

PROPOSAL

4 WEEK GENERAL ENGLISH PROGRAMME

Zhejiang Gongshang University

ATTENTION:

Ms Tina Li, Eden Education

Prepared: 14 Sept 2017 (PM)

Executive Summary

The University of Auckland is currently ranked 82nd on the QS World Rankings and is the only New Zealand university that is in the top 100 universities worldwide. As part of the University of Auckland, the English Language Academy (ELA) prides itself on having excellent English language programmes for all levels of students. The English Language Academy is part of the University of Auckland's city centre campus and employs highly qualified and experienced staff as its teachers.

The school also benefits from having caring support staff who can ensure that all students receive the support and guidance they need to make the most of their programme. Students can access the Study Centre, which is open seven days a week. During the week, it is staffed by a qualified English language teacher who is available to give students 1:1 tutorials to help with practical aspects of their learning, such as speaking, as well as help with homework and self-study programmes. During the weekend, the Study Centre is staffed by a member of the Student Services team.

This proposal provides information on a four-week integrated General English programme at ELA. This programme will comprise of 20 hours of English language classes plus up to four hours of optional workshops per week. The focus of this programme is on the development of communication skills through a balance of speaking, listening, reading and writing tasks. Classes are interactive and engaging, and learning is based on class activities, individual, pair and small group work. At the completion of this programme, the participant's ability and confidence in communicating in English in social situations will have greatly improved. All participants will be awarded a certificate and progress report at the end of the programme.

This programme includes four weeks of accommodation (based on arriving on a Saturday and leaving on a Saturday) in a carefully selected homestay family, which is arranged by the school's Homestay Coordinator. Staying in a homestay family provides students with a unique opportunity to experience life with a New Zealand family, a home away from home whereby students are provided with their own bedroom, two meals a day during the week and three meals a day at the weekend.



4 Week General English Programme

Programme Summary Overview

Commencement date:	Any Monday (arrival in New Zealand on a Saturday or Sunday)
Duration:	4 weeks – 20 hours plus up to 4 hours of workshops per week

Entry requirements

All students are required to undertake a placement test to ascertain their level of English language ability. Where possible, we request that students take the written component under test conditions in their home university or organisation. Upon arrival at the ELA, all students will do the speaking and listening components of the placement test. This test is used to ensure that all students are placed in the correct level.

Programme Aims and Outcomes

This four-week intensive English programme is designed to increase the overall English Language proficiency of the students. Students will be integrated with other ELA students in the General English Programme. Five levels of English are offered: Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate or Advanced and students are placed into the most appropriate level of class according to their level of English. All participants will be awarded a Certificate of Completion and a report at the end of the programme.

Programme Structure and Content

All students receive 20 hours of tuition a week plus optional workshops. Tuition is made up of two hours of core classes and a further two hours of core or elective classes (dependent on the student's level of English). Students are required to attend all classes.

Core classes are based around carefully selected textbooks and a wide range of supplementary materials. Students will study: language structures and vocabulary, listening and reading skills, speaking and writing skills, and fluency and pronunciation.

Elective classes are available for students from Intermediate level and above. These include Communication Skills, Business English and IELTS preparation. IELTS preparation classes will require a minimum of five weeks study and students will need to pay for a course book of \$65. Electives are subject to students' level and availability. Students from Elementary and Pre-Intermediate level will remain in core classes during this time.

Workshops

Workshops are optional and are subject to availability. Students can attend up to 4 one-hour workshops outside of their study per week. Workshop topics may include Business Skills, IELTS, Current Events and Lecture Series.

Workshop topics are reviewed and updated periodically to meet the needs of students.

Schedule

Schedule 1: 8:15–10:15am & 10:30–12:30pm (20 hours) **OR Schedule 2:** 1:00–3:00pm & 3:15–5:15pm (20 hours).

Students will be placed according to their level and will be in either Schedule 1 or Schedule 2. Please note some students in the group may have classes in the morning and some students may be in the afternoon.

