



# **B1/B2 seminar:**

## **English for Various Academic Departments**

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

### **Online sessions programme**

(+ approx. 60 min independent study after each Session)

04.09.2023  
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

07.09.2023  
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

11.09.2023  
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

14.09.2023  
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

18.09.2023  
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

19.09.2023  
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



25.09.2023  
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

26.09.2023  
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.

## Organisation und Leitung

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