



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)

21.10.2024
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

24.10.2024
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

28.10.2024
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

30.10.2024
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

04.11.2024
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

07.11.2024
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



11.11.2024
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

14.11.2024
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 und Leitung

Nicole Gerfertz

S23 - Internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

☎ +49 228 882 - 635 ✉ gerfertz@daad.de

Alema Ljumanovic-Hück

Leitung S23 - Internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

✉ info@daad.de