



## **MODEL ANSWER TEMPLATE**

### **SURVEY of INSTITUTIONS**

**offering ACCESS COURSES to higher education (preparatory programme/s)**

**ADDRESSEE: university and pre-university institutions**

**offering ACCESS COURSES to higher education (preparatory programme/s) for**

**INTERNATIONAL STUDENTS (free movers, refugees, immigrants, minority groups , etc.)**

#### **About the survey:**

The survey is within the framework of the CHAGAL-SET UP project of the European Centre for Modern Languages (for further information: [www.ecml.at/mtp2/mtp2.asp](http://www.ecml.at/mtp2/mtp2.asp) and [www.vwu.at/chagal/](http://www.vwu.at/chagal/) ). Its aim is to gather information on all institutions providing language and other training at pre-university level, in order to create a European-wide database for prospective formal and informal networking among enthusiastic teachers, exchange of experience, opinions, and on-line guidelines. Most important of all, the database will be used to promote project development and implementation in the spirit of the Bologna Declaration: development of a common European Higher Education Area and ensuring competitiveness of European higher education on the world scale.

Since no database like that exists at present, the project team wants to compile an extensive list of institutions for that purpose, and invites you to participate in the survey. Your contribution is very important to us as your input will certainly enhance the quality of the database. Please feel free to e-mail this survey to any of your colleagues in similar institutions in your home country or abroad.

#### **About the project:**

#### **CHAGAL-SET UP wants to**

- initiate an implementation process of the CHAGAL Curriculum Guidelines at national and at European level,
- enhance the Bologna Process by providing examples of good practice for orientation and integration activities in order to facilitate access to higher education (and retention) for the CHAGAL student target group,
- promote the learner-centred approach for course design and for language teaching methodology,
- support networking of decision makers and instructors of preparation/access courses (preparatory programme/s).

#### **Filling in the questionnaire:**

Please complete the questionnaire below and return it by e-mail to: [margarete.kernegger@vwu.at](mailto:margarete.kernegger@vwu.at) (project coordinator). It takes between 20 and 30 minutes to do it. Some of the questions are open, others just need a tick for an answer. To make the process even easier, we have provided a model filled in questionnaire by VASVU (Free University of Amsterdam, Preparatory Year for International Students, NL) - please see QuestMODELanswertemplate.doc file. We will confirm by e-mail that we have received your filled in questionnaire and will inform you at a later stage about the results of the survey.

**We thank you for your participation!**

## **MODEL ANSWER TEMPLATE**

|  |  |
|--|--|
| <b>NAME of the institution:</b>  | VASVU (=Voorbereidend jaar Anderstalige Studenten Vrije Universiteit)  |
| <b>ADDRESS:</b>  | Vrije Universiteit Amsterdam<br>Faculteit der Letteren<br>De Boelelaan 1105<br>NL-1081 HV Amsterdam<br>Nederland   |
| <b>Phone, Fax:</b>   | .++31-20-4446351, Fax: ++31-20-4449095   |
| <b>E-mail</b>  | <a href="mailto:cp.smit@let.vu.nl">cp.smit@let.vu.nl</a>   |
| <b>Web site (if appropriate):</b>  | <a href="http://www.let.vu.nl">www.let.vu.nl</a>   |
| <b>Name of the legal representative:</b>   | <b>Mr. Cornelius SMIT</b>  |
| <b>Name, position, and e-mail of CONTACT PERSON ( person to contact for further questions, person responsible for international contacts and cooperation):</b> | <b>Mr. Cornelius SMIT, Head of VASVU</b><br><a href="mailto:cp.smit@let.vu.nl">cp.smit@let.vu.nl</a>   |
| <b>Please list any INFORMATION MATERIAL about your institution which is officially available (e.g. web site, flyer, publications ....)</b>                     | <b>Website</b> <a href="http://www.let.vu.nl">www.let.vu.nl</a><br><b>Brochure in Dutch, brochure in English</b><br><b>Various booklets and publications</b> |

## **QUESTIONNAIRE**

### **MODEL ANSWERS**

|  |
|--|
| <b>1. Goals/objectives and average duration of the preparatory programme(s)</b>  |
| The VASVU is a department within the university and its task is to prepare students for entry into a Bachelor programme or a Pre-Master study. |

2. Students' educational background (please shortly describe the formal requirements for entering your institution)

The target group consists of international students with a diploma that provides access to tertiary education in the country of origin, but that does not give them direct access to a Dutch university.

