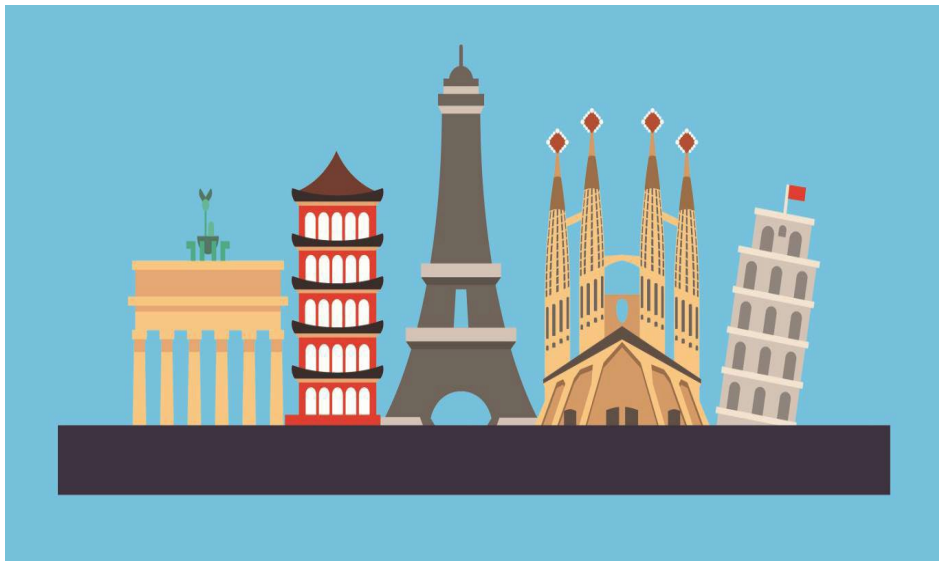


UNIVERSITY WIDE LANGUAGE PROGRAMME (UWLP)

School of Modern
Languages



STUDENT HANDBOOK
2024-2025

Hello and welcome to the School of Modern Languages!

The University Wide Language Programme (UWLP) offers all Newcastle University Undergraduate and Postgraduate students the opportunity to learn a foreign language for free. Students can take these modules for 'extra credit'. This means that the module you study will be of the same standard as any Newcastle University module but will not count towards your degree results. The credits you obtain by successfully passing the module will simply be acknowledged on your transcript.

The UWLP offers a range of modules in Arabic, British Sign Language, Dutch, Catalan, Chinese (Mandarin), French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish and Spanish for Business. If you are not an absolute beginner, you should consult the table in Section 3 to find the class most appropriate for your level.

UWLP modules consist of two weekly contact hours running between the hours of 5 and 7pm weekdays as well as in the afternoon on Wednesdays. In some cases, classes may also be offered on a Friday afternoon where more than one group is offered for a language. This is supplemented with optional learning support in the Language Resource Centre (LRC).

This handbook is designed to answer most of the questions you may have about the programme. Please study it carefully and do not hesitate to get in touch if you have any further queries. We are here to help!

We look forward to working with you and hope you enjoy studying languages with us!

Isabelle Ruegg Alter, UWLP Director
Michael Bonney, UWLP Support Officer

Email: uwlp@newcastle.ac.uk

Website: <https://www.ncl.ac.uk/sml/study-with-us/university-wide-language-programme/>

How to find us:

School of Modern Languages
Level 6, Old Library Building
Monday – Friday, 9:00am-5:00pm

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1. IMPORTANT INFORMATION

Please take the time to read the information below carefully...

Learning a new language can be great fun but also **requires time, patience, and a lot of effort**. Many students **often misjudge the amount of study time they will need to dedicate to their language modules** and eventually decide to drop out. Unfortunately, this means that many places on the programme are wasted as a result. Whilst we would love to have you on the programme, it is important for us to be honest and ask you to please **consider first whether you can afford the time and commitment**. Doing this now will avoid disappointment later.

We reserve the right to **not allow students to register again in future years** if you **do not engage with the programme the first time**, i.e. you do not attend and ask to be withdrawn after the deadline.

