

English Language Studies Program

Proposal for Pusan National University



Choose ICTE

Study at a university ranked in the world's top 50



Global Connections

Meet, make friends and learn English with people from around the world.

More than 50,000 students, including over 15,000 international students, choose to study at UQ. Each year ICTE welcomes more than 3,000 students from nearly 50 countries into our English language courses.



Excellent Teachers

Learn English from qualified and experienced English teachers.

UQ is home to Australia's most awarded teachers and has won more national Australian Learning and Teaching Council awards than any other university.



Active Lifestyle

Participate in dynamic sports and cultural activities, and be part of the 200+ clubs & societies at UQ, whilst living in a city well-known for its warm weather and subtropical and relaxed lifestyle.



Highly Ranked

UQ is ranked in the top 50 as measured by the QS World University Rankings. Studying at UQ shows that you have achieved a globally competitive standard of excellence at one of the world's most respected universities.

It is one of only three Australian members of Universitas 21, an international network of leading research intensive universities and a founding member of the prestigious Australian universities Group of Eight (Go8)



High-quality Programs

At ICTE you will learn in small classes and enjoy lots of opportunities to work in groups, speak, listen and share ideas.

Our courses use high quality materials from academic and real-world sources and classes are taught in classrooms equipped with the latest teaching and learning technology.

Whatever your English language learning goals, ICTE offers you the opportunity to excel.



World-class Facilities & Support

With excellent learning, sporting, and research spaces, you get the support you need to learn, have fun, and stay happy and healthy including:

- Internet and modern computing facilities
- Help with arriving in Brisbane, finding accommodation and employment
- Health and welfare support including on-campus medical centre and counselling services

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Introduction

The University of Queensland's (UQ) Institute of Continuing & TESOL Education (ICTE) wishes to express its genuine interest in providing an English Language Studies program for Pusan National University. ICTE has extensive experience in the design and delivery of English Language Studies programs to groups of overseas students from colleges and universities. Information regarding UQ, ICTE, facilities and services is included as Appendix A.

Program Outline

The English Language Studies program is specifically designed for Non-English Speaking Background students who wish to develop their English language skills in an English-speaking environment, while at the same time acquiring first-hand knowledge and experience of Australian culture and lifestyles. Participants will be integrated into ICTE's English language classes based on their proficiency level and study with students of different nationalities.

Courses will focus principally on the development of communicative competence in all four macro skills – speaking, listening, reading and writing, with principal focus on the development of fluency and proficiency and the enhancement of speaking and listening skills.

Program Dates

A five-week English Language Studies program is proposed as follows:

Arrive Brisbane:	Sunday 5 January 2020
English Language Studies Program:	Monday 6 January to Friday 7 February 2020
Depart Brisbane:	Saturday 8 February 2020

Participants are advised to plan to arrive on the Sunday before the program commences and to depart on the Saturday following completion of the program.

The University of Queensland will be closed for Christmas holidays from Monday 23 December 2019 to Tuesday 1 January 2020 inclusive.

Minimum Age of Participants

Participants of the age of 18 years or over will be accepted into the program.

Integrated English Class Format

Participants will be integrated into ICTE's regular English language classes with students of different nationalities. Participants would be tested on the first day of the program during orientation and allocated to classes according to their English proficiency level. ICTE has an average sessional enrolment in regular programs of 800 students and professionals from over 35 countries in Asia, the Pacific, Latin America, Europe and the Middle East providing an international learning environment.

Please note if students have a similar level of English proficiency there may be multiple numbers of students from the group in particular classes.

Participants will complete 20 hours of English language instruction per week, focusing principally on the development of communicative competencies in all four macroskills (speaking, listening, reading and writing). ICTE courses include 20 hours of face to face teaching and with access to additional online, self-directed learning resources.

It is anticipated that most participants would be placed in General English classes with ICTE having seven levels of General English classes ranging from elementary to advanced. Students who have a higher intermediate English proficiency level will have the choice of higher-level General English classes or entering English for Academic Purposes (EAP) or English for International Business Communication (EIBC) classes depending in availability. Please note that classes and levels are run according to demand and all courses and levels may not run in each session. A detailed course outline for the General English program is included in Appendix B.