Week	Day	Schedule	
1	Saturday Sunday or	Arrive in Auckland and transfer by shuttle direct to homestay	
	Monday	Orientation Programme (starts at 8:30am)	
	Tuesday–Friday	General English (Schedule 1 or Schedule 2)*	Elective class (Schedule 1 or Schedule 2)*
2-3	Monday–Friday	General English (Schedule 1 or Schedule 2)*	Elective class (Schedule 1 or Schedule 2)*
4	Monday–Friday	General English (Schedule 1 or Schedule 2)*	Elective class (Schedule 1 or Schedule 2)*
	Saturday Sunday or	Transfer from homestay family by shuttle to Auckland Airport	

* Class time depends on the students' English level and number of students in the class.

Optional Workshops: Students can choose up to 4 one-hour workshops outside of their study per week (subject to availability).

Auckland

The English Language Academy is located in a modern building on the University of Auckland's City Campus, in the centre of Auckland City. With a population of around 1.5 million, Auckland is New Zealand's largest city and economic centre.

Auckland's location next to two harbours means students will enjoy living in a large, cosmopolitan city yet will still be close to beautiful beaches, nature walks and peaceful islands. With great cafes, restaurants and bars, excellent theatres, galleries

and museums, great shopping and colourful Pacific and Asian cultural influences, Auckland has been ranked 3rd out of 230 world cities for quality of life according to Mercer Consulting Quality of Living Survey 2017.



The University of Auckland

Established in 1883, the University of Auckland is ranked in the top 100 universities in the world (QS World University Rankings 2017). It is an international centre of learning and academic excellence, providing an exciting and stimulating environment for over 42,000 students. Currently over 6,000 international students from 110 different countries have chosen to study at the University of Auckland.

The university offers 160 programmes from Bachelor's level to PhD, including both research- and course-work-based Master's programmes, and short-term Study Abroad programmes.

The University of Auckland graduates have internationally recognised qualifications, and a reputation for being open-minded, real-world thinkers who are highly regarded by employers around the world.



The University of Auckland English Language Academy

The English Language Academy is part of the University of Auckland and is located on the university's city campus in Auckland. The ELA provides a wide range of high quality English language programmes for international students. Programmes include direct entry pathway programmes for students who are interested in pursuing undergraduate and postgraduate degrees at the University of Auckland as well as specialist English language teacher training courses and general English courses. The ELA is an accredited IELTS test centre, Cambridge TKT and CELTA training centre. Our teachers are highly qualified and experienced ESOL teachers. Each year students from over 30 different nationalities are welcomed and include both individual students and groups of students coming from a partner university on a group programme.



Students benefit from being taught by highly qualified and experienced teachers in modern purpose-built classrooms, which can cater for 500 students at any one time. There are opportunities to extend learning through additional workshops and a well-equipped Study Centre. The Student Services team can provide support for students and services including assistance with organising accommodation, insurance and renewal of visas. A variety of student activities are available for students to join for a small fee.

Introduction to Group Programmes at the English Language Academy

Each year the English Language Academy welcomes groups of students from around the world. Groups usually comprise a minimum of 12 students coming from a university, organisation or government body. Study programmes can be catered to the university's needs and can include integrating students into a General English programme or a closed group programme or a combination of both.

General English Group Programmes

Students are integrated into different classes according to their English level. They are given the opportunity to meet and study with other students from a range of backgrounds.

Closed Group Programmes

Closed group programmes contain only members of the participating university or organisation. They have an intensive focus on English for Specific Purposes. Examples of closed group programmes include:

- English for Cultural Understanding
- English for Business Communication
- English for Teaching – Teacher Training for Teaching Adults
- Teacher Training for Teaching Young Learners
- English for Academic Purposes
- English for Lecturers
- English for Academic Leaders
- IELTS Preparation
- English for Engineering.



The advantages of coming as a group are:

- A dedicated Student Services Group Manager and Groups Administrator who provide pre-arrival information, an extensive Orientation programme and ongoing support
- Potential links to the University of Auckland's faculties and departments
- An end-of-programme report, which contains the overall attendance and class levels of all group participants.

General Programmes

The ELA provides a wide range of English language programmes, including:

- Foundation Certificate in English for Academic Purposes (FCertEAP)
- English Pathway for Undergraduate Studies (EPUS)
- English Pathway for Postgraduate Studies (EPPS)
- Academic English
- General English



- English for Teaching – TESOL TKT
- Teaching English for Adults – CELTA
- Cambridge for Teaching Knowledge Test Certificate
- IELTS Tests and Preparation courses.