Think carefully about the following:

- What language would you like to study?
- Which level would suit you best? (See Section 2 for details.)
- What steps are you prepared to take so you can dedicate 2 hours per week (plus personal study time of about 2-3 hours per week) to the study of a foreign language in addition to your degree?
- What are the regulations in your own School regarding extracurricular modules? (You must consult your Degree Programme Director (DPD) to ensure you are allowed to take a UWLP module before you apply).
- Will you be available between 5pm and 7pm or on Wednesday/Friday afternoons to attend the classes?
- Will you find the time to complete your assessments in order to pass the module?

Independent study

Learning a language requires a lot of practice. As part of your coursework requirements, you will be expected to work independently in addition to your weekly classes (roughly 3 hours per week). Your teacher will give you regular homework to reinforce what is covered during the class. You should also get into the habit of going through your notes after each class and working on those areas where you feel weakest.

You will also be expected to make regular use of the Language Resource Centre (LRC). See further information here: <https://www.ncl.ac.uk/sml/study-with-us/university-wide-language-programme/>

Attendance

The secret to successful language learning is assiduity and perseverance. Therefore, we expect you to attend ALL classes. Attendance will be monitored just as in any credit-bearing module, and we will write to you in the case of repeated unjustified absences. If you cannot attend a class, please tell your teacher in advance and if you must miss several classes, make sure you let us know. Equally, if you are experiencing difficulties in attending your classes (for example if you are too busy or have problems of a personal nature), please do contact us. **Please note that it will not be possible to withdraw you from the programme after the end of week 2**. Therefore, in case of repeated absences you will still be expected to catch up on missed work and pass the exams, unless you have extenuating circumstances, which we will be happy to consider.

What to do if you miss a class?

You must email your teacher and uwlp@newcastle.ac.uk to let us know in advance if you will be absent.

2. WHAT LANGUAGES CAN I STUDY?

SEMESTER ONE

Beginners		
LPA1001	Arabic Beginners Part 1	Absolute beginners You can only take these modules if you have NEVER studied those languages at all before, whether at school or by yourself.
LPB1001	Catalan Beginners Part 1	
LPC1001	Chinese Beginners Part 1	
LPD1001	Dutch Beginners Part 1	
LPF1001	French Beginners Part 1	
LPG1001	German Beginners Part 1	
LPI1001	Italian Beginners Part 1	
LPJ1001	Japanese Beginners Part 1	
LPK1001	Korean Beginners Part 1	
LPL1001	British Sign Language Beginners Part 1	
LPP1001	Portuguese Beginners Part 1	
LPR1001	Russian Beginners Part 1	
LPS1001	Spanish Beginners Part 1	
LPS1011	Spanish for Business Beginners Part 1	
Elementary		
LPA1101	Arabic Elementary Part 1	Roughly: <ul style="list-style-type: none"> - Level A1 on the CEFR - Pass/completion of relevant LP_1003 module, or - A poor or rusty GCSE, or - Some notions in the language
LPC1101	Chinese Elementary Part 1	
LPD1101	Dutch Elementary Part 1	
LPF1101	French Elementary Part 1	
LPG1101	German Elementary Part 1	
LPI1101	Italian Elementary Part 1	
LPJ1101	Japanese Elementary Part 1	
LPK1101	Korean Elementary Part 1	
LPR1101	Russian Elementary Part 1	
LPS1101	Spanish Elementary Part 1	
Lower intermediate		
LPF1201	French Lower Intermediate Part 1	Roughly: <ul style="list-style-type: none"> - Level A2 on the CEFR - Pass-completion of relevant LP_1103 module, or - A good GCSE, or similar
LPG1201	German Lower Intermediate Part 1	
LPI1201	Italian Lower Intermediate Part 1	
LPJ1201	Japanese Lower Intermediate Part 1	
LPS1201	Spanish Lower Intermediate Part 1	
Upper intermediate		
LPF1301	French Upper Intermediate Part 1	Roughly: <ul style="list-style-type: none"> - Level A2/B1 on the CEFR - Pass/completion of relevant LP_1203 module, or - An AS or poor/rusty A-Level or similar
LPG1301	German Upper Intermediate Part 1	
LPS1301	Spanish Upper Intermediate Part 1	
Advanced		
LPF1401	French Advanced Part 1	Roughly: <ul style="list-style-type: none"> - Level B1/B2 on the CEFR - Pass/completion of relevant LP_1303 module, or - A good A-Level or similar
LPG1401	German Advanced Part 1	
LPS1401	Spanish Advanced Part 1	