Course Timetable

TESOL regular programs timetable structure:

- 20 hours contact hours
- Participants may be placed in a morning or afternoon session based on their course and class level.

Morning session (8:15 am – 12:45 am)	
Class	8:15 am – 10:15 am
Break	10:15 am – 10:45am
Class	10:45 am - 12:45 pm

Materials

Textbooks will be used with most programs and will also be supplemented with ICTE's own in-house materials for our English language courses. ICTE's blended learning teaching model includes digital print and digital content that will be used alongside authentic ICTE material to engage and stimulate students in their language learning.

Assessment

An examination will be held during the last week of the program indicating individual performance in each of the macro skills (speaking, listening, reading and writing). Certificates of attendance and exit test results will be forwarded approximately five weeks after completion of the program.

IELTS Testing

ICTE is an IELTS (International English Language Testing System) Test Centre and administers an IELTS test approximately every two weeks throughout the year. Participants will have the option of undertaking an IELTS test for an additional cost (currently AUD\$340) at the completion of the program with results available within two weeks of taking the test.

The IELTS Test is an internationally accepted testing benchmark for entry into degree programs in English speaking countries. This will provide students with an internationally recognised level of English language proficiency which would be valuable for example if they subsequently decided to apply for a Postgraduate

degree in an English speaking country. As a general guide, an improvement of 0.5 on the overall score of the IELTS test is expected for approximately 10-15 weeks of English language study.

Pearson Testing

ICTE opened a Pearson PTE Academic computer based test centre in 2018, allowing participants to demonstrate language skills for university, professional and migration applications.

PTE Academic is a computer based system, allowing students to receive their test results faster, typically within five business days. Participants are given tests based on the real-life English skills using academically relevant tasks and measuring skills in an integrated way. Once participants have taken the test, they can send their scores to as many institutions as they like without an additional fee.

PTE Academic's computer-based marking ensures all test takers are scored impartially and accurately. To ensure test score validity all test centres use state-of-the-art digital biometrics incorporating palm-scanning, digital signatures, secure paperless results, randomised test formats and CCTV.

UQ is the only university in Brisbane to host a PTE Academic computer based test centre.

Activities

A limited number of program and cultural activities are included as part of the program:

- orientation on day one
- end of session barbeque
- daily free activities arranged by the Activities Office.

ICTE has a dedicated Activities Officer who can assist participants with planning free time, organising trips in and around Brisbane and offer suggestions for things to do on the UQ campus.

Participants can choose from free and low cost sporting, cultural, social and tourist activities and enjoy free activities every day of the session. ICTE participants can also join the ICTE Soccer Club or Chorus. ICTE participants can make friends with Australian and international students by joining one of UQ's 200+ student clubs and societies for a nominal membership fee.

A range of weekend activities, both full-day and half-day, are also available for an additional cost. Current activities can be viewed online at <http://www.ictu.uq.edu.au/activities>.

Accommodation

Homestay accommodation can be arranged by ICTE with selected families and includes lodging, breakfast and dinner on weekdays and breakfast, lunch and dinner on weekends. Students have their own bedroom furnished with bed, desk, chair and wardrobe and have access to all living areas of the family home. Please note that lunches are not included on weekdays and can be purchased at the campus cafeteria for approximately AUD\$10 per day.

ICTE homestay families are often mixed nationality and/or single parent families, reflecting the family demographics of Australian society. Transport to/from ICTE is usually by bus or train and on average takes 40-50 minutes up to a maximum of 60-70 minutes.

Homestay placement can be on the basis of one or two group participants per family. Experience confirms positive advantages when two students stay together with the one family, especially for short programs. This

can promote mutual confidence within the new culture and family environment and encourage the students to communicate in English with family members. It can also assist with travel to and from the family during weekdays and encourage students to undertake some independent activities during the weekend when not involved with family activities. Students staying two to a family each have their own bedroom.