Facilities and Support

There are many support services available for students studying at the ELA, including:

- Comprehensive orientation
- Dedicated Student Services team
- ELA Study Centre, open seven days a week
- Computing facilities equipped with learning technology
- Student lounge and outdoor area
- Airport transfers
- Accommodation placement service
- Visa renewal assistance
- Medical and travel insurance
- Academic support
- Student social activities.

Learning Support – ELA Study Centre

The ELA Study Centre is available for students to engage in self-directed study to work on their English language proficiency in their own time. It gives students access to a large number of language learning resources, information and materials. In this way, it contributes to the development of skills for successful self-directed learning. Language learning resources include language CD ROMs, graded readers, DVDs with subtitling, videos, dictionaries, etc. The centre is staffed by a qualified teacher during the week who is available to provide assistance for students and provide guidance on a study programme to help students set goals and select appropriate learning materials and activities. The centre is open at the weekend and is staffed by a member of the Student Support team.



Accommodation

The Groups Manager at the ELA can arrange accommodation for students and provide guidance on types of accommodation that suit the students. There are a range of accommodation options available for ELA students.

Option 1: Homestay

Homestay accommodation is a great way to learn about New Zealand culture and to practise your English in a friendly and relaxed environment. Families are selected on the basis of providing such support and are experienced in caring for students from many different cultures.

The following are the main criteria for homestay placements:

- The family is English-speaking.
- The family is able to provide a well-furnished single room for the student.
- Dietary requirements of the student are catered for.
- Breakfast and dinner are provided Monday to Friday, and breakfast, lunch and dinner at weekends.

Option 2: Apartments

Fully furnished apartments in the city centre are available for ELA students. Detailed information can be provided on request. Apartments are subject to availability.

Option 3: University Accommodation

The University of Auckland has a range of halls of residence, self-catered flats and apartments available. This accommodation is subject to availability at certain times of the year.

Social Activities

Students can join weekly social activities which are organised by an ELA Social Coordinator for a small fee. These can include BBQs, football games, trips to the movies, indoor rock climbing, horse riding and even bungee jumping. For examples of previous activities, please visit the ELA Facebook page:

www.facebook.com/uoaela

Pastoral Care of Students

The University of Auckland English Language Academy has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code can be downloaded from <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>

The Student Services team will help ELA students with any issues they face while studying at the ELA.

Medical and Travel Insurance

International students (including group students) must have current medical and travel insurance which is compliant with the Code of Practice for the Pastoral Care of International Students. The list of compliant policies is available on <https://www.auckland.ac.nz/en/for/international-students/is-how-to-apply/is-health-and-travel-insurance.html>. The ELA can arrange cover under the University of Auckland Allianz Global Assistance NZ Ltd plan at a cost. If the student opts to use another provider, they must provide policy documentation to the ELA Student Services team during enrolment.

Public Holidays – 2018

Please note that the school will be closed on the following dates:

1 Jan: New Year's Day

2 Jan: New Year's Day observed

29 Jan: Auckland Anniversary Day

6 Feb: Waitangi Day

30 Mar: Good Friday

2 Apr: Easter Monday

25 Apr: ANZAC Day

2 May: ELA Staff Development Day

4 Jun: Queen's Birthday

22 Oct: Labour Day

31 Oct: ELA Staff Development Day

ELA Christmas Break: 24 Dec 2018 to 4 Jan 2019

The ELA will reopen Monday 7 January 2019



Quotation

The following quotation is per participant and is based on the assumption that students are coming as a group and will arrive and depart on the same day of the week. All prices are shown in New Zealand dollars, and are inclusive of GST.

	Up to 14 Students	15-20 Students
	NZD	
4 Week General English Programme		
Standard tuition cost	1,800.00	1,740.00
Registration fee	305.00	305.00
Resource fee	75.00	75.00
Group fee	250.00	250.00
Insurance	55.00	55.00
Processing fee (individual payments)	30.00	30.00
Accommodation placement fee	220.00	220.00
Return airport transfers	225.00	225.00
4 weeks - homestay (extra night in homestay NZ\$42.00)	1,160.00	1,160.00
Standard total cost per student	\$ 4,120.00	\$4,060.00

This price is valid until up to two months prior to arrival.

Payment after this period may incur a late penalty fee and may result in not being able to secure accommodation.

Optional weekend/day excursions are available and can be booked in advance and included in the quotation. Please note that the ELA may need to change the date of any activities if the weather is unsuitable.

