Agent Training
University of Victoria English and Business programs
Victoria, British Columbia

- **CAPITAL CITY** of British Columbia
- **POPULATION**: 370,000
- **20-MINUTE** flight to Vancouver or Seattle
- **WARMEST CLIMATE** in Canada
- **TOP ISLAND DESTINATION** in Canada
- **WORLD-FAMOUS** gardens and 100 local parks
- **#3 FRIENDLIEST CITY** in the world
- **CLEAN, SAFE + MULTI-CULTURAL**
The University of Victoria

- #2 “Comprehensive University” in Canada
- Student population: 22,000
- 10 Faculties and 2 Divisions offering academic degrees, diplomas and certificates
- Research-intensive university with 5 areas of special focus: climate, health, social justice, technology and Indigenous-led scholarship
- International partnerships with more than 200 post-secondary institutions worldwide
A division dedicated to adult education and professional development programming in the following areas:

- English Language Training (through the “UVic English Language Centre”)
- Business, Science and Technology
- International Teacher Training
- Arts, Culture and Languages
- Health, Safety and Public Relations
The UVic English Language Centre

• “Outstanding Program in International Education” award winner (BCCIE, 2023)
• 53 years of experience developing and delivering English programs
• Offers online and on-campus English programs throughout the year
• Convenient, high-quality English options for students who need to improve English for UVic degrees or professional programs
• Accredited by Languages Canada
Portfolio of ELC Programs

**Online English**
- Intensive English (ELPI-O)
- University Admission Preparation (UAP-O)
- English for Global Communication (EGC)

**Academic English**
- Intensive English (ELPI)
- University Admission Preparation (UAP)
- UVic Pathway Program

**General English**
- Intensive English (ELPI)
- ELPI-Summer
- Monthly English / Summer Language and Culture

**Professional Focus**
- Foundations in Business English
- English for Professional Communication
- Professional Development for English Educators
Accommodation for ELC programs

**UVic Homestay**
- September – June
- Includes all meals, a private room, airport pick-up

**UVic Dormitories**
- July – August only, for Summer Language and Culture programs
- Includes a cafeteria meal plan and a private room
ELC Socio-Cultural Activities

Free activities
• Culture nights
• Arts + Craft workshops
• Discover BC tours + field trips
• Sports + nature hikes
• Conversation Club

Optional activities ($)  
• Whale-watching, Weekend trip to Vancouver, Butchart Gardens, Kayaking, Theatre
General English: Things to Know

These programs are for students who:

• want a long-term program but do not need to focus on academic skills (ELPI or ELPI-Summer)
• want an intensive schedule with flexible entry dates (Monthly English)
• want to study during a scheduled break at their home university (Monthly English or Summer Language and Culture)
• are motivated to complete the program as professional development

Programs:

• Intensive English (ELPI)
• ELPI-Summer
• Monthly English
• Summer Language and Culture
• English for Global Communication (EGC)
General English (long-term)

INTENSIVE ENGLISH (ELPI)

- **Start dates:** January, April, September
- **Duration:** 12 weeks, full-time
- **Levels:** Upper Beginner to Advanced
- **Integrated skills curriculum** builds general English skills in all 4 language areas
- **Accommodation & Meals:** Homestay
- **Tuition:** $4500 CAD

ELPI - SUMMER

- **Start date:** July
- **Duration:** 10 weeks, full-time
- **Levels:** Upper Beginner to Advanced
- **Integrated skills curriculum** builds general English skills in all 4 language areas
- **Accommodation & Meals:** Homestay
- **Tuition:** $3750 CAD
General English (short-term)

MONTHLY ENGLISH

- **Start dates**: September – March
- **Duration**: 4 weeks, full-time
- **Levels**: Upper Beginner to Advanced
- **“English through themes” curriculum**: Canada, Global Issues, Society & Culture
- **Accommodation & Meals**: Homestay
- **Tuition**: $1,850 CAD

SUMMER LANGUAGE + CULTURE

- **Start date**: June, July, August
- **Duration**: 3-6 weeks, full-time
- **Levels**: Upper Beginner to Advanced
- **“Integrated skills” curriculum** builds general English skills in all 4 language areas
- **Accommodation & Meals**: Homestay (June); UVic Dormitory (July and August)
- **Tuition (4wks)**: $1950 CAD
## Academic English: Things to Know