SEMESTER TWO

Beginners		
LPA1003	Arabic Beginners Part 2	<ul style="list-style-type: none"> - Pass/completion of LP_1001 - An A1 on the CEFR - But below Elementary level <p>These modules are not suitable for complete beginners.</p> <p>These modules continue from LP_1001.</p>
LPB1003	Catalan Beginners Part 2	
LPC1003	Chinese Beginners Part 2	
LPD1003	Dutch Beginners Part 2	
LPF1003	French Beginners Part 2	
LPG1003	German Beginners Part 2	
LPI1003	Italian Beginners Part 2	
LPJ1003	Japanese Beginners Part 2	
LPK1003	Korean Beginners Part 2	
LPL1003	British Sign Language Beginners Part 2	
LPP1003	Portuguese Beginners Part 2	
LPR1003	Russian Beginners Part 2	
LPS1003	Spanish Beginners Part 2	
LPS1013	Spanish for Business Beginners Part 2	
Elementary		
LPA1103	Arabic Elementary Part 2	<ul style="list-style-type: none"> - Pass/completion of LP_1101 - An A1.2 on the CEFR - But below Lower Intermediate level <p>These modules continue from LP_1101.</p>
LPC1103	Chinese Elementary Part 2	
LPD1103	Dutch Elementary Part 2	
LPF1103	French Elementary Part 2	
LPG1103	German Elementary Part 2	
LPI1103	Italian Elementary Part 2	
LPJ1103	Japanese Elementary Part 2	
LPK1103	Korean Elementary Part 2	
LPR1103	Russian Elementary Part 2	
LPS1103	Spanish Elementary Part 2	
Lower intermediate		
LPF1203	French Lower Intermediate Part 2	<ul style="list-style-type: none"> - Pass/completion of LP_1201 - An A2.2 on the CEFR - But below Upper Intermediate level <p>These modules continue from LP_1201.</p>
LPG1203	German Lower Intermediate Part 2	
LPI1203	Italian Lower Intermediate Part 2	
LPJ1203	Japanese Lower Intermediate Part 2	
LPS1203	Spanish Lower Intermediate Part 2	
Upper intermediate		
LPF1303	French Upper Intermediate Part 2	<ul style="list-style-type: none"> - Pass/completion of LP_1301 - A B1 on the CEFR <p>These modules continue from LP_1301.</p>
LPG1303	German Upper Intermediate Part 2	
LPS1303	Spanish Upper Intermediate Part 2	
Advanced		
LPF1403	French Advanced Part 2	<ul style="list-style-type: none"> - Level B2 on the CEFR - Pass/completion LP_1401, or - A good A-Level (Grades A and B). <p>These modules continue from LP_1401.</p>
LPG1403	German Advanced Part 2	
LPS1403	Spanish Advanced Part 2	

3. WHAT IS MY LANGUAGE LEVEL?

UWLP modules loosely follow the structure of The Common European Framework of Reference for Language (CEFR). The CEFR is a guideline used to describe achievements of learners of foreign languages across Europe, and, increasingly, in other countries. The CEFR divides learners into three broad divisions that can be further divided into six levels: for each level, it describes what a learner is supposed to be able to do in reading, listening, speaking, and writing. These levels are:

Proficient User	C2 Mastery	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 Effective Operational Efficiency	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 Vantage	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 Threshold	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 Waystage	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 Breakthrough	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.