Conditions of Quotation

1. This price is based on the assumption that there is a minimum number of participants.
2. This price is valid for 2018 and is based on the assumption that all students will arrive and depart on the same flight. Extra charges may be incurred if students arrive on different dates and flights.
3. It includes homestay accommodation.
4. It includes health and travel insurance.
5. Payment in full is required two months prior to the arrival of the group.
6. Refund for cancellation of some or all of a group will have the following fees deducted per student depending on the proximity to arrival:

Two months or less prior to arrival	<ul style="list-style-type: none">• NZ\$305.00 registration fee.
One month or less prior to arrival	<ul style="list-style-type: none">• NZ\$305.00 registration fee• NZ\$220.00 accommodation placement fee• 25% of the total tuition fees• One week of accommodation (homestay or non-homestay accommodation if arranged by ELA).
After arrival	<ul style="list-style-type: none">• No refund.

7. It is assumed that each party will be responsible for identifying and meeting any tax obligations within its own jurisdiction.
8. The minimum age of all participants is 18 years.
9. The attached Proposal Agreement Form must be completed by the 'valid until' date to confirm acceptance of this quotation.

Contact Details for the English Language Academy

Please do not hesitate to contact me for any further information.

FULL NAME

JOB TITLE

The University of Auckland English Language Academy

Email: xxxx@auuckland.ac.nz

Telephone: +64 9 9197695 ext. xxx

Appendices

Optional Weekday Afternoon Activities

Please note that in the integrated General English programme some students may be in class in the morning session and some students may be in the afternoon session. Please take this into consideration when planning any activities.

Activities and Costs	NZD
<p>Auckland Museum with Māori Cultural Experience</p> <p>Just a short distance from the ELA is the Auckland Museum where you can experience a Māori cultural show. You will enjoy a warm, vibrant and entertaining glimpse of Māori culture and get to see the world famous haka. You will have the opportunity to meet, talk and take photos with the performers before exploring the internationally acclaimed Auckland War Memorial Museum. This museum tells the story of New Zealand, its place in the Pacific and its people. An ELA chaperone is provided.</p>	 <p>\$59.00</p>
<p>Farewell Meal</p> <p>To celebrate the completion of their programme, students enjoy a buffet lunch together at the Sky Tower or a set menu at Spotted Pig restaurant.</p>	 <p>\$60.00</p>
<p>Customised Trip</p> <p>Let us know if there are any specific activities that you would like to do during your stay in Auckland. We will tailor a programme of activities that are right for you!</p>	

*Activity costs are subject to change from service providers. Timing of activities may be changed due to inclement weather and may need to be replaced with another activity of equal value.

Optional Weekend Activities

Activities and Costs	NZD
<p>Day Trip: Wenderholm Māori Cultural Experience</p> <p>Explore the beautiful coast and native bush of Wenderholm Regional Park, north of Auckland. Visit Māori pā sites, and learn about Māori values, bush and coastal ecology, and commonly used plants for food, medicine and more. Includes a tour guide and ELA chaperone.</p>	 <p>120.00</p>
<p>Day Trip: Honey Centre and Sheep World</p> <p>Travel by coach to the North. Go to Sheep World to hold the new lambs and see their parents perform in a show. Sheep World provides a unique insight into how we farm our sheep in New Zealand, then harvest and use their wool. Stop at the Honey Centre on the way home to sample a wide variety of New Zealand honey. An ELA chaperone and lunch are provided.</p>	 <p>119.00</p>
<p>Day Trip: Hobbiton Movie Set Tour</p> <p>Travel south to the beautiful Waikato region to visit Hobbiton and discover the real Middle-earth on picturesque private farmland. You can visit the Hobbiton movie set from <i>The Lord of the Rings</i> and <i>The Hobbit</i> film trilogies in a fascinating tour. An ELA chaperone and lunch are provided.</p>	 <p>195.00</p>
<p>Day Trip: Kayaking on Waiheke Island</p> <p>Take in the gorgeous views of the Hauraki Gulf islands on the ferry to Waiheke. Explore the island by kayak, play games and have a BBQ lunch on the beach.</p>	 <p>265.00</p>