### These programs are for students who:

- need an advanced level of *academic* English to meet the language requirement for entry to UVic degree or professional program
- want to focus on specific skills like academic writing, reports, essays, etc.
- are motivated to complete the program as professional development
- may receive credit at their home university for intensive English studies abroad

### Programs:

- Intensive English (on-campus or online)
- University Admission Preparation (on-campus or online)
- University Admission Preparation and Canadian Studies (on-campus)
- UVic Pathway Program (on-campus)
ON-CAMPUS (ELPI)

- **Start dates:** January, April, September
- **Duration:** 12 weeks, full-time
- **Levels:** Upper Beginner to Advanced; eligible for UVic Preliminary Admission (<5.5 IELTS)
- **Integrated skills curriculum** builds academic English skills in all 4 language areas
- **Accommodation & Meals:** Homestay
- **Tuition:** $4500 CAD

ONLINE (ELPI-O)

- **Start dates:** January, April, September
- **Duration:** 11 weeks, full-time
- **Hours:** 200 hours total (~20 / week)
- **Levels:** Intermediate to Advanced; eligible for UVic Preliminary Admission (<5.5 IELTS)
- **Blended curriculum** features synchronous and a-synchronous activities to build academic English skills in all 4 language areas
- **Tuition:** $3,295 CAD
ON-CAMPUS (UAP)

- **Start Dates:** January, April, September
- **Duration:** 12 weeks
- **Hours:** 260 hours total (20/week)
- **English entry level:** IELTS 6 (no section < 5.5); eligible for Conditional Admission
- **Successful completion** satisfies UVic’s English entry requirement for degree programs
- **Tuition:** $4,250 CAD

ONLINE (UAP-O)

- **Start Date:** July
- **Duration:** 6 weeks
- **Hours:** 100 hours total (15-20/week)
- **English entry level:** IELTS 6 (no section < 5.5); eligible for Conditional Admission
- **Successful completion** satisfies UVic’s English entry requirement for degree programs
- **Tuition:** $3,200 CAD
UVic Pathway Program

A specialized first-year undergraduate program for students wishing to complete English AND credit courses at the same time.

- **Starts in:** September each year
- **2 Stream options:** Social Sciences and Science/Engineering
- **English entry level:** IELTS 5.5 (no section below 5)
- **Format:** English classes + first-year credit courses
- **Student support:** Specialized tutorials, labs and workshops
- **Credit:** 10.5 first-year UVic degree credits
- **Accommodation:** Homestay or UVic Dormitories
Teacher Training: Things to Know

These programs are for:

- Non-native English speakers seeking professional development in the field of education
- In-service educators teaching at the primary, secondary and post-secondary levels
- Educators who want to build capacity, refresh and/or expand methodology to teach English or teach other topics in English

Programs:

- English as a Medium of Instruction (EMI)
- Teaching English as a Foreign Language (TEFL)
English as a Medium of Instruction (EMI)

- **Dates:** July 8 – 26, 2024
- **Duration:** 3 weeks, full-time
- **Instructional hours:** 60
- **Level:** Advanced (IELTS 5.5 or equivalent)
- **Content:**
  - formal classroom instruction
  - professional development workshops
  - socio-cultural activities
- **Accommodation:** UVic Dormitories
Teaching English as a Foreign Language (TEFL)

- **Dates:** July 29 – August 16, 2024
- **Duration:** 3 weeks, full-time
- **Instructional hours:** 60
- **Level:** Advanced (IELTS 6 or equivalent)
- **Content:**
  - formal classroom instruction
  - professional development workshops
  - micro-teachings
- **Accommodation:** UVic Dormitories
Application Process for ELC Programs

Steps

✓ Submit an online application form via your Continuing Studies account.
✓ (If choosing Homestay accommodation, you will be directed to a Homestay application, after submitting your program application)
✓ Pay non-refundable fees and deposits
✓ Receive Letter of Acceptance by email from the ELC registration team.
✓ Apply for the appropriate visa (if applicable)
✓ Pay the tuition balance and student services fees 5 weeks before the program start date.

