



HELLENIC AMERICAN UNION

Center for Applied Linguistics and Language Studies

INFORMATION HANDBOOK



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MODERN GREEK LANGUAGE PROGRAM

MISSION STATEMENT OF THE MODERN GREEK LANGUAGE PROGRAM

The mission of the Modern Greek Language Program at the Hellenic American Union Center for Applied Linguistics and Language Studies (CALLS) is to assist non-native speakers of Greek in acquiring the necessary language skills to participate in a plurilingual context. The Program provides instructional excellence in a supportive, learning-conducive environment and a productive link between language testing and teaching.

The Modern Greek Language Program of the Hellenic American Union is committed to providing equal opportunities for all members of its public and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, physical disability, or veteran status in its student admissions, recruitment, employment, evaluation, and advancement policies.

Our Programs have been accredited for their quality by the **Commission on English Language Program Accreditation (CEA)**, which is recognized by the U.S Secretary of Education.

Our Programs have been registered to **ISO 9001** by **TÜV HELLAS**, an accredited certification body. The ISO 9001 certificate is the internationally recognized standard for the quality assurance and the systematization of processes applied to the management of businesses and institutions.

The **Common European Framework of Reference (CEFR)** categorizes learners into three broad divisions which are sub-divided into six levels:

A1 - A2: Basic user

B1 - B2: Independent User

C1 - C2: Proficient User

ACADEMIC PROGRAM

Language courses are offered at all levels for adult non-native speakers of Greek. During the academic year, core courses are offered as follows:

Two academic semesters, each 15 weeks in duration.

Fall semester: from October to February

Spring semester: From February to June

COURSE BOOKS

Students must purchase the required course books as indicated in the Course Description. The Hellenic American Union does not endorse specific booksellers; students are advised to search for the best prices on the market.

The Hellenic American Union prohibits the unauthorized copying and distribution of copyrighted material in whatever form.

COURSE LEVEL & DESCRIPTION

Modern Greek Language courses cover all levels of language competency (beginners to advanced learners). Courses are offered throughout the year, except in August.

LANGUAGE COURSES	
LEVEL	COURSE
Beginners	A1
Low Intermediate	A2
Intermediate	B1
Upper Intermediate	B2
Advanced	C1
Proficiency	C2

A1 Beginners

This course aims at the A1 level of the Common European Framework of Reference (CEFR).

Students at this level can:

- understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type
- introduce themselves and others, ask and answer questions about personal details such as where they are from, where they live, their profession, exchange information about family members, other people they know, things they have
- interact in a simple way provided the other person talks slowly, clearly, and is prepared to help

A2 Low Intermediate

This course aims at the A2 level of the Common European Framework of Reference (CEFR).

Students at this level can:

- understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, employment)
- communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters
- describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need

B1 Intermediate

This course aims at the B1 level of the Common European Framework of Reference (CEFR).

Students at this level can:

- understand the main points of clear standard input on familiar matters regularly encountered in relationships, home country, habits, problems of everyday life, modern way of living, etc
- deal with most situations likely to arise whilst traveling in an area where the language is spoken
- produce simple connected text on topics which are familiar or of personal interest
- describe experiences, events, dreams & ambitions and briefly express opinions, likes and dislikes

B2 Upper Intermediate

This course aims at the B2 level of the Common European Framework of Reference (CEFR).

Students at this level can:

- understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their field of specialization
- interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party
- produce clear, detailed text on a wide range of subjects
- explain a viewpoint giving the advantages and disadvantages of various options

C1 Advanced

This course aims at the C1 level of the Common European Framework of Reference (CEFR).

Students at this level can:

- understand a wide range of demanding, longer texts, and recognize implicit meaning
- express themselves fluently and spontaneously without much obvious searching for expressions
- use language flexibly and effectively for social, academic, and professional purposes
- produce clear, well structured, detailed text on complex subjects, showing controlled use of organizational patterns connectors and cohesive devices

C2 Proficiency

This course aims at level C2 of the Common European Framework of Reference (CEFR).

