



Information Circular No. 1¹

Subject: Language Training Programme at UNOG

I. General provisions

1. This information circular is to advise staff of the modalities of the United Nations Language Training Programme at the United Nations Office at Geneva (UNOG). Staff of entities other than United Nations Secretariat must acquaint themselves with any internal regulations or rules of their respective entities, in particular with respect to appropriate authorizations, internal deadlines or applicable fees.
2. Language courses in Arabic, Chinese, English, French, Russian and Spanish are offered to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII), 43/224 D and 50/11.

II. Course calendar

3. The course year is divided into three terms: winter, spring, and autumn. Additionally, summer courses may be proposed for two weeks, generally in August.
4. The course calendar, enrolment periods and cancellation deadlines are available on the [Centre for Learning and Multilingualism website](#)².

III. Course details

5. A full description of the Language Training Programme and the course offer are available on the [Centre for Learning and Multilingualism website](#)³.

¹ This circular cancels and replaces circular IC/Geneva/2023/3.

² <https://learning.unog.ch/node/1301#position2>

³ <https://learning.unog.ch/language-index>

6. Courses are aligned to the levels of competence of the United Nations Language Framework⁴.
7. Not all courses or levels may be offered in all terms. A seat in the participant's preferred time schedule may not be available.

Course schedule and delivery

8. Language courses consist of either 24 or 48 learning hours in total over an eleven-week term. There is an orientation week before a course formally begins to introduce its objectives, content, evaluation system and resources, and for technical set-up. During this orientation week, the participants become familiar with the course learning tools, including the e-learning platform, and meet their teacher and their group. The term is followed by a consultation week to provide feedback and results, as well as discuss other course-related matters.
9. There are two types of courses: general and specialized.
 - i. General courses develop spoken production and interaction, written production and interaction, listening and reading. These courses are designed to build on each other and are meant to be taken sequentially.
 - ii. Specialized courses develop specific language skills tailored to particular needs. For instance, they may concentrate on different aspects of the language, such as grammar, vocabulary, or written and oral proficiency. Some courses also target specific professional objectives, such as conducting meetings, preparing for interviews, or writing administrative correspondence. The specialized courses offered each term vary.
10. Courses may be delivered online or in person.
11. Courses normally run once or twice a week, either from 8 to 9.30 a.m., from 12.30 to 2 p.m. or from 6 to 7.30 p.m. An online autonomous learning component of one hour and 15 minutes per week is part of the general courses.
12. During the summer term, classes normally run five days a week, either from 8 to 10 a.m. or during lunchtime from 12.30 to 2.30 p.m. The equivalent of four hours of autonomous learning activities are offered during the summer term.

Eligibility

13. Enrolment in language courses is open to the following persons:
 - a. UN Secretariat staff and interns who receive authorization from their supervisor, and those of UN funds and programmes, and other international organizations⁵.
 - b. Staff of permanent missions and their spouses.
 - c. UN Secretariat consultants, retirees and staff spouses, and those of UN funds and programmes, and other international organizations.

⁴ The United Nations Language Framework is a reference tool for learning and assessment in the six official languages within the United Nations. It ensures coherence in learning, teaching and evaluation in the six official languages and in the international context of the United Nations. More information available at <https://learning.unog.ch/node/1301#position9>.

⁵ The list of UN Secretariat entities, funds and programmes and other international organizations eligible for courses is available at <https://learning.unog.ch/node/1301#position1>.

- d. Employees of service providers located in the Palais des Nations.
 - e. Employees of non-governmental organizations (NGOs) accredited by the United Nations and accredited press corps.
14. Staff, interns and consultants must have a contract valid for the duration of the entire language term.

Tuition Fees

15. UNOG staff and UN Secretariat interns are exempt from the payment of tuition fees and may enrol in language courses at no cost.
16. Staff of the other UN Secretariat entities are also exempt to the extent that regular budget resources have been allocated to UNOG for the provision of administrative services to their entity. Authorization must be granted by their respective learning focal point.
17. Tuition fees for all other applicants are based on the number of learning hours and are available on the [Centre for Learning and Multilingualism website](#)⁶.
18. Participants may also be required to purchase course materials recommended by teachers during the orientation week.

IV. Enrolment procedures

Application and enrolment

19. All applications for enrolment should be completed on the administrative platform at <https://clmlanguageregistration.unog.ch>.
20. Applicants who are not staff of UN Secretariat, funds and programmes or other UN organizations or agencies must provide a copy of their *Carte de légitimation*, contract or employer attestation at the time of their application.
21. The applicants who are not exempt from the payment of tuition fees must provide the proof of payment in accordance with the instructions provided in paragraph 25 below.
22. Applications are processed on a first come, first served basis. Incomplete applications will not be processed. Applicants are encouraged to enrol early given the limited number of seats in each class. Where more applications are received than available seats in a course, priority will be given to applicants who completed the previous course. Applicants who wish to repeat a successfully completed course or did not complete the course for two consecutive terms do not receive priority.
23. Applicants will receive confirmation of their enrolment by email before the beginning of a term.
24. Participants will not be re-enrolled automatically for subsequent terms.

