valid contracts by the Human

**STEP 2:** Register online on BANNER.

**STEP 3:** Purchase relevant textbooks/course material at UWI Bookshop or online (Amazon/Book Depository)



Resources Division. OJTs, Associate Professionals, staff on service contracts and all other categories will be required to pay the fees as outlined for members of the public.

### PUBLIC

Members of the public (including UWI students pursuing a language course for leisure) pay a non-refundable registration fee of TT\$75 and the full course fee of TT\$700.00.

### PUBLIC 60+

Members of the public who are 60 years and over, pay the same registration fee, but pay a discounted course fee of TT\$500. Valid identification must be submitted when registering.





\$75.00 is non-refundable.

Therefore, your

refund will be in the amount TTD775.00 *less* **TTD150.00.**

## REFUND POLICY

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

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 refundable in documented extenuating circumstances up to the end of the second week of teaching.

An administrative fee of TT\$75.00 will be charged for the processing of a refund. The registration fee of

### REFUND ENDS:

**SEMESTER 1:** September 18, 2023

**SEMESTER 2:** January 30, 2024

**MIDYEAR PROGRAMME:** May 27, 2024

## CLL Course levels:

### *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) or must satisfy the pre-requisites.



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



## 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.

PROFICIENT USER	C2	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	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/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 organisational patterns, connectors and cohesive devices.
INDEPENDENT USER	B2	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	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.
BASIC USER	A2	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	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.

## STUDENT CONDUCT

Students are asked to kindly observe the following:

- Regularly check the CLL's website and e-mail for course information, such as test dates and important notices.
- Turn off their mobile phones or have them on 'silent' during classes/tests.
- Be punctual for scheduled class times.
- Observe the netiquette guidelines document which will be provided to you upon registering. (Remote delivery classes)
- Read the CLL Fact Sheet thoroughly.



## Key facts about the CLL programme

Key Facts about the CLL Programme		
<b>Courses</b>	<p>Non-specialist language courses in (*Mandarin) Chinese, *French, Hindi, *Japanese, Portuguese and *Spanish, and Yoruba</p> <p>*Students may pursue these languages for credit. These courses have a different schedule.</p>	
<b>Enrolment</b>	<ul style="list-style-type: none"> <li>• Open to UWI students, UWI staff, and the public</li> <li>• Persons are not allowed to register for two beginner courses at the same time.</li> <li>• Registration in more than one course is at the discretion of the CLL.</li> </ul>	
<b>Contact hours</b>	Four hours per week for 13 weeks.	
<b>Class times</b>	<p>Mon &amp; Wed: 5pm – 7pm</p>	<p>Sat: 9 am - 1 pm 1pm - 5 pm</p>
	<p>Tues &amp; Thurs: 5pm-7pm</p>	
	<b>*Classes begin 00:00 and end 00:50</b>	
<b>Learning approach</b>	<ul style="list-style-type: none"> <li>• Highly interactive, integrating media, with a focus on communicative activities in speaking, listening, reading, writing, culture, and grammar</li> <li>• Learners are encouraged to use the additional resources available in the CLL’s Self-Access Facility (face to face classes) and/or online.</li> <li>• Learners are encouraged to participate in the many cultural activities available, e.g. <i>el cartel de los jueves</i> and the French ciné-club.</li> </ul>	
<b>Costs (as applicable)</b>	<ul style="list-style-type: none"> <li>• Cost of course books &amp; course materials</li> <li>• Tuition/course fees (waived for actively registered students in Semester’s 1 &amp; 2 <b>only</b>)</li> <li>• Non-refundable registration fee (<b>waived for students doing courses for credit</b>)</li> <li>• Administrative fee for refunds</li> </ul>	

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