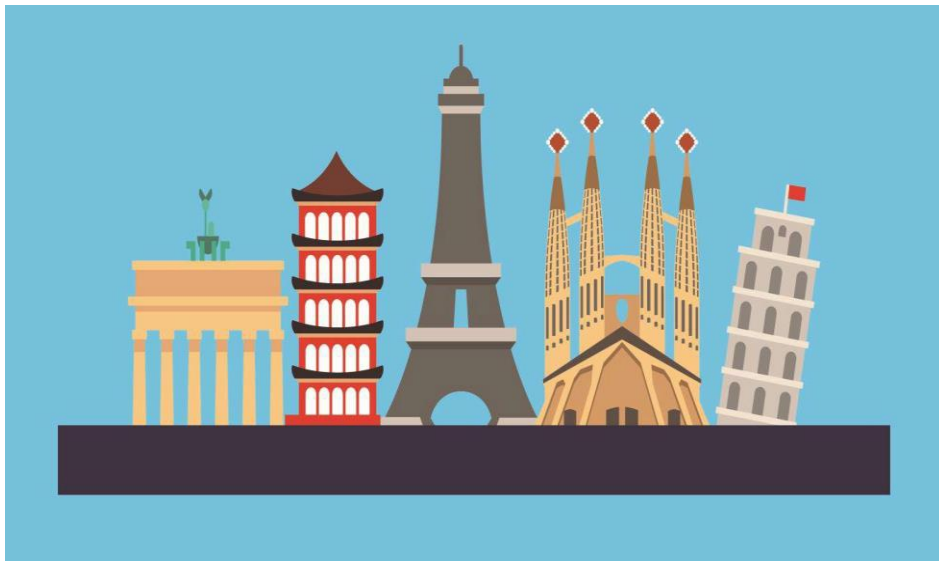


UNIVERSITY WIDE LANGUAGE PROGRAMME (UWLP)

School of Modern
Languages



STAFF HANDBOOK
2025-2026

Welcome to the UWLP!

The UWLP offers modules in Arabic, British Sign Language, Chinese, Dutch, French, German, Italian, Japanese, Korean, Portuguese, Russian and Spanish.

It costs £99 per semester.

If you are not a beginner, you should consult the table below to find the class most appropriate for your level.

UWLP modules consist of two contact hours per week, which are scheduled after 5pm on weekdays, or on a Wednesday or Friday afternoon. Check the [timetable](#) to see when the levels are currently planned, so you can see if they would fit around your existing commitments. Please note that this is not the finalised timetable.

Optional learning support is available at the Language Resource Centre (LRC), which is free for all staff to join.

Please study this handbook carefully and do not hesitate to get in touch if you have any further queries. We are here to help!

Isabelle Ruegg Alter, UWLP Director
Hannah Gilder, Operations Assistant

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-4:00pm

– IMPORTANT INFORMATION

It can be great fun learning a language but also **requires time, patience, and a lot of effort**. Please first **consider whether you have the time and commitment**. Please ensure you can dedicate 2 hours per week for the classes and 2 to 3 hours for personal study. You may also be required to buy a textbook for use in class and for your homework.

After the end of the second week of teaching, you will not be able to receive a refund for the classes, so please make sure you can commit to the full semester.

You will have the option to take the assessments. These will take place in person in one of the final teaching weeks or added to Canvas. If you wish to get a certificate confirming you have passed the class, you will need to take the assessments and pass these. Otherwise, you will receive a certificate to confirm you completed the class.

Independent study

Regular homework and use of the LRC are expected.

Attendance

We would recommend attending every week to make the most out of the class. If you need to miss a week for any reason, please let your teacher know via email.

– WHICH 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.
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	
Elementary		
LPC1101	Chinese 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
LPF1101	French Elementary Part 1	
LPG1101	German 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 (grade B/6), or similar
LPG1201	German 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
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
LPC1003	Chinese Beginners Part 2	
LPD1003	Dutch Beginners Part 2	
LPF1003	French Beginners Part 2	These modules are not suitable for complete beginners.
LPG1003	German Beginners Part 2	
LPI1003	Italian Beginners Part 2	These modules continue from LP_1001.
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	
Elementary		
LPC1103	Chinese 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
LPF1103	French Elementary Part 2	
LPG1103	German Elementary Part 2	
LPJ1103	Japanese Elementary Part 2	These modules continue from LP_1101.
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
LPG1203	German Lower Intermediate Part 2	
LPJ1203	Japanese Lower Intermediate Part 2	
LPS1203	Spanish Lower Intermediate Part 2	These modules continue from LP_1201.
Upper intermediate		
LPF1303	French Upper Intermediate Part 2	<ul style="list-style-type: none">- Pass/completion of LP_1301

LPG1303	German Upper Intermediate Part 2	<ul style="list-style-type: none">- A B1 on the CEFR These modules continue from LP_1301.
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). These modules continue from LP 1401.
LPS1403	Spanish Advanced Part 2	

– WHAT IS MY LANGUAGE LEVEL?