For an assessment test (for Spanish, French and German), check: www.languagelevel.com

Once you have identified your level on the CEFR, please refer to the grid below to see the equivalent level on the University-Wide Language Programme:

CEFR Level	UWLP Equivalence
C1	
B1-B2	Advanced
A2-B1	Upper Intermediate
A2	Lower Intermediate
A1	Elementary
A0	Beginners

4. HOW DO I REGISTER?

Firstly, you should take the time to consider our list of modules on offer, and the CEFR levels for each module.

You should ensure that you are eligible for the module that you are interested in.

You must consult your Degree Programme Director (DPD) to ensure you are allowed to take a UWLP module before you apply).

Should you decide to go ahead and your School or DPD has agreed you can do so, please register your interest by filling out the appropriate application form located on the website linked below.

<https://www.ncl.ac.uk/sml/study-with-us/university-wide-language-programme/>

Registration will be open from the start of May.

You will need to provide:

- 1) Full name
- 2) Student number, e.g. 123456789
- 3) Degree Title
- 4) Stage
- 5) First choice language module
- 6) Second choice language module in case your first choice is not available

What happens next?

May	Application form opens on UWLP website
June	Applications remain open
July	Your place in your chosen class will be confirmed, subject to availability. Places within UWLP are given on a first-come, first-served basis (with places held for Stage 1 UG, PG and INTO students who do not have the same opportunity to apply as returning students). If you have been unsuccessful in your application for your first-choice class, you will be placed on a waiting list.
August	Applications remain open, and places are confirmed where possible.
September	Once we have registered you on a module, you will also have access to its Canvas module which will include useful contact information as well as teaching materials and details about classroom activities and homework. If you are no longer interested in studying on the UWLP, you will need to withdraw your application to avoid receiving a fail on your transcript. This will allow us to offer your place to a student on the waiting list.

5. WHAT WILL I LEARN?

The following outlines will give you a general idea of the aims, objectives, and contents of the modules, although there may be slight variations between the languages taught. Language-specific information will be provided by teachers at the beginning of each module. Each level is split into two modules (one in each semester) which together form one unit.

BEGINNERS

Aims of the module:

The aim of the Beginners modules is to provide you with:

- The ability to survive in the most typical situations met by visitors when travelling abroad for a few days.
- An awareness of the nature of language and language learning.
- An interest in the countries where the foreign language is spoken and their people.

Objective:

By the end of these modules, you should be able to carry out the following tasks:

Speaking:

- Introducing yourself: spelling your name, saying where you come from, what your occupation is, etc (and understanding other people when they do the same)
- Locating things, asking for and understanding instructions e.g. finding the nearest bank, post office, etc.
- Shopping: counting, but also finding out what is available, saying what you like or dislike, etc.
- Describing your daily routine: including days and times, favourite hobbies, etc.
- Describing other people: talking about family and friends, describing people physically, etc.
- Describing objects used in everyday life
- Expressing simple feelings
- Making requests: ordering food in a restaurant, asking for assistance, booking a room, buying tickets, etc.
- Referring to past and future events: talking about your last or next weekend, etc.

Listening:

You should be able to understand native speakers in situations similar to those listed above, provided they speak fairly slowly, addressing you directly and with a reasonably clear accent. You will also understand carefully selected off-air materials related to similar topics.

Writing:

You should be able to write simple compositions such as short notes, email messages, order forms, etc. based on the topics and situations listed above.

Reading:

You should be able to understand relevant information from tourist leaflets, common public notices, menus, timetables, instructions for use, etc.

Assessment:

Please refer to the assessment information in this booklet (Section 7).

