



**ENGLISH LANGUAGE ACADEMY**  
The University of Auckland

## **PROPOSAL**

# **2-WEEK ACADEMIC ENGLISH PROGRAMME**

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Tentative as of October 27th, 2016

**University of Tokyo**



## 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 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 and 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 three week integrated General English programme at ELA. This 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 communication skills through a balance of speaking, listening, reading and writing tasks. Classes are interactive and engaging and learning is based on class activities, individual, pair and small group work. At the completion of this programme, the participant's ability and confidence in communicating in English in social situations will have greatly improved. All participants will be awarded a certificate and progress report at the end of the programme.



## The University of Auckland

Established in 1883, the University of Auckland is ranked in the top 100 universities in the world (*QS World University Rankings 2014/15*). It is an international centre of learning and academic excellence, providing an exciting and stimulating environment for over 40,000 students. Currently over 5,500 international students from 110 different countries have chosen to study at the University of Auckland.

The University provides dedicated 24-hour support for international students. International students can feel safe and secure knowing that there is a team of support staff who are available to assist them at every stage of their academic journey. Students can meet friends by joining one of nearly 200 student clubs for everything from sports, to adventure, food and culture.

University of Auckland graduates have internationally-recognised qualifications and are employable throughout the world. With a QS five stars plus rating for employability, the University is also ranked 57<sup>th</sup> in the world for Employer Reputation (*QS Global Employer Survey 2014*)

## Auckland

The English Language Academy is located in the centre of Auckland city. Auckland is New Zealand's largest city and main transport hub offering a big-city lifestyle in a naturally beautiful setting, Auckland is ranked third in the world for quality of living according to the Mercer Quality of Living Survey (2014) and is home to some 1.5 million people and is also the largest Polynesian city in the world. Auckland provides a diverse, urban environment with a mild, temperate climate where everyone lives within half an hour of beautiful beaches, hiking trails and beautiful islands. Aucklanders enjoy a good work-life balance and are known for their friendly nature. Auckland has a cosmopolitan feel with a wide range of restaurants and eateries and students can find shops and cafes within walking distance of the English Language Academy.





## **The University of Auckland English Language Academy (ELA)**

The English Language Academy (ELA) is wholly owned by the University of Auckland and is located on the University's city campus in downtown Auckland. The ELA provides a wide range of high quality English language programmes for international students. The courses offered by the ELA are supported by the Faculty of Arts and the Department of Applied Language Studies and Linguistics in the University of Auckland. 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. All of the staff are highly qualified and experienced ESOL teachers and the majority possess postgraduate qualifications in TESOL or Applied Linguistics. 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 package.

Students benefit from being taught by highly qualified, experienced teachers in modern purpose built classrooms which can cater for 400 students at any one time. A team of pastoral care staff provide 24-hour support for students and services included assistance with organising accommodation, insurance and renewal of visas. Dedicated staff organise a variety of student activities which students can join for a small fee.

### **Programmes:**

Foundation Certificate in English for Academic Purposes (FCertEAP)

English Pathway for Postgraduate Studies (EPPS)

English Pathway for Undergraduate Studies (EPUS)

Academic English

Global English Plus

English for Teaching – TESOL TKT

English for Teaching Adults – CELTA

Cambridge for Teaching Knowledge Test Certificate

Customised Group programmes

IELTS Tests and Preparation courses

Certificate in English Language



## Facilities and Services

Comprehensive orientation  
ELA Study Centre open seven days a week  
Three student lounges  
Careers counselling  
Accommodation placement service  
Airport transfer  
Medical and travel insurance  
Prayer Room for Muslim students  
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 open at the weekend and is staffed by a support person.

## Accommodation

The ELA has its own experienced Homestay Co-ordinator who can arrange homestay accommodation for students and provide guidance on alternative types of accommodation. Homestay can provide a student with on-going support in the English language and in learning about Western culture. 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 taken into account

- Breakfast and dinner are provided Monday to Friday, and breakfast, lunch and dinner at weekends.

Other accommodation options adjacent to the University are available. Detailed information can be provided on request.

