

English for Various Academic Departments

(e.g. Registrar's and Exam Offices)

Online sessions: Preliminary Programme

06.09.2022. 8.30-9.30 a.m.	Session 1: "How do I get started?" Outline and intended learning outcomes of the online course, discussion of materials, warm up, acquisition of appropriate vocabulary and phrases for professional field
09.09.2022 8.30-9.30 a.m.	Session 2: "What can I do to help prospective students?" University studies preparation, recognition of official certificates, degrees and professional qualifications; alternative study options
13.09.2022 8.30-9.30 a.m.	Session 3: "How do I provide relevant information for prospective students?" Degree programme selection; continuing education, language proficiency and aptitude tests; outlining the application and admission process for undergraduates and postgraduates
16.09.2022 8.30-9.30 a.m.	Session 4: "What can I do to support freshers?" Enrolment process for undergraduates and postgraduates; tuition and semester fees, financial aid and employment, accommodation and housing options
20.09.2022 8.30-9.30 a.m.	Session 5: "How do I communicate dates and deadlines? How can students find out when what is happening and where?" Exam and study regulations, assignments and coursework/ final year degree project; deadlines; exam periods, venues, results and schedules for marking/ reviewing exam papers
23.09.2022 8.30-9.30 a.m.	Session 6: "How can I help students with relevant paperwork?" Completing forms, e.g. registration for exams, applying for a leave of absence; regulations of modules; exam procedures; organising adjustments to exam arrangements

27.09.2022
8.30-9.30 a.m.

Session 7: “How do I inform and advise professionally in difficult situations?”

Changing courses, temporary or permanent withdrawal, failed examinations and/or degree, family worries, mental health issues

30.09.2022
8.30-9.30 a.m.

Session 8: “What (else) is on offer?”

Wrap up and creating a bank of responses to Frequently Asked Questions (FAQs) on various aspects of the offered services; best practice examples; everyday challenges

Closing Round and Review: Where can we go from here?

Concluding remarks and evaluation.

Lecturer

Susan Lippmann

✉ susan_lippmann@yahoo.de

Organisation Leitung

Liliane Pires-Pedro

S23 - Internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

☎ +49 228 882 -8960 ✉ pires@daad.de

Alema Ljumanovic-Hück

Leitung S23 - Internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

✉ info@daad.de