

**CENTRE FOR FOREIGN LANGUAGES
DEPARTMENT OF EUROPEAN STUDIES
MANIPAL UNIVERSITY**

FREQUENTLY ASKED QUESTIONS

The information below provides answers to the most common queries on the foreign language certificate courses offered by the Centre for Foreign Languages, Department of European Studies. Below, you will find all relevant information related to German, Spanish, Polish, Italian, and Japanese language courses. For detailed information on French language classes, please contact our in-house institutional partner Alliance Française – Manipal Chapter at afmanipal@afindia.org or on: 98809 62777).

COURSES – COURSE STRUCTURE

1. What languages are offered as certificate courses at the Department of European Studies?

We offer the following languages: German, Spanish, Italian, Polish, and Japanese.

2. Who can join these courses?

Our certificate courses are open to all public above the age of 14. Students and staff of Manipal University, its constituent colleges, students and staff from other educational institutions, professionals, homemakers, can all join our courses.

3. How are courses structured?

All European languages – German, French, Spanish, Polish, and Italian – are structured along the Common European Framework of Reference (CEFR) for languages. This is an international standard for describing learners' language ability and skills. The learning levels are organized along Beginner (A1 & A2), Intermediate (B1 & B2), and Advanced (C1 & C2) levels, with each level corresponding to well-defined learning outcomes and acquisition of language proficiency. You can find more information on the CEFR levels of learning here: http://www.coe.int/t/dg4/linguistic/cadre1_en.asp

Japanese language courses are designed in accordance with the requirements of the internationally recognized Japanese Language Proficiency Test (JLPT), which organizes learning outcomes similar to CEFR. You can find more information on the JLPT here: <http://www.jlpt.jp/e/>

4. What levels of foreign language learning are being currently offered at the DES?

Currently, for Monsoon Semester, Sep-Dec 2017, we are offering:

	BEGINNER	INTERMEDIATE
German	A1 & A2	B1
Spanish	A1 & A2	B1
Italian	A1 & A2	
Polish	A1	
Japanese	N5.1 & N5.2	

5. Who will be teaching these courses?

Our instructors include both native speakers and Indian teachers qualified to teach the languages you will be learning.

PREVIOUS LEARNING

6. I have already learnt German/Spanish/Italian/Polish/Japanese before. How do I know what level to join?

If you have any previous learning experience (high school, college, private institute etc.) in the foreign language you wish to study, please fix an appointment with our office so that you can meet a course instructor and be advised on the level you can join.

DURATION – TIMINGS

7. What is the course duration?

German, Spanish, Polish, Italian: Aug 28 – Dec 8
Japanese: Aug 18 – Oct 18

8. On what days of the week will classes be held? What are the course timings?

Classes are mainly held on alternate days of the week in the evenings.

Batch 1: Mon/Wed/Fri Mon/Wed: 6 – 8.30 pm; Fri: 6 – 7 pm
Batch 2: Tue/Thr/Fri Tue/Thr: 6 – 8.30 pm; Fri: 7.15 – 8.15 pm

Choose the batch most convenient to you. The seats are limited for each batch. No change of batch is possible after

COURSE FEE - REGISTRATION

9. What is the course fee?

The course fee differs for languages and the levels of study. Please see below:

LEVEL	EUROPEAN LANGUAGES German/Spanish/Polish/Italian Rs.	JAPANESE
A1	7000	
A2	9000	
B1	10000	
N5.1		4000
N5.2		4000

10. Is the fee inclusive of study materials and examination fees?

Yes.

11. How do I register for courses?

For Manipal University students: kindly visit <http://sis.manipal.edu> to register and pay online. Once you enter your registration number and date of birth on the SIS portal, please click on “Certificate Courses” to the left to complete the registration cum payment process. Please retain the receipt for future reference.

For others: Please send an e-mail to office.mces@manipal.edu indicating your full name, date of birth, language and level opted for, and draw a Demand Draft in favor of “Manipal University” for the course fee specified above.

Due to high demand and limited seats, please contact our office before drawing a Demand Draft.

Upon successful registration, an e-mail will be sent to you confirming your registration and course details.

12. Can the course fee be paid in installments?

No, the course fee needs to be paid in full.

13. Is the course fee refundable? Or transferable?

No, the course fee is not refundable or transferable. In some cases, an exception could be made, based on the discretion of the Head of Department, European Studies, if the same is intimated no later than two weeks or twelve hours (whichever is earlier) after the start of the program.

Transaction fees of online payments are not refundable.

LOCATION

14. Where are classes held?

Language classes are held on Campus, at Interact building (opposite KMC food court) or at the Department of European Studies (Old TAPMI building). Your classroom details will be made known to you before the start of classes.

CERTIFICATION - EVALUATION

15. Is my language proficiency certificate recognized by employers and universities?

Our certificate courses are designed in accordance with international learning frameworks. However, some employers or universities may specify a proficiency via an *international exam*. For example, just as English speakers in India may have to produce an official IELTS/TOEFL score for employment/studies in English-speaking countries, it is therefore in your interests to also obtain an international accreditation for your language proficiency. German exams are conducted by the Goethe Institut (Max Mueller Bhavans) for German, Instituto Cervantes for Spanish, Alliance Française for French, etc. Upon successful completion of each level at DES, you will have the required proficiency to appear for these exams. Your course instructor can advise you further on this.

16. What is the mode of evaluation? Is attendance compulsory?

Your proficiency is evaluated for listening, speaking, reading, and writing skills at all learning levels. Evaluation is based on performance in the final exam. However, in order to qualify for the final exam, you require a cumulative internal assessment of 70%, in which attendance and performance in class tests are evaluated.

OFFICE TIMINGS – CONTACT DETAILS

17. Where is your office located? What are your office timings?

Our office is located on the ground floor of Old-TAPMI building. This building is situated behind Manipal Post Office.

Our office is open Mon-Sat: 09.00 – 13.00; 14.00 – 17.00

18. Who do I contact for more information?

Ms. Prathima Kalmady
Office, Department of European Studies
E-mail: office.mces@manipal.edu

Ms. Nikita Joshi
Asst. Professor, Department of European Studies
E-mail: nikita.joshi@manipal.edu