Transport Arrangements

Airport Transfers

The group will be met on arrival at the Brisbane international or domestic airport by a representative of ICTE and accompanied by bus to ICTE where they will be introduced to their homestay families. On completion of the program ICTE will arrange for a group transfer from ICTE to the airport. A special group transfer of AUD\$70 per student each way will be offered for group students. Please note that this service can only be provided when the group arrives and departs on the same flight. Individuals who arrive/depart independently of the main group will need to make their own arrangements unless previously agreed to with ICTE. Individual transfers will incur additional cost of AUD\$110 per participant per transfer. Transfers to and from the Coolangatta (Gold Coast) airport will incur additional charges.

Please note: ICTE does not offer transfers for Brisbane West Wellcamp Airport which is located in Toowoomba, 130 kilometres west of Brisbane City and recommends participants do not book flights in and out of this airport.

Groups arriving after 8:00pm will not be able to check-in to ICTE Homestay accommodation until the following day. These groups will be required to go into alternative accommodation for the first night at their own expense. Groups departing on international flights before 8:00am or domestic flights before 7:00am will be required to go into hotel or other temporary accommodation for the night before their departure. ICTE can provide advice and options for temporary accommodation upon request.

Weekly Transport

Daily public transport and travel costs are not included and must be paid for by individual participants. The average cost of transport to and from the university is approximately AUD\$45 per week. ICTE recommends that participants purchase a go card for travel on the Brisbane City public transport network. Go card prices for travel are substantially cheaper than buying individual trip tickets.

International & Domestic Flights

Pusan National University students are responsible for arranging all group international and domestic flights. This proposal does not include the costs of these fares.

Student Support Services, Computer and Campus Facilities

ICTE provides a range of student support services as part of the program. Services of particular importance are the provision of free access to internet facilities, and the use of campus library facilities and services within the UQ Library network. ICTE is located on a prime position with the main UQ St Lucia campus, which is one of the most beautiful and best-equipped campuses in Australia. Information on campus facilities and services are included in Appendix A.

Smoke-free Campus

For the health, comfort and wellbeing of all our students, staff and visitors, the University of Queensland is a smoke-free campus. At UQ, we are committed to providing staff, students and visitors with a productive, vibrant, safe and healthy working and learning environment. The decision to become smoke-free further supports and promotes the health and wellbeing of the entire UQ community.

Visas and Health Insurance

The nearest Australian Embassy should be contacted to identify the relevant visa required for this program and the processing time involved. ICTE experience suggests that visa applications be lodged as early as possible to allow adequate processing time.

Visit <http://www.homeaffairs.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders> for permission to work arrangements and information for student visa holders in Australia.

The cost of the program does not include health, accident or travel insurance. It is a program requirement that this be organised before departure to Australia. It is requested that information regarding the participants' health, accident and travel insurance is provided to ICTE. Details required for each student include:

- name, address and contact details of the insurance company
- details of an Australian branch or their Australian representative if they have one
- policy number
- the monetary value of cover for medical expenses

Program Management and Staffing

ICTE has well defined lines of communication, program responsibility and decision making in place to ensure the smooth running of all programs. All enquiries should be directed initially to the Regional Manager Business Development to ensure a single point of overall project management and coordination. Upon program confirmation, each program will be managed by the ICTE Program Operations Team, coordinated by a single Program Officer, who will take over communication and be responsible for the coordination of all the day to day aspects of the program. A member of staff is available at all times during the day to assist participants with academic, cultural or personal problems. Homestay Officers are contactable by phone after hours in an emergency.

The point of contact at ICTE for all matters relating to the proposed integrated English Language Studies program for 2019 is as follows:

Jade Pearson
Regional Manager Business Development
Institute of Continuing & TESOL Education
The University of Queensland
St Lucia Brisbane Qld 4072 Australia

T: +61 7 3346 6709
F: +61 7 3346 6771
E: j.pearson@icte.uq.edu.au

Enrolment Procedures

Confirmation of the program booking is requested at least 12 weeks before program commencement. A Program Confirmation form is included as Appendix C. Please complete and return this form to confirm the program booking.