Students at this level can:

- understand with ease virtually everything heard or read
- summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation
- express themselves spontaneously very fluently and precisely, differentiating finer shades of meaning even in more complex situations

LEARNING RESOURCES

Library: The library of the Hellenic American Union develops, protects, and disseminates the Union's knowledge resources, and provides training, tools, technologies and support to facilitate student learning, faculty research, and the achievement of the Hellenic American Union's overall mission.

- **Search Online Resources:** online encyclopedias, digital book collections, online periodicals databases, direct subscriptions to on-line journals.
 - **American Culture Corner:** collection of books and audio-visual material in English on American art, literature, business, history, culture and environment, as well as reference works and United States government publications.
 - **Youth Corner:** Youth Collection (YC), Junior Collection (JC), Easy Reader (EREN).
 - **Information Center for Students**
 - **Free Internet access**
- **Library Hours:** Monday – Thursday: 9:30 – 19:30
Friday: 9:30 – 18:30

Online Tests:

- English language online placement test for adults
- ALCE past paper practice test items
- ECCE practice activities
- Modern Greek online placement test
- Translation online test

Podcasts and Radio classes

- **Learning English Podcasts:** The Hellenic American Union offers free English lessons in the form of podcasts.
- **Learning Greek Podcasts:** The Hellenic American Union offers free Greek lessons in the form of podcasts.
- **Learning Greek Videos:** The Hellenic American Union offers a series of free lessons that use video to help you learn Greek as a foreign language.

iPhone Application: Greek on the Go

The Hellenic American Union offers an iPhone application for beginner Greek-language learners, comprising videos of everyday dialogues in a variety of contexts and multimedia activities for extra practice.

Learning Greek Online: The Hellas Alive eLearning Platform

A distance learning program for students of Modern Greek. (<http://www.hellasalive.gr/>).

REGISTRATION POLICIES AND PROCEDURES

A. Tuition fees: Payment - Discounts

- Tuition and registration fees must be paid in full at the time of registration.
- Students registering at the Hellenic American Union premises may pay in cash or by credit card. Students may also deposit the tuition fees directly into the HAU's bank account.
- Spouses, siblings, and parents/legal guardians and children of those currently enrolled are entitled to a 5% discount for the total duration of their studies in any of the following Programs: English Language Program and Modern Greek Language Program.

B. Tuition fees: Refunds

- Courses that do not have a sufficient number of students enrolled may be cancelled, and the students concerned may be requested to transfer to a course in another available time slot with those tuition fees already paid used to offset those of the new course.
- In the event that a course is cancelled and students do not wish to transfer to another one, tuition fees will be refunded within one month.
- Students who inform Registration and Student Services **before the third session** that they will be unable to continue are eligible to **receive a refund** of 50% of the total tuition fee, but only if they have paid the total amount of tuition fees and present their receipt.
- Students who exceed the permitted number of absences are removed from the class roster and are **not entitled to the refund of the tuition fees** they have paid.
- Repeated misconduct can lead to a student's removal from the class. Those students removed from a class are **not entitled to the refund of the tuition fee they have paid**.
- Classes that have been cancelled due to circumstances beyond the Hellenic American Union's control are not made up and the tuition fees are not refunded.
- No course or schedule changes are allowed after a student has registered.

C. Priority registration and pre-registration of students in English and Modern Greek language programs.

Continuing students who have successfully completed a course are entitled to priority registration for the next course with the same time schedule. Pre-registration is on the last day of classes, care of their instructor and Registration and Student Services. In all other cases, continuing students are subject to the same regulations as new students.

D. Registration of Students

- Students register at Registration and Student Services located at Massalias 22.
- Students register on a first-come-first-served basis and may choose their preferred course schedule depending on availability of places.
- New students must complete and sign the Student's Registration Card (available in English and Greek).