<p>Day Trip: Beach Horse-riding and Cultural Activities</p> <p>Go on a one-hour horse ride on the beautiful Pakiri beach, followed by lunch and a show at Sheep World. Then visit the famous Honey Centre at Warkworth to see New Zealand’s largest display of live bees, and a huge range of honey products and how they are made. An ELA chaperone and lunch are provided.</p>		<p>190.00</p>
<p>Weekend Trip: Rotorua and Waitomo 1 night / 2 days</p> <p>Travel to Rotorua, a major destination for tourists. The city is known for its geothermal activity, geysers and hot mud pools. Take in the lovely views of the lake and surrounding area from high above the city with a tranquil gondola ride and thrilling downhill Luge. View a Māori cultural performance and taste a traditional hāngī. Visit the Agrodome for the famous Rotorua sheep shop. The next day head to Waitomo Caves to view incredible underground tunnels and take a boat trip into an underground glow-worm cave. An ELA chaperone, accommodation and all meals are provided.</p>		<p>525.00</p>
<p>Customised Trip</p> <p>Let us know if there are any specific activities that you would like to do during your stay in Auckland. We will tailor make activities that are right for you!</p>		

Disclaimer

Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for clients and is subject to alteration. All group students enrolling at the ELA must consult our Terms and Conditions to ensure they are aware of and comply with all regulations, requirements and policies. Please consult with ELA staff for a copy of our Terms and Conditions for Group Programmes.

Proposal Agreement Form

Please tick selection where required Please print clearly in English using CAPITAL LETTERS.

Institution Details

University/Institute Name:

Administration Contact Details:

Name:
 Title:
 Address:
 Phone:
 Fax:
 Email:

Academic Contact Details:

Name:
 Title:
 Address:
 Phone:
 Fax:
 Email:

Programme Details

Programme of Study:	<input style="width: 100%; height: 100%;" type="text"/>	
Dates of Study:	From: <input style="width: 90%; height: 20px;" type="text"/>	To: <input style="width: 90%; height: 20px;" type="text"/>
Number of students:	<input style="width: 100%; height: 100%;" type="text"/>	
Total price per student:	<input style="width: 100%; height: 100%;" type="text"/>	

Note: All programmes commence on a Monday.

Accommodation

Will the group require accommodation during their period of study? Yes No

Accommodation Type:	<input type="checkbox"/> Option 1: Homestay <input type="checkbox"/> Option 2: Apartment Accommodation <input type="checkbox"/> Option 3: University Accommodation (only available in December-February)
Number of Weeks:	<input style="width: 100%; height: 100%;" type="text"/>

Note: All accommodation bookings are subject to availability. Check-out time from homestay accommodation is 11am. A late check-out will incur an extra night's fee.

Airport Transfers

Will the group require return transfers between the airport and their accommodation?

Yes No

Note: Airport transfers are only available for groups arriving and departing on the same flight. Arrival details must be provided no later than 10 working days prior to arrival. For arrival during the period of January to March, arrival details must be provided no later than 4 weeks prior to arrival.

Visa Requirements

Will any member of the group require a visa for New Zealand? Yes No

Please specify the participant's name and country of passport below.

Name/s:	Country of Passport

Note: An Individual Administration fee of NZ\$45 applies for the provision of documentation for visa processing (i.e. individual receipts and invoices)

Medical and Travel Insurance

Will the group require the ELA to arrange medical and travel cover under the University of Auckland Allianz Global Assistance NZ plan? Yes No

If no, please specify the name of the policy and insurance provider.
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Chaperone/Visiting Delegates

Will a chaperone or visiting delegate accompany the group or visit the ELA? Yes No
If yes, a Chaperone/Visiting Delegates Form will be sent to you to complete.

Excursions

Will the group participate in an excursion? Yes No

Please specify excursion and preferred date/s.
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Note: All excursion bookings are subject to availability.

Special Requirements

Do you have any special administrative or academic requirements which are not included in the scope of this proposal? Yes No

Please specify special requirements.

Note: An Additional Administration fee will apply.

Agent's Details

If applicable, please provide Agent's details below:

Agency Name:	
Name:	
Address:	
Phone:	
Email:	

Institution Declaration

This form MUST be completed by a university representative.
I declare the information in this form to be true and correct.
I understand and agree to the Terms and Conditions of Group Enrolment.

Name:	
Position:	
Signature:	
Date:	

For Internal use:
Date of Proposal:

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Proposal Manager:

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