UWLP modules loosely follow the structure of The Common European Framework of Reference for Language (CEFR). The CEFR has 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

— HOW DO I REGISTER?

You should ensure that you have checked the level is right for you.

You can register online using the application form [here](#). The UWLP team will email you to let you know if your application was successful and will send you a link to make the payment for the semester. If you are unsuccessful, we will add you to the waiting list.

Classes start in the week commencing the 29th of September 2025. If you are no longer interested in studying on the UWLP, you will need to withdraw your application by 10th October to receive a refund. The withdrawal form is available on the UWLP website.

— WHAT WILL I LEARN?

There may be slight variations on the below 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. To find more information about what is taught in each module, click through the links in 'What languages can I study?' above.

BEGINNERS

Aims of the module:

- Equip you to survive most typical situations when travelling abroad for a few days.
- Develop an awareness of the nature of language and language learning.
- Foster an interest in the countries and cultures where the language is spoken.

ELEMENTARY

Aims of the module:

- Consolidate basic language structures and survival vocabulary
- Develop basic communication skills for everyday situations
- Build confidence beyond beginner level
- A basic awareness of your own language learning strategies
- A personal interest in the countries where the language is spoken
- Achieve a proficiency level roughly comparable to GCSE

LOWER INTERMEDIATE

Aims of the module:

- Reinforce and expand listening, reading, writing and speaking, beyond the stereotypical situations that are presented at lower levels through regular exposure to authentic materials (i.e. produced for native speakers)
- Improve linguistic accuracy and self-monitoring
- Handle situations likely encountered when working or studying abroad
- Apply the language skills to personal experiences

UPPER INTERMEDIATE

Aims of the module:

- Begin to communicate fluently and accurately in both spoken and written form
- Prepare for situations which you are likely to encounter when working or studying abroad
- Express your opinion on cultural, social, and political issues

ADVANCED

Aims of the module:

- Communicate with greater fluency, accuracy, and confidence
- Gain insight into current issues in the countries and culture(s) where the language is spoken
- Locate information from different sources to contribute your own materials and ideas

— HOW ARE THE MODULES TIMETABLED?

Module Structure

- Weekly Seminar: 2-hour sessions focusing on communication skills, including speaking, reading, listening, writing, and grammar exercises.
- Online Resources: Available via Canvas and the Language Resource Centre:
<https://www.ncl.ac.uk/language-resource-centre/>

Teaching periods

- **Semester 1:** 29th September 2025 – 8th December 2025
- **Semester 2:** 26th January 2026 – 4th May 2026 (Spring Break: 20th March – 20th April)

– WHAT DO THE ASSESSMENTS 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 is usually a role-play, or short conversation based on situations that you have practiced in the module, or a given topic (details on Canvas). It lasts a few minutes and is usually done in class, with some preparation time. For lower intermediate and above, you may need to give a short presentation followed by some questions.	50%	Determined by the teacher (During or at the end of the semester)
Writing/reading This assessment usually involves writing a letter, email, or (at higher levels) a summary or essay that includes specific information from a document in the target language. You may need to demonstrate understanding of the grammar points covered in the module. Tasks might differ slightly for East Asian languages; your teacher will provide more details. This assessment is usually done at home, in your own time.	50%	Determined by the teacher (During or at the end of the semester)

Please be aware that to pass the module and receive a certificate, you must complete both assessments and receive a 'Pass'.

– FURTHER INFORMATION

How to contact us

Please get in touch with your teacher with any questions about your classes. Their details will be on Canvas.

You can contact us by email uwlp@newcastle.ac.uk or come and visit us during School Office opening times.

We aim to reply to all emails within 3 working days, but it may take longer during busy periods like registration.

Recommended materials

Your teacher will let you know if you need to buy a coursebook.