For the purposes of enrolment, the following documentation is required:

- A consolidated listing of participants showing full name (with family name in bold), gender (Ms/Mr), email address (for PC not cell phone) and date of birth. Please see template <http://www.ictc.uq.edu.au/pdf/Participant-Summary-Group.xlsx>
- Download and complete an application form for each student at <http://www.ictc.uq.edu.au/pdf/ICTE-UQ-Application-Form.pdf> or have the students apply online at <https://ictc-uq.formstack.com/forms/apply>
- A clear scanned copy of the photo page of each participant's passport
- Electronic photo for each participant (head and shoulders only) in JPG format for student ID Card (no hat or sunglasses should be worn, face must be clearly visible, with solid, white background)
- Details of arrival and departure flights
- Details of health and travel insurance

All participants will be issued with an individual Letter of Offer (LoO) that lists the fees for the program they are enrolled in. Students must complete and return the Enrolment Agreement (EA) that is part of the LoO.

The consolidated participant listing and scanned passport copies should be sent by email at least eight weeks before program commencement. The ICTE Application form and arrival/departure flights should be sent by email at least six weeks before program commencement. Details of health and travel insurance should be sent at least two weeks prior to program commencement. ICTE will provide a consolidated listing of homestay contact details two weeks prior to commencement of the program. A Program Checklist and Due Dates schedule is included as Appendix D.

ICTE Program Cost

The per participant cost based on a 5 week integrated intensive English Language Studies program including program coordination, management and evaluation, tuition, student services and materials fee, homestay accommodation (including meals as outlined in this proposal) and airport transfers is as follows:

Per Participant Cost	\$ AUD	
Tuition Fees	\$	2,150.00
Less Institutional Partner Reduction (10%)	-\$	215.00
Group Enrolment Fee		
Student Services & Materials Fee	\$	100.00
Homestay Accommodation	\$	1,350.00
Homestay Placement Fee	\$	135.00
OSHC	\$	-
Return Airport Transfers (Brisbane Airport)	\$	110.00
Total Program Cost per Participant	\$	3,630.00

Please note: The Homestay Placement Fee and Enrolment Fee are non-refundable.

If the students arrive on different flights, the airport pickup fee will increase to AUD\$110 each way per participant for Brisbane arrivals. If the students arrive and depart from the Coolangatta (Gold Coast) airport an airport transfer surcharge will apply.

Additional costs students will need to cover include (approximately):

- Transport to and from the University on weekdays (per week) AUD\$45
- Lunches on weekdays (per week) AUD\$50
- Comprehensive health, accident and travel insurance.

These costs are approximate and may vary according to individual circumstances and preferences.

Fee Payment Guidelines

Upon confirmation of the program you will be sent an invoice by the UQ Finance and Business Services Department. Payment can be made by credit card, cheque, telephone payment or by BPAY. Instructions will be outlined on the invoice of how the invoice can be paid.

Students can also choose to pay for their program individually by using the Payment Details Form included with their LoO. A number of payment methods are available.

Homestay Policy

- Homestay check in is only available the weekend prior to course commencement
- Students who arrive on flights after 8pm will need to make alternative accommodation arrangements for the night of their arrival and check into Homestay the next day
- Students who depart on international flights before 8:00am or domestic flights before 7:00am will need to check out of Homestay the day before their departure and make alternative accommodation arrangements for the night prior to departure

- Homestay is available for a minimum booking period of five (5) weeks. Refunds will not be considered for early departure except in exceptional circumstances
- Homestay fees must be paid to ICTE in full and in advance
- Students who extend their original booking and who are able to remain with the same family must provide full payment for the extension before their original check out date
- Each payment not made by this deadline will incur a late payment fee
- Students who extend their original booking and who are not able to remain with the same family must pay the Homestay Placement Fee to be placed with a new family
- Students who leave homestay early are required to provide their homestay family with a minimum of one week notice. Unused homestay fees will be refunded in full (the first five (5) weeks are non-refundable)
- Homestay accommodation is only available while a student is enrolled in an ICTE course
- ICTE may remove a student from homestay with no notice for misbehaviour, wilful damage, or failure to comply with host family expectations.

