

## **2 WEEK ACADEMIC ENGLISH PROGRAMME**

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**UNIVERSITY OF TOKYO**

**FOR STUDY IN:**

**5<sup>th</sup> March – 16<sup>th</sup> March 2018**

# Executive Summary

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The University of Auckland is currently ranked 82<sup>nd</sup> on the QS World Rankings and is the only New Zealand university that is in the top 100 universities worldwide. As part of the University of Auckland, the English Language Academy (ELA) prides itself on having excellent English language programmes for all levels of students. The English Language Academy is part of the University of Auckland's city centre campus and employs highly qualified and experienced staff as its teachers.

The school also benefits from having caring support staff who can ensure that all students receive the support and guidance they need to make the most of their programme. Students can access the Study Centre, which is open seven days a week. During the week it is staffed by a qualified English language teacher who is available to give students 1:1 tutorials to help with practical aspects of their learning, such as speaking, as well as help with homework and self-study programmes. During the weekend, the Study Centre is staffed by a member of the Student Services team.

This proposal provides information on a two-week closed Academic English programme at ELA, with sessions and activities at the University of Auckland Japan Studies Centre and Faculty of Arts (subject to timetabling and availability). The programme will comprise of 20 hours of English language classes plus up to four hours of optional workshops per week. The focus of this programme is on the development of English language skills for academic study and research at postgraduate level. There is a communicative and integrated approach that incorporates strategies for reading and listening, essay and report writing, as well as research skills and presentation techniques. All participants will be awarded a certificate and progress report at the end of the programme.

# 2 Week Academic English Programme

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## Programme Summary Overview

<b>Commencement date:</b>	Any Monday (arrival in New Zealand on a Saturday or Sunday)
<b>Duration:</b>	2 weeks – 20 hours plus up to 4 hours of workshops per week
<b>Minimum number:</b>	12
<b>Minimum level of English:</b>	Intermediate

## Programme Aims and Outcomes

This two week closed, intensive English programme is designed to focus on English language skills for academic study and research at post-graduate level. Participants will be introduced to key language and academic skills required for successful higher education study, including lectures, seminars, tutorials and research. The ELA Academic English programme utilises a communicative and integrated approach that incorporates strategies for reading and listening in an academic context, essay and report writing, research skills and presentation techniques.

All students receive 20 hours of tuition a week plus up to four optional workshops. Tuition is made up of four hours of core classes per day and can include a research component.

**The minimum requirement for this programme is Intermediate English. All students in the group must be at this level or above.** All participants will be required to complete a needs analysis and undertake a written placement test to ascertain their level of English language ability prior to arrival. The results of the placement test will be used to ensure that the course is developed at a suitable English level for the group.

**Workshop** themes typically include, but are not limited to Business English, IELTS preparation, Lecture Listening and current events. Students can attend up to four workshops per week. Students choose their preferred workshops once they are at the ELA and are required to sign up on the noticeboard provided.

## Activities with the University of Auckland Japan Studies Centre

The Japan Studies Centre will host a “Welcome Tea” at the beginning of Week 1, which will provide an opportunity for the group from the University of Tokyo to meet some of the University of Auckland's teaching staff and postgraduate students from departments related to their fields of research. University staff will make arrangements for University of Tokyo students to audit one or two postgraduate courses and attend Departmental research seminars during Week 2 of the programme. These arrangements will be confirmed once the list of participants and information about their fields of study have been received together with the publication of the schedule of postgraduate courses available in Semester 1 of 2018.

## Schedule

**Session 1:** 8:15-10:15 & 10:30-12:30 (20 hours)

**Workshops:** Students can choose up to four one-hour workshops from Monday to Thursday (4 hours)

2 Week Programme				
Week	Day	Class 1 – 8:15-10:15	Class 2 – 10:30-12:30	Other
1	<b>Saturday or Sunday</b>		Arrive in Auckland and transfer by shuttle direct to accommodation	
	<b>Monday 5<sup>th</sup> March</b>	Introduction to course and orientation	Discussion: Academic writing	Welcome Afternoon Tea Japanese Studies
	<b>Tuesday - Friday</b>	Academic writing for research: Language focus sessions based on participants' own writing samples	Group research and presentations: Topic-related	Centre & UoA Library Orientation (Time and day TBC)
2	<b>Monday 12<sup>th</sup> March</b>	Introduction to Conferences	Authentic listening practice of academic conferences	Possible lecture / seminar at UoA (TBA)
	<b>Tuesday - Friday</b>	Preparing individual conference presentations: own research	Individual conference presentations	
	<b>Saturday or Sunday</b>		Transfer from accommodation to airport	

**Note:** This course is heavily based on participants' own spoken and written output and is dependent on the prior provision of writing samples, as below.

