

English for Administrative Staff

Annual Program 2023/2024



This is an annual program starting on Thursday, October 12th. Participants are welcome to register for the whole program as well as select individual modules.

All of the modules are open to academic and non-academic staff. Upon completion of 7 out of 8 modules of the participant's choice, the participant will have fulfilled the English course requirement necessary to be awarded an International Certificate – Cross-Cultural Competence in Administration.

Time: 9h00-10h00 on Thursday

Course format: digital via Webex and Moodle

Enrollment: <https://u-si.de/gUqAP>

Further information available at the link below:

www.uni-siegen.de/sprachenzentrum



Time: 09h00-10h00	Topic
<p>Module 1, KW 41-44 October 12th - November 2nd Delivered by Edwin Shillington</p>	<p>At a workplace In this module participants will practise explaining how their work equipment and devices function. For example: laboratory equipment, office equipment etc. The second part of the module will focus on communication at a workplace. Participants will also practise explaining safety rules and measures at their place of work. Again, each participant will focus on the safety regulations relevant to their workplace. For example: in the office, the laboratory, etc.</p>
<p>Module 2, KW 45-48 November 9th - November 30th Delivered by Melanie Ryan</p>	<p>Writing emails and making phone calls This module will focus on the language used in formal and less formal emails and phone calls. Participants will practise writing emails and making phone calls within the university context concentrating on conversations with international students and staff. Examples will include replying to inquiries about matters related to examination regulations, module descriptions, work contracts and other HR-related topics.</p>
<p>Module 3, KW 49-3 December 7th - January 18th Delivered by Dr. Anna Kubisz-Sambrook</p>	<p>Higher education structure and funding opportunities for researchers and scientists In this module participants will practise providing information about funding opportunities for international researchers to fund research projects in Germany, e.g. from the German Research Foundation (DFG), the federal government, the EU, foundations, etc. Advice will be provided on the phone and face-to-face as well as at events (e.g. an exhibition stand). For instance, an international scientist would like to know how to fund their postdoc position after their current affiliation expires. They also would like to know what costs are involved. Furthermore, we will focus on providing guidance when submitting individual DFG applications. Participants will explain the DFG application procedure: registering in the DFG Elan portal, providing contact details, research topics, keywords and summary in German and English, etc. As far as events on funding opportunities are concerned, in addition to practising providing information about funding opportunities, participants will also answer questions from the audience, for example: How many publications do I already have to have on a topic? What is the estimated cost of a postdoc position? Finally, participants will take a closer look at the governance structure of universities outside of Germany and the EU. This will include similarities and differences between the various types of professorships in Germany, the UK and the US (ordentliche Professor, außerordentliche Professor, außerplanmäßige Professor, Juniorprofessor, Honorarprofessor vs. associate professor, research professor, visiting professor, etc.).</p>
<p>Module 4, KW 4-7 January 25th - February 15th Delivered by Melanie Ryan</p>	<p>Communicating with visiting scholars/ international staff and international students Participants will practise communicating with visiting scholars/ international staff and international students. Possible topics may include providing information about: the University of Siegen as a workplace (helping international staff with HR-related matters), documents that need to be filled in by the visitors, public and private transport options, more information about Siegen (shopping centres, entertainment, etc.), welcome services for visiting scholars, accommodation, residence registration (Anmeldung), residence permit (Aufenthaltstitel), health insurance, opening a bank account or language courses at the University. We will not forget an important aspect of communication with new colleagues, namely small talk. Participants will also practise discussing and explaining the degree application process, examination, certification, leave of absence and re-registration.</p>
<p>Module 5, KW 8-11 February 22nd - March 14th Delivered by Edwin Shillington</p>	<p>Presentation skills: interpreting graphs and delivering presentations In this module participants will learn and revise vocabulary for presentations. We will focus on the main parts of a presentation, the introduction, the body and conclusions. We will also practise how to deliver talks and PowerPoint presentations and how to provide feedback to the presenters.</p>
<p>Module 6, KW 12-16 March 21st - April 18th Delivered by Sarah Leek</p>	<p>In the library This module will be conversational in nature and will focus on the language used when dealing with visitors to the library. Participants will practise different scenarios, for example: explaining how to set up a library account, how to reserve a room for a group or an individual study space, how interlibrary loans work, how to use different databases when searching for sources, and how open access publishing functions. Participants will also practise giving guided library tours and provide directions to library locations on different campuses.</p>
<p>Module 7, KW 17-21 April 25th - May 23rd Delivered by Dr. Anna Kubisz-Sambrook</p>	<p>Law and human resources in academia The first part of the module will primarily focus on legal matters relating to academia, studying and teaching. It will also take a closer look at general legal issues and patent law in Germany and English-speaking countries. In the second part of the module we will pay closer attention to issues relating to human resources and employment law.</p>
<p>Module 8, KW 23-26 June 6th - June 27th Delivered by Sarah Leek</p>	<p>Meetings, conference procedures and hosting a visit of an English-speaking delegation In this module participants will attend a conference and host a visit of an English-speaking delegation. We will not only focus on the appropriate language when participating in a discussion, asking and answering questions but we will also discuss small talk, that is talking about the weather, city sights and places to eat, etc. Finally, participants will also practice giving guided tours of where they work and what their job involves.</p>