Cancellation Policy

- A course is considered to be the total number of weeks in which a student is enrolled
- Subject to the terms and conditions in the Enrolment Agreement, a student may cancel an enrolment in an ICTE course
- All applications for cancellation must be made in writing prior to the date of cancellation and addressed to the Director Administration ICTE
- Prior to cancelling an enrolment, students should seek advice with regard to the financial implications; enrolment obligations and visa requirements agreed to in the signed Enrolment Agreement to ensure that the implications of cancelling are fully understood. Student Visa holders should also contact the Department of Home Affairs (DHA) to discuss any implications a course cancellation may have on their Student Visa
- ICTE has the right to change its fees and conditions, cancel or defer a course and alter course timetables and class locations
- Where there is a student default on payment of tuition or other related fees by the specified due date, ICTE has the right to cancel a student's enrolment and must report the student default to the appropriate authority within five (5) business dates. Where a student default on payment occurs, the student may be denied access to teaching and learning and other services until the required fee is paid in full. This may lead to the cancellation of the student's electronic Confirmation of Enrolment (eCoE).

Refund Policy

- A full refund of tuition fees will be made if an ICTE course is fully booked, is cancelled, or an application for a visa is rejected. Proof of the visa rejection is required within two weeks from the date of notice
- Any student who cancels an enrolment in an ICTE course more than four (4) weeks prior to the commencement of that course will have the tuition fees refunded, less a cancellation charge equivalent to one week of the current year's published tuition fee. Airport transfer and weekly Homestay fees will be refunded in full

- Any student who cancels less than four (4) weeks prior to commencement of the course will receive a refund of tuition fees less a cancellation charge of up to five (5) weeks of the current published tuition fee. Airport transfer and weekly Homestay fees will be refunded in full
- Any student who cancels an enrolment after the commencement of a course is not eligible for a refund of tuition fees
- The Enrolment Fee, Homestay Placement Fee, Teaching Knowledge Test (TKT) and Internship Application Fees are not refundable
- Any refund that may be granted will be paid within four (4) weeks from the date of the refund decision
- OSHC fees are refunded at the discretion of 'Overseas Student Health Cover' provided by Allianz Global Assistance
- Any outstanding fees owed to ICTE will be deducted from any approved refund
- All bank, foreign exchange and transaction fees will be incurred by the student.

The Institute of Continuing & TESOL Education at The University of Queensland looks forward to providing the English Language Studies program for Pusan National University in November 2019.

Julian Wilson
Director, Institute of Continuing & TESOL Education
The University of Queensland

30th of July 2019

Appendix A Background Information

Brisbane, Queensland, Australia

Brisbane is the state capital of Queensland and is one of Australia's most popular study and travel destinations. It offers course participants an exciting, multicultural lifestyle with a diversity of food, celebrations and customs, sporting events, museums, art galleries, trendy weekend markets, clubs, bars and live entertainment in a clean and safe environment. Many people choose to live and study in Brisbane because it offers:

- Sub-tropical environment
- Vibrant, city culture
- One of Australia's lowest costs of living

Brisbane is Australia's fastest growing city with a population of 2.1 million and offers convenient, simple to navigate, reliable public transport services including train, bus and ferry systems. Brisbane is also the gateway to the famous Gold Coast and Sunshine Coast, three of the world's largest sand islands and sub-tropical hinterland rainforests – all of which are under two hours travel away and most are accessible by public transport.

The University of Queensland

For more than a century, The University of Queensland (UQ) has maintained a global reputation for creating positive change by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking 2018 (28)*, the Performance Ranking of Scientific Papers for World Universities (41), US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and Times Higher Education World University Rankings (65).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 52,000 students, including the majority of Queensland's highest academic achievers, as well as top interstate and overseas students, study across UQ's three beautiful campuses in South-East Queensland at St Lucia, Herston and Gatton. They include more than 16,400 postgraduate and about 15,400 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more Australian Awards for University Teaching than any other university, UQ is committed to providing students with the best opportunities and practical experiences during their time at university, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

In December 2017, UQ celebrated its 250,000th graduate joining its global alumni network, which includes approximately 13,300 PhDs and spans more than 170 countries.

UQ's six faculties, eight globally recognised research institutes and 100+ research centres attract an interdisciplinary community of more than 1500 scientists, social scientists and engineers who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being awarded more Australian Research Council funding (\$25.8 million) for fellowships and awards commencing in 2017 than any other Australian university.