Aims of the module:

You should now be familiar with the very basic structures of the language and survival vocabulary (numbers, days of the week, etc.). However, you may still feel a little insecure and will only be able to form very simple sentences. The aims of the course are to consolidate what you already know through systematic revision and to provide you with the following:

- Basic communication skills for coping with simple, though not completely stereotypical situations in everyday life in the foreign country
- More confidence than would be expected from simple beginners
- A basic awareness of your own language learning strategies
- A personal interest in the countries where the foreign language is spoken and their people
- A level of language proficiency roughly comparable to GCSE

Objective:

By the end of this course, you should be able to carry out the following tasks:

Speaking:

- Talking about yourself (age, address, and further details)
- Asking for/giving directions: finding your way in a city, enquiring about transport, etc.
- Shops and services: comparing products and services, assessing quality, price, etc.
- Socialising: making appointments, making/accepting/declining invitations
- Talking about other people: family relationships, personal qualities, etc.
- Expressing opinions: agreement and disagreement (total/partial, formal/informal)
- Making requests: formally and informally
- Referring to past and future events (including plans, intentions, and conditions)
- Talking on the phone in simple, typical situations of everyday life

Listening:

You should be able to understand native speakers in situations similar to those listed above, provided that they speak fairly slowly, addressing you directly and with a reasonably clear accent. You will also become familiar with the most common phrases in telephone conversations and be able to achieve a basic level of comprehension when listening to simple off-air material.

Writing:

You should be able to write simple compositions based on topics and situations in the list above such as short notes, informal letters to friends, and simple formal letters asking for information.

Reading:

You will be able to understand relevant information from short newspaper reports, brochures, letters, basic regulations, publicity materials, etc.

Assessment:

Please refer to the assessment information in this booklet (Section 7).

Aims of the module:

This is the course that you should take if you studied the language to GCSE standard (Grade B and above preferred). However, this may have been a few years ago and a common remark is “I have forgotten everything”. Teachers are aware of this and include the oral revision of the basics as the necessary first step towards greater confidence. The aim of this course is to provide you with:

- The skills of listening, reading, writing and speaking, reinforced and expanded beyond the stereotypical, predictable situations that are presented at lower levels though regular exposure to authentic materials (i.e. produced for native speakers)
- An awareness of linguistic accuracy and the ability to monitor your language output accordingly.
- An ability to deal with situations that you are likely to encounter when working or studying abroad
- The ability to apply the language you know to your personal experience

Objective:

At the end of the course, you should have learnt to cope with predictable situations using more complex forms and registers to be able to manipulate language to some extent. For example:

Speaking:

- Giving and seeking information
- Coping with common social interactions
- Carrying out transactions that involve a moderate amount of negotiation
- Expressing an opinion and finding out what others think
- Stating asking about feelings, emotions, and intentions

Listening:

You should be able to understand native speakers in situations similar to those listed above as well as simple reports and interviews from the media.

Writing:

You should be able to deal with common everyday transactions, writing a short CV, a simple covering letter, requesting and providing basic information or expressing your views in written form.

Reading:

You should be able to read relevant authentic material, understand simple written instructions in a user manual, simple newspaper articles and other material from the press or the internet.

Assessment:

Please refer to the assessment information in this booklet (Section 7).

Aims of the module:

By the end of the module, you will:

- Begin to communicate fluently and accurately in the foreign language, in both spoken and written form
- Be prepared for the kind of situations which you are likely to encounter when working or studying abroad
- Be able to express your opinion on cultural, social, and political issues

Objective:

At the end of the course, you should have learnt to cope with a variety of situations using more complex forms and registers. To that end you will for example:

Speaking:

- Develop further the skill of speaking so that by the end of the course you will feel confident about communicating with native speakers. This will go beyond dealing with everyday situations – you are expected to express your views on more complex topics (e.g. related to your subject area, current affairs, etc.)

Listening:

- Reinforce your listening skills by regularly listening to (mostly) authentic broadcasts from the radio and television (this could include interviews, reports, or film extracts)
- Reinforce your reading skills through a variety of more complex authentic materials in the foreign language

Writing:

- Improve your ability to write reports, essays, and letters in the foreign language
- Further your command of the grammar and introduce and practice more complex structures
- Help expand your vocabulary to areas which go beyond basic 'everyday use' of the foreign language

Reading:

- Reinforce your reading skills through a variety of more complex authentic materials in the foreign language

Assessment:

Please refer to the assessment information in this booklet (Section 7).