⁶ <https://learning.unog.ch/node/1301#position5>

Payment of tuition fees

25. Applicants who are not exempt from the payment of tuition fees must pay tuition fees before their application for enrolment. The proof of payment must be uploaded on the on-line platform at the time of enrolment. Payment should only be made under the name of the applicant. In case of a refund, only the applicant is eligible to receive the reimbursement.
26. Payment should be made by electronic bank transfer, using the following information:
PPT IBAN CH40 0900 0000 1200 5904 2 (the BIC/SWIFT code is POFICHBE), United Nations Geneva, Special Accounts, *Division des Finances*, 1202 Geneva. Please indicate 10RCR, the name of the applicant, the term and the language (i.e.: 10RCR, John Smith, Autumn 2020, Chinese) as the reason for payment (“*motif versement*”).
27. Only a fully processed confirmation of the e-banking order is considered a proof of payment.

Placement test

28. A placement test is mandatory if the applicant:
 - a. Has more than 50 hours of formal language training in the language in which the applicant intends to enroll; or
 - b. Has not been enrolled in the UNOG Language Training Programme for over two terms; or
 - c. Has failed or did not complete the same course twice in two consecutive terms.
29. Applicants will receive an invitation to the placement test after the end of the enrolment period.
30. Due to the limited number of seats in each course, applicants who do not complete the placement test before the deadline or on the scheduled date and time for the test will not be eligible for enrolment in the course.

Cancellation of enrolment

31. Participants may cancel their enrolment in a course at any time at least four working days before the orientation week. Participants enrolled in the summer term may cancel their enrolment at any time at least two weeks before the start of the term. Specific cancellation deadlines for each term are available on the [Centre for Learning and Multilingualism website](#)⁷.
32. Cancellation of enrolment must be done through the administrative platform at <https://clmlanguageregistration.unog.ch> by selecting the “Current submitted forms” tab and completing and submitting the cancellation form. Participants will receive an email confirming the cancellation of enrolment.

⁷ <https://learning.unog.ch/node/1301#position2>

33. Tuition fees will not be refunded to participants who cancel their enrolment after the cancellation deadline. Participants who cancel their enrolment before the deadline may elect to apply the tuition fees to the following term instead of receiving a reimbursement.

Reimbursement procedures

34. Tuition fees will be refunded if an applicant cancels their enrolment before the deadline or if the applicant is not given a seat in one of the courses.
35. Participants should submit their reimbursement request to the language training secretariat at clm_language@un.org following the instructions available on the [Centre for Learning and Multilingualism website](#)⁸.
36. Reimbursements may take up to eight weeks after the receipt of the valid, accurately completed documents and requested information.

V. Attendance and participation

Attendance

37. Participants who are unable to attend the first week of a term, or the first day of the summer term, must inform their instructor and the language training secretariat in advance by email at clm_language@un.org.
38. Participants who do not attend class during the first week of the term, or on the first day of the summer term, may be unenrolled from the course and their seat given to participants who were placed on a waiting list.
39. Participants can avail themselves of a certificate upon successful course completion by downloading them from the administrative platform.

Participation

40. Participants must be on time, attend courses and actively participate in class. They must also complete their online autonomous learning activities outside of class hours as required. Participants must complete the end-of-term evaluation.
41. With the aim of promoting and supporting multilingualism, managers are encouraged to approve requests from their staff to participate in language courses and to grant time to commute to and from classes, subject to exigencies of service.

Security measures at the Palais des Nations

42. Participants must ensure that they have up-to-date security documentation and that they comply with security procedures in place at the Palais des Nations.

⁸ <https://learning.unog.ch/node/1301#position5>

43. Participants attending in-person classes must enter through the Pregny Gate unless they hold a United Nations badge that grants them access through alternate access points.
44. Due to parking restrictions on United Nations premises, participants are encouraged to use public transportation. For the policy on vehicle access to UNOG grounds, please see [ST/IC/Geneva/2017/2](#).

VI. General enquiries

45. Enquiries concerning language courses may be sent to clm_language@un.org. Telephone enquiries be directed to the language training secretariat at 022 917 4409.
46. Information may also be found on the [Centre for Learning and Multilingualism website](#)⁹.

[signed] Kira **Kruglikova**
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⁹ <https://learning.unog.ch/language-index>