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$15.5 billion.

In 2018, UQ was ranked first in Australia by the prestigious Nature Index for life sciences.

UQ is one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and one of only two Australian charter members of the prestigious edX consortium, the world's leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 6600 academic and professional staff and has a \$1.75 billion annual operating budget.

Institute of Continuing & TESOL Education

The University's Institute of Continuing & TESOL Education (ICTE) was established in 1981 and is located on the University's St Lucia campus. The Institute holds accreditation under the Tertiary Education Quality Standards Agency (TEQSA), Australia's independent national regulator of the higher education sector. ICTE is also Quality Assured by the National ELT Accreditation Scheme (NEAS), is a government registered ELICOS provider, a member of the ELICOS Association 'English Australia' since its establishment in 1983 and a registered IELTS, TKT, Occupational English Test (OET), and PTE Academic test administration centre.

ICTE celebrated 30 years of operation in 2011 and was named as Australia's leading education and training exporter winning two of Australia's most prestigious export awards - the Premier of Queensland's Export Award (Education & Training) and the Australian Export Award (Education & Training).

It has significant experience in the design, development, delivery and management of programs in English for General, Academic, Business and Special Purposes and in pre-service and in-service TESOL teacher training and teacher professional development. The Institute also has wide experience in the area of customised short-term programs designed to meet the training and ongoing development needs of international government, corporate and educational organisations.

ICTE programs have been delivered for a diverse range of client organisations, including national and provincial ministries and bureaus of education, municipal education authorities, professional teaching associations and international education institutions from developing and developed countries including, Korea, Japan, China, Hong Kong, Macau, Taiwan, Thailand, Vietnam, Indonesia, Saudi Arabia, Brazil, Colombia, Chile and Mexico.

In 2018 ICTE delivered training to more than 9,100 participants across its range of programming streams and administered in excess of 9,000+ IELTS/TKT/OET tests. The Institute has strong and established administrative systems with a highly qualified and experienced management, administration and teaching & training staff.

Additional information on the range of courses and support services offered through ICTE is available through the website www.icteduq.edu.au.

ICTE Premises & Student Support Facilities

Classes will be held in modern classrooms on The University of Queensland St Lucia Campus. ICTE is located in the Sir Llew Edwards building - a purpose-built 46 seminar room premises on the UQ St Lucia Campus. All seminar rooms are enhanced with audio-visual equipment, including computers with internet access, data projectors, projection areas, document cameras, audio inputs and ceiling-mounted stereo

speakers. Facilities also include a well-resourced Learning Centre and a 200-seat auditorium with wheelchair access and special seating designed for students who are sight-impaired.

In addition, participants will be issued with an ICTE student card that will provide them with access to:

- use of print and audio-visual materials inside campus libraries
- borrowing of print and audio resource holdings from the ICTE Learning Centre
- use of University and campus facilities as outlined below

Computer Facilities

ICTE provides students with a computer log on and internet access which can be used on any public student computer on campus. Participants bringing their own device can access their email and Internet through the University's wireless network on campus.

Campus Environment and Facilities

- Campus shops: on campus there is a shopping arcade which includes hair salon, gift shop, bookshop, news agency, pharmacy and travel agency.
- Campus facilities: the University campus includes entertainment, eating venues and services as follows – live theatre, movie cinema, several cafeterias, coffee shops, restaurants and Post Office. A Commonwealth Bank branch is located on campus and includes international finance services.
- Campus sporting facilities: Participants have access to the University's extensive sporting facilities including an Aquatic Centre, Athletics Centre, Sport & Fitness Centre and Tennis Centre. Participants need to pay a fee to use these facilities however they can receive a discounted price.

Public Transport

ICTE is well-serviced by Brisbane transport buses and the CityCat. Buses also connect from the University to local train stations. A modern fast 'City Cat' catamaran ferry departs at regular intervals from the University campus.

Medical/Hospital Services

Participants are required to have medical/hospital insurance for the period of the program. This is the responsibility of the participants and must be organised in the participants' home country before departure.