**Prior to arrival:** Participants are asked to submit short, unedited examples of their academic writing – between 500 – 1000 words in length, a minimum of four weeks prior to arrival (preferably with the written placement test). Participants will also be required to bring with them a piece of recent or current research.

**During Week 2:** Members of the University of Tokyo group may audit classes in the Faculty of Arts. Arrangements will be made for University of Tokyo students to audit one or two postgraduate courses and attend Departmental research seminars during Week 2 of the programme. Please note that in some cases participation will require willingness to complete reading requirements in advance and participate in seminar discussion. These arrangements will be confirmed once the list of participants and information about their fields of study have been received together with the publication of the schedule of postgraduate courses available in Semester 1 of 2018.

# Auckland

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The English Language Academy is located in a modern building on the University of Auckland's City Campus, in the centre of Auckland City. With a population of around 1.5 million, Auckland is New Zealand's largest city and economic centre.

Auckland's location next to two harbours means students will enjoy living in a large, cosmopolitan city yet will still be close to beautiful beaches, nature walks and peaceful islands. With great cafes, restaurants and bars, excellent theatres, galleries and museums, great shopping and colourful Pacific and Asian cultural influences, Auckland has been ranked 3rd out of 230 world cities for quality of life according to Mercer Consulting Quality of Living Survey 2015.



# The University of Auckland

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Established in 1883, the University of Auckland is ranked in the top 100 universities in the world (QS World University Rankings 2017). It is an international centre of learning and academic excellence, providing an exciting and stimulating environment for over 42,000 students. Currently over 6,000 international students from 110 different countries have chosen to study at the University of Auckland.

The university offers 160 programmes from Bachelor's level to PhD, including both research- and course-work-based Master's programmes, and short-term Study Abroad programmes.

University of Auckland graduates have internationally recognised qualifications, and a reputation for being open-minded, real-world thinkers who are highly regarded by employers around the world.



# The University of Auckland English Language Academy

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The English Language Academy is part of the University of Auckland and is located on the university's city campus in Auckland. The ELA provides a wide range of high-quality English language programmes for international students. Programmes include direct entry pathway programmes for students who are interested in pursuing undergraduate and postgraduate degrees at the University of Auckland as well as specialist English language teacher training courses and general English courses. The ELA is an accredited IELTS test centre, Cambridge TKT and CELTA training centre. Our teachers are highly qualified and experienced ESOL teachers. Each year students from over 30 different nationalities are welcomed and include both individual students and groups of students coming from a partner university on a group programme.



Students benefit from being taught by highly qualified and experienced teachers in modern purpose built classrooms, which can cater for 500 students at any one time. There are opportunities to extend learning through additional workshops and a well-equipped Study Centre. The Student Services team can provide support for students, and services including assistance with organising accommodation, insurance and renewal of visas. A variety of student activities are available for students to join for a small fee.

## Introduction to Group Programmes at the English Language Academy

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Each year the English Language Academy welcomes groups of students from around the world. Groups usually comprise a minimum of 12 students coming from a university, organisation or government body. Study programmes can be catered to the university's needs and can include integrating students into a General English programme or a closed group programme or a combination of both.

### General English Group Programmes

Students are integrated into different classes according to their English level. They are given the opportunity to meet and study with other students from a range of backgrounds.

## Closed Group Programmes

Closed group programmes contain only members of the participating university or organisation. They have an intensive focus on English for Specific Purposes. Examples of closed group programmes include:



- English for Cultural Understanding
- English for Business Communication
- English for Teaching – Teacher Training for Teaching Adults
- Teacher Training for Teaching Young Learners
- English for Academic Purposes
- English for Lecturers
- English for Academic Leaders
- IELTS Preparation
- English for Engineering.