### **Social Activities**

Students can participate in a wide range of activities organised by the ELA. Activities range from an evening at the movies to more adventurous activities such as skydiving, bungee jumping, sailing, indoor rock climbing and horse riding. Information is provided to students during the Orientation Programme and on the ELA social activities noticeboard and ELA Facebook page. An additional cost applies for most activities.

### **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 are available from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz). A team of pastoral support staff are available to help and provide assistance for all students studying at the ELA.

### **Immigration**

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

### **Medical and Travel Insurance**

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. The ELA can arrange cover under the University of Auckland plan at a cost of \$50 per month (minimum two months purchase required -



recommended for study of three months or longer). Each student is responsible for checking the Schedule of Benefits and declaring all relevant information to the insurer. (University Insurance information [www.auckland.ac.nz/intlstudent-insurance](http://www.auckland.ac.nz/intlstudent-insurance)). If you do not wish to use the University of Auckland English Language Academy's arranged insurance please notify us before enrolment. Please note that if you prefer to organise your own insurance you must provide the name of your insurance company and the policy number at the time of enrolment.

## **Accident Insurance**

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

## **Terms and Conditions of Enrolment**

Please refer to the English Language Academy website [www.ela.auckland.ac.nz](http://www.ela.auckland.ac.nz) for the latest terms and conditions of enrolment. This information is also on the application form. Please note that students are bound by these terms once they have paid their tuition fees.

## **Group Programmes**

Each year the English Language Academy welcomes groups of students from around the world. Groups are usually a minimum of 10 students coming from a university, organisation or Government body. Study programmes can be catered to the university's needs and can include either students being integrated into Global English Plus programme or a closed group or a combination of both.

Customised closed group programmes are where classes are only for members of the participating university or organisation. They have an intensive focus on English for Specific Purposes (ESP) and more task-based activities. Examples of customised closed group programmes include:

- English for Cultural Understanding
- English for Engineering
- English for Business
- English for Teaching – teacher training for adults and young learners
- English for Academic and Administration staff

The advantages of coming as a group are:

- A dedicated Student Services Group Co-ordinator provides pre-arrival information and extra support during study period;
- Extensive administrative support to ensure the group's needs are catered for;
- Access to customised courses centred on both the University's and students' needs;
- Potential links to the University of Auckland's faculties and departments;



## **2 Week Programme: Academic English Closed Group Study Programme**

### **Programme Summary Overview**

- Commencement date: Flexible
- Duration: 2 weeks - 20 hours plus 2 hours workshops per week
- Minimum Number: 10
- Participant profile: University Students
- Minimum English level: IELTS 4.5 / TOEFL 477

### **Programme Aims and Outcomes**

This two week 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 utilizes 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.

### **Programme Structure and Content**

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.

### **Academic English (closed classes)**

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.

**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 2017.

### **Public Holidays - 2017**

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

- 1 Jan: New Year's Day
- 2 Jan: Day after New Year's Day
- 30 Jan: Auckland Anniversary
- 6 Feb: Waitangi Day
- 14 Apr: Good Friday
- 17 Apr: Easter Monday
- 25 Apr: ANZAC Day
- 5 Jun: Queen's Birthday
- 23 Oct: Labour Day

ELA Christmas Break: 26 December 2016-6 January 2017

## 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)

<b>2 Week Programme</b>			
<b>Day</b>	<b>Class 1 – 8:15-10:15</b>	<b>Class 2 – 10:30-12:30</b>	<b>Other</b>
<b>Monday</b>	Introduction to course and orientation	Discussion: Academic writing	Welcome Afternoon Tea Japanese Studies Centre & UoA Library Orientation (Time and day TBC)
<b>Tuesday - Friday</b>	Academic writing for research: Language focus sessions based on participants' own writing samples	Group research and presentations: Topic-related	
<b>Monday</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	

**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 will be required to submit examples of their own unedited academic writing a minimum of 4 weeks in advance. Participants will also be required to bring with them a piece of recent or current research.

**During week two:** 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 2017.