E. Late Admission

A student can enroll in a course that is already in progress under the following conditions:

- If the time elapsed from the beginning of the course until the time of the student's enrollment does not exceed 1/5 of the total course duration.
- If the student fulfills all the course entrance requirements.
- If the above conditions are met, the student can apply for late admission after speaking with the Program's Academic Assistants who will consult with the class instructor.
- The student will be informed about any/all work that they will need to complete in order to enter the course in progress.
- Registration and Student Services will then be notified that late admission has been approved.

F. Unregistered Individuals

- No one is permitted to attend a Hellenic American Union course unless their name appears on the class roster and has paid the tuition fees.
- If such persons are present in a class, instructors will refer them to Registration and Student Services.

G. Miscellaneous Information

- Once you have successfully completed a course, you may ask for a Certificate of Attendance from Registration and Student Services (Massalios 22).
- For educational reasons, we recommend that you attend a course from its start, especially if it is a Beginners course. However, if you wish to register for a course after the start date, you can do so by following proper

registration procedures.

- For further information, contact the Academic Staff.
- If you think that you are not placed at the appropriate level, you should speak to your instructor before the third lesson.
- The maximum number of adult students in speaking skills classes and exam preparation classes is 14. In all other classes it is 18, with the exception of the Modern Greek Language Program classes which is 14.
- The maximum number of young learners and adolescents students is 12. The maximum number of students in the special Kindergarten classes is 14.
- You are expected to pay the tuition fees in full no matter how many lesson-hours you attend.

PLACEMENT TESTS

In order to serve students more efficiently, placement tests in English and Modern Greek are offered primarily online. Test scores are valid for one calendar year. Students who do not enroll in a program within a year after taking a placement test are required to retake the test.

On-site test

- The placement tests are administered at the Hellenic American Union premises on weekdays throughout the calendar year during working hours.
- Placement tests are scored within one working day after their administration, and test scores are made available to prospective students.
- The placement test consists of multiple-choice items and its duration ranges from 60 to 90 minutes. For the Young Learners and Adolescents program, a writing sample is also included in the Placement test.

Online test

- Tests are available through the Hellenic American Union website.
- In order to take the placement test, an e-mail address is required. The test is scored automatically and test scores are made available to the prospective students via e-mail.
- The placement test consists of multiple-choice items. The maximum time allotted to complete the test ranges from 60 to 90 minutes.

*****The Hellenic American Union reserves the right to change, suspend or cancel any or all of the policies and procedures discussed in this handbook.***

*****The articles herein apply to all English and Modern Greek language program students.***

the 1990s, the number of people in the UK who are employed in the public sector has increased from 10.5 million to 12.5 million, and the number of people in the public sector who are employed in health care has increased from 2.5 million to 3.5 million (Department of Health 2000).

There are a number of reasons for this increase in the number of people employed in the public sector. One of the main reasons is the increasing demand for health care services. The population of the UK is ageing, and there is a growing number of people with chronic conditions who require long-term care. This has led to an increase in the number of people employed in health care, particularly in the public sector.

Another reason for the increase in the number of people employed in the public sector is the increasing demand for social care services. The population of the UK is ageing, and there is a growing number of people who require social care services. This has led to an increase in the number of people employed in social care, particularly in the public sector.

There are a number of challenges facing the public sector in the 21st century. One of the main challenges is the increasing demand for health care services. The population of the UK is ageing, and there is a growing number of people with chronic conditions who require long-term care. This has led to an increase in the number of people employed in health care, particularly in the public sector.

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There are a number of ways in which the public sector can meet these challenges. One way is to invest in health care services. This includes investing in the training and development of health care professionals, and investing in the infrastructure of health care services. Another way is to invest in social care services. This includes investing in the training and development of social care professionals, and investing in the infrastructure of social care services.

There are a number of benefits to investing in the public sector. One benefit is that it can help to improve the health and well-being of the population. Another benefit is that it can help to create jobs and stimulate the economy. Finally, investing in the public sector can help to reduce the burden on the private sector.

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