The advantages of coming as a group are:

- A dedicated Student Services Group Manager and Groups Administrator who provide pre-arrival information, an extensive Orientation programme and ongoing support
- Potential links to the University of Auckland’s faculties and departments
- An end-of-programme report, which contains the overall attendance and class levels of all group participants.

## General Programmes

The ELA provides a wide range of English language programmes, including:

- Foundation Certificate in English for Academic Purposes (FCertEAP)
- English Pathway for Undergraduate Studies (EPUS)
- English Pathway for Postgraduate Studies (EPPS)
- Academic English
- General English
- English for Teaching – TESOL TKT





- Teaching English for Adults – CELTA
- Cambridge for Teaching Knowledge Test Certificate
- IELTS Tests and Preparation courses.

## Facilities and Support

There are many support services available for students studying at the ELA, including:

- Comprehensive orientation
- Dedicated student services team
- ELA Study Centre, open seven days a week
- Computing facilities equipped with learning technology
- Student lounge and outdoor area
- Airport transfers
- Accommodation placement service
- Visa renewal assistance
- Medical and travel insurance
- Academic support
- Student social activities.

## Learning Support – ELA Study Centre

The ELA Study Centre is available for students to engage in self-directed study to work on their English language proficiency in their own time. It gives students access to a large number of language learning resources, information and materials. In this way, it contributes to the development of skills for successful self-directed learning. Language learning resources include language CD ROMs, graded readers, DVDs with subtitling, videos, dictionaries, etc. The centre is staffed by a qualified teacher during the week who is available to provide assistance for students and provide guidance on a study programme to help students set goals and select appropriate learning materials and activities. The centre is also open at the weekend and is staffed by a member of the Student Services team.



## **Accommodation**

The Groups Manager at the ELA can arrange accommodation for students and provide guidance on types of accommodation that suit the students. There are a range of accommodation options available for ELA students.

### **Option 1: Homestay**

Homestay accommodation is a great way to learn about New Zealand culture and to practise your English in a friendly and relaxed environment. Families are selected on the basis of providing such support and are experienced in caring for students from many different cultures.

The following are the main criteria for homestay placements:

- The family is English-speaking
- The family is able to provide a well-furnished single room for the student
- Dietary requirements of the student are catered for
- Breakfast and dinner are provided Monday to Friday, and breakfast, lunch and dinner at weekends.

### **Option 2: Apartments**

Fully furnished apartments in the city centre are available for ELA students. Detailed information can be provided on request. These are subject to availability.

### **Option 3: University Accommodation**

The University of Auckland has a range of halls of residence, self-catered flats and apartments available. This accommodation is subject to availability at certain times of the year.

## **Social Activities**

Students can join weekly social activities, which are organised by an ELA Social Coordinator for a small fee. These can include BBQs, football games, trips to the movies, indoor rock climbing, horse riding and even bungee jumping. For examples of previous activities, please visit the ELA Facebook page:

[www.facebook.com/uoaela](http://www.facebook.com/uoaela)

## Pastoral Care of Students

The University of Auckland English Language Academy has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code can be downloaded from <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>.

The Student Services team will help ELA students with any issues they face while studying at the ELA.

## Medical and Travel Insurance

International students (including group students) must have current medical and travel insurance which is compliant with the Code of Practice for the Pastoral Care of International Students. The list of compliant policies is available on <https://www.auckland.ac.nz/en/for/international-students/is-how-to-apply/is-health-and-travel-insurance.html>. The ELA can arrange cover under the University of Auckland Allianz Global Assistance NZ Ltd plan at a cost. If the student opts to use another provider, they must provide policy documentation to the ELA Student Services team during enrolment.

## Public Holidays - 2018

Please note that the school will be closed on the following dates:

1 Jan: New Year's Day

2 Jan: New Year's Day observed

29 Jan: Auckland Anniversary Day

6 Feb: Waitangi Day

30 Mar: Good Friday

2 Apr: Easter Monday

25 Apr: ANZAC Day

2 May: ELA Staff Development Day

4 Jun: Queen's Birthday

22 Oct: Labour Day

31 Oct: ELA Staff Development Day

ELA Christmas Break: 24 Dec 2018 to 4 Jan 2019

The ELA will reopen Monday 7 January 2019