3. What is the total number of students per year (per semester) / per programme? Number of students per country of origin / ethnic background? Gender division?

There are 120 (non-EU) students per year who learn Dutch as a Second Language and within this group 40-60 students need to develop other competencies too (like in English, mathematics or history).  
 There are students from Asia, the former Soviet-Union, Africa and Latin America.  
 About 60% male, about 40% female.

4. What is the number of academic and non-academic staff involved in the programme(s) and what are the financial sources for the functioning of your institution?

There are about 12 (sometimes part-time) academic staff involved.  
 Non-academic support staff through the faculty.

Copy this tick ✓ symbol and paste it into the right cell in the chart below.

5. Types of LANGUAGE COURSES (LANGUAGE OF STUDY / SECOND LANGUAGE) provided for the target group at preparatory level

**Dutch** is the language of instruction during Bachelor studies at universities so this is central in the access programme of the VASVU.

|  | beginner | lower-intermediate | intermediate | upper-intermediate | advanced |
|--|----------|--------------------|--------------|--------------------|----------|
|  | ✓        | ✓                  | ✓            | ✓                  | ✓        |

Contact hours per week: 10 – 16 plus hours in the computerlaboratory

Contact hours of the programme in total (maximum of contact hours): maximum 544 plus computerhours

Average group size: 20

Methods of instruction: wide variety

Entrance test, if appropriate: yes, to determine the proper level of placement  
 Final assessment: yes, national examination Dutch as a Second Language

6. Any other LANGUAGE COURSES FOR SPECIFIC PURPOSES provided for the target group (please specify – name of the language and purpose - e.g. .... for Business, Science, Maths, Medicine, Engineering etc.)

**Dutch** in Medicine' for overseas physicians wishing to enter the housemanship.

**English** for academic purpose: Reading skills in English are essential since most textbooks are in English.

**7. COURSES in OTHER SUBJECTS** provided for the target group at preparatory level as obligatory part of the programme/s (please specify)

Depending on the requirements in the chosen study, tailor-made courses in biology, chemistry, economics, history, mathematics and physics are offered.

**8. Extra curricular activities / courses additional to the obligatory programme / optional subjects**

Various activities to prepare students for university studies like visiting the future faculty and meeting former students of the program.

**9. Intercultural aspects**

The common objective of the students is to study in the Netherlands and develop further competencies. To achieve this optimally, the VASVU pays attention to the background of the students with recognition of the various experiences. Several staff have a longer or shorter working experience in African or Asian countries. Educational excursions to cities, the National Parliament and the Peace Palace (International Court of Justice) in The Hague foster discussions on cultural differences and shared values.

**10. Some good practices in the development and delivery of preparatory programme(s).** (Please describe in 1-3 sentences the things that you find remarkable / that WORK SUCCESSFULLY at your institution.)

There is abundant attention for various other components that make a successful study such as integrated study skills, information by former students and computer skills, There are close contacts with faculties, very cordial relations with the university, close bonds between the teaching staff, good university facilities and a counselling system.

| 11. Some major constraints: What are they due to?           |   |
|---|---|
| (increased/decreased) number of students                    | Decreased numbers due to politics                             |
| composition of student groups: unproportional /inconsistent | Individual differences tend to become greater in recent years |
| lack of student support mechanism                           | Needs constant attention                                      |
| changes in the academic systems                             | Yes, but no problem   |
| financial / funding problems                                | Constantly a worry, but no immediate threat                   |
| others (please specify)                                     | -   |

Financing of the programme depends for a major part on the goodwill of the central authorities in the university. The increasing numbers of students with very individualized competencies and requirements are a challenge for the programme.

**12. Have you ever been a partner institution on an international project in the field of education? If yes, please list the project title(s). If no, would you like to be?**

\* The VASVU is a partner in the Dutch network of preparatory programs  
 \* The VASVU is a partner institution in the CHAGAL-GRUNDTVIG project (2002-2004) and the CHAGAL-SET UP project of ECML (2004-2005)

**PRIVACY STATEMENT**  
*We at CHAGAL believe the best way to treat any information you provide is with honesty, accountability and compliance with internationally accepted standards*