Aims of the module:

These modules will provide you with:

- An ability to communicate in the foreign language with greater fluency, accuracy, and confidence
- More insight into current issues relating to the country/ies and culture(s) where the foreign language is spoken
- An ability to locate information from different sources (e.g. internet) in order to contribute your own materials and ideas to the course

Objective:

At the end of the course, you should have learnt to cope with a variety of situations using more complex forms and registers. To that end you will for example:

Speaking:

- Develop and refine your speaking skills so that by the end of the course you will feel confident about contributing to discussions and debates as well as giving presentations in the foreign language

Listening:

- Improve your listening skills through different types of authentic broadcasts in the foreign language (e.g. from radio and television programmes) as well as exposure to different regional accents. Other skills that you may need if you are planning to study abroad (e.g. note-taking) will also be covered

Writing:

- Develop your writing skills (e.g. reports, essays, summaries, and non-literary translations) through a variety of writing tasks and regular feedback on your progress
- Develop an awareness of formal and informal language
- Revise problem areas within the grammar of the foreign language and introduce and discuss grammatical issues appropriate for an Advanced level course
- Expand your knowledge of general as well as more specific vocabulary (this may be related to social, cultural, and political matters or to your own subject area)
- Develop an ability to work independently and confidently on your own or in a group, either within or outside the classroom

Reading:

- Improve your reading skills through a variety of authentic reading materials. These will include longer texts from newspapers, magazines, and the internet. You will also be asked to bring your own texts for discussions in class

Assessment:

Please refer to the assessment information in this booklet (Section 7).

6. HOW ARE THE MODULES TIMETABLED?

All modules are structured as follows:

- A two-hour weekly seminar taught by a language teacher. Teaching in the seminars will focus on communication skills, and language points will be introduced and practiced through speaking, reading, listening, and writing as well as grammar exercises
- Access to online independent language learning resources (aimed at supporting your learning) via Canvas and in the Language Resource Centre: <https://www.ncl.ac.uk/language-resource-centre/>

Semester 1 teaching runs from the week of 30 September 2024 to the week of 9 December 2024

Semester 2 teaching runs from the week of 27 January 2025 to the week of 5 May 2025 (with a break during the Easter period, i.e., between week of 30 March to week of 21 April 2025)

7. WHAT DO MY EXAMS ENTAIL?

Assessments consist of two tasks, each combining two skills: speaking/listening and writing/reading. Each assessment is worth 50% of the total module mark.

Type of assessment	Weighting	When set
Speaking/listening For lower levels, this assessment generally takes the form of a role-play, or a short conversation based on situations that you have practiced in the module, or a given topic depending on your module level (please refer to each module's assessment information on Canvas for specific details). This assessment is usually done in class and lasts a few minutes. You may be given some time to prepare it. From lower intermediate and above, you may be required to give a short presentation followed by some questions. This assessment is usually done in class.	50%	Determined by the teacher (During or at the end of the semester)
Writing/reading This assessment usually involves composing a letter, an email, or (in higher levels) a short summary or essay in which you will be asked to include specific information from a document in the target language. You may be expected to show as well whether you have understood the grammar points covered as part of the module. These tasks might differ slightly in East Asian languages as they are taught differently from European languages - your teacher will be able to provide you with more details on this part of the assessment. Please note that this assessment is usually to be completed in your own time, at home.	50%	Determined by the teacher (During or at the end of the semester)

Please be aware that in order to pass the module, you must complete both assessments. If you do not take both, your transcript will show a fail for your UWLP module.

8. FURTHER INFORMATION

How to contact us

Your language teacher is the first person you should consult to discuss any difficulties you may have with regard to your language classes. Individual contact details and consultation hours will be published on Canvas (in each module) under 'staff information'.

Should you need to contact a member of the team, you can either contact us by email uwlp@newcastle.ac.uk or come and visit us during School Office opening times.

We will endeavour to reply to all emails within a maximum period of 3 working days; however, this may be longer during busy periods such as registration.

Recommended materials

Your teacher will let you know in case you need to purchase a particular coursebook. All the references can be purchased from Blackwell's located near the campus.