On campus, participants will have access to a variety of health services as follows:

- Medical Centre: access to doctor and nursing staff Monday-Friday 8.30am-5pm
- Pharmacy
- Dental Surgery: access Monday-Friday 8.30am-5pm

The Wesley Private Hospital is located 4 kilometres from the University campus and is a large multi-service hospital with emergency and outpatient facilities. Suburban medical centres are located in most areas around the University with Monday- Saturday access and with 7-day pharmacies located in a number of suburbs.

Appendix B General English Course Information

General English (GE)

The General English (GE) course is designed for students who want to improve their ability to communicate in English for social and work situations. General English also provides students with a solid foundation to progress to advanced ICTE English courses. It is offered at seven levels:

Level 1	Pre-Elementary	(CEFR A1)
Level 2	Elementary	(CEFR A2.1)
Level 3	Pre-Intermediate	(CEFR A2.2)
Level 4	Intermediate	(CEFR (B1.1)
Level 5	Higher Intermediate	(CEFR B1.2)
Level 6	Pre-Advanced	(CEFR B2.1)
Level 7	Advanced	(CEFR B2.2)

Entry Requirements

Students should have a pre-elementary level of English to enrol in GE. Students are tested on the first day of their course to determine their class level. Students usually spend ten weeks at each course level.

General English Course Outcomes

The General English language program enables students to:

- Use English with greater confidence
- Develop their ability to understand real-life conversations
- Understand a variety of spoken and written media such as television programs and websites
- Read with greater understanding
- Speak with increasing fluency, clarity & accuracy
- Develop and extend their existing grammar knowledge

General English Course Content

GE classes are topic based, interactive and dynamic. Modern course materials, including print and digital content, are used to engage and stimulate the student. Course content focuses on the development of communication skills with a balance of speaking, listening, reading and writing tasks.

You will learn through class activities, individual, pair and small group work.

Course modules include

- Speaking, Listening, Grammar and Vocabulary Skills
- Reading Skills
- Writing Skills

Online Learning & Extra-Curricular Activities

In addition to their scheduled classes, participants can attend activities outside of their face to face lessons. The activities offered include guest lectures, mixed activities, conversation club and sports.

In addition, participants are also given access to our rich and varied online learning program through the ICTE website, where there is a range of engaging, interactive online learning activities and exercises that match participants' course, class level, and learning needs. Students can use this platform to undertake extra English practice related to their classroom study and it is best if they bring their own device.

Appendix C Program Confirmation Form

Program:	Pusan National University Intensive English Language Studies Program
Dates:	Monday 6 th of January to Friday 7 th of February 2020 (5 weeks)
Number of Participants:	_____ Participants or <input type="checkbox"/> To be advised
Contact Person:	<p>Xiaolong Zhai(Ms.) International Program Team (short-term program) PNU International 2, Busandaehak-ro 63 beon-gil, Geumjeong-gu, Busan, 46241 Korea Pusan National University Tel: (82) 51 510 3653 Fax: (82) 51 582 6980 http://international.pusan.ac.kr/</p>

I confirm that the above-listed details and program dates and content are correct. I have read, understood and agree to the Fee Payment Guidelines and Refund and Cancellations policy as outlined in the proposal.

.....
Please print name and job title

.....
Signature

.....
Date

Please email the signed form back to
Jade Pearson Regional Manager Business Development, ICTE
j.pearson@icte.uq.edu.au

Appendix D Program Checklist and Due Dates

Program Confirmation Form	<input type="checkbox"/>	Friday, 11 October 2019
Consolidated Participant List	<input type="checkbox"/>	Friday, 8 November 2019
Scanned image of participants' passport	<input type="checkbox"/>	Friday, 8 November 2019
Enrolment & Homestay Profile Form for each participant	<input type="checkbox"/>	Friday, 22 November 2019
Flight Details	<input type="checkbox"/>	Friday, 22 November 2019
Fee Payment	<input type="checkbox"/>	Friday, 22 November 2019
Health & Travel Insurance Details	<input type="checkbox"/>	Friday, 20 December 2019
Program Commencement		Monday, 6 January 2020



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