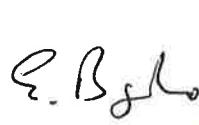




Memorandum

Date: : 23 January 2023
To: : Department Training Officers
From: : Elizabeth Barzdo (HR-LD), Nathalie Dumeaux (HR-LD) 
Cc: : James Purvis, HR Dep Head, Katharine Thomas-Chevreur, Lore Taillieu (HR-PXE) 
Subject : First in-house language training course for Fellows & Grads
Ref. : HR/LD/PXE/nd/2023

A central budget (budget code 10208) has been available since 2009 for the payment of the first in-house language course for Fellows (memo ref. HR/RPM/2009/MLF dated 24 February 2009).

Given the introduction of the Grad categories (Origin, Quest and Research Fellows) and the gradual phasing out of the current Fellow category, this memorandum aims to clarify eligibility of Fellows and Grads for central payment of language courses.

The language courses that may be charged to the central budget **code including the placement test are the following:**

Welcome to French for BEGINNERS – INTENSIVE (IN CLASS)

Welcome to French for BEGINNERS (IN CLASS)

Learn French with Confidence (A1 to C2) IN CLASS or ONLINE or BLENDED

Learn English with Confidence (A1 to C2) IN CLASS

Please note that no other training courses can be charged to this budget code; for example, requests for tailor-made language courses which are approved and charged to a Departmental budget code.

Fellows and Grads are entitled to charge their **first** in-house language course to this central budget code. This is permitted even if the person has already followed a language course under another status.

Traditionally, requests were received and reviewed by the Fellow Programme Coordinator. In the future, these training requests will be directed to HR Learning and Development Group (email: language.training@cern.ch).