Fees

<table>
<thead>
<tr>
<th>Application Fees and Deposits</th>
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</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$150</td>
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<tr>
<td>Program Deposit (per program; non-refundable)</td>
<td>$350</td>
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<tr>
<td>Homestay application fee (if applicable; non-refundable)</td>
<td>$300</td>
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# UVic Business Programs

<table>
<thead>
<tr>
<th>Certificate in Business Administration (CBA)</th>
<th>Diploma in Business Administration (DBA)</th>
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<tbody>
<tr>
<td><strong>Start Dates:</strong> January, May, September</td>
<td><strong>Start Dates:</strong> January, May, September</td>
</tr>
<tr>
<td><strong>Program Length:</strong> 12-16 months (full-time)</td>
<td><strong>Program Length:</strong> 24-28 months (full-time)</td>
</tr>
<tr>
<td><strong>Total courses:</strong> 8 (3 courses per term)</td>
<td><strong>Total courses:</strong> 14 (3 courses per term)</td>
</tr>
<tr>
<td><strong>Each course:</strong> 13 weeks per course</td>
<td><strong>Each course:</strong> 13 weeks per course</td>
</tr>
<tr>
<td><strong>Language Level:</strong> IELTS 6.0 (no section &lt; 5.5)</td>
<td><strong>Language Level:</strong> IELTS 6.0 (no section &lt; 5.5)</td>
</tr>
<tr>
<td><strong>Tuition:</strong> $9,928 CAD (incl. fees + materials)</td>
<td><strong>Tuition:</strong> $16,980 CAD (incl. fees + materials)</td>
</tr>
</tbody>
</table>
Program Structures

CBA 12-16 months

5 required courses:
• BMBA 100 Business Administration
• BMBA 110 Business Writing
• BMBA 130 Organizational Behaviour
• BMBA 140 Financial Accounting
• BMBA 240 Marketing

Plus 3 elective courses

DBA 24 – 28 months

9 required courses:
• BMBA 100 Business Administration
• BMBA 110 Business Writing
• BMBA 120 Interpersonal Bus. Communication
• BMBA 130 Organizational Behaviour
• BMBA 140 Financial Accounting
• BMBA 240 Marketing
• BMBA 360 Finance
• BMBA 400 Strategic Management
• BMBA 410 Strategic Leadership

Plus 5 elective courses
To qualify, candidates must provide:

• A transcript showing a minimum of high school completion.
• (Mature applicants who do not meet this requirement may also be considered on the basis of minimum five years' work experience and must provide a resume.)
• Two years of professional, full-time work experience (or post-secondary education) is recommended. This can be demonstrated on a CV / resume.
• Meet English Proficiency requirement (see next slide)
• It is recommended that candidates review the program completion requirements, the program FAQ’s (CBA FAQ, DBA FAQ, or International Student FAQ), and the program policies prior to submitting and application.

All correspondence for applications submitted by an agency will be with the agent.
English Proficiency Requirement

International students must provide proof of English proficiency.

Accepted proof of English Proficiency (any one of the following):

- Transcript showing graduation from a Canadian secondary school
- Four years of full-time academic studies in which all language of instruction is English at a high school or post-secondary institution
- Successful completion of a recognized degree program from an accredited university in which all instruction is in English, in a recognized English-speaking country
- IELTS (academic) 6.0 overall (no sub-score less than 5.5)
- TOEFL IBT 79 (no sub-score less than 17)
- UVic Intensive English (ELPI) level 570*
- Successful completion of approved English partner pathway level

Please note we will not accept tests taken more than two years prior to the date of your program application.

*Students may qualify for conditional admission if registered in the UVic Intensive English (ELPI) program.
English Language to Business Program Pathway

DIVISION OF CONTINUING STUDIES, UNIVERSITY OF VICTORIA

**Intensive English (ELPI)**

- **On-campus program (ELPI)**
  - **Start dates:** January, April, September
  - **Program length:** 12 weeks
  - **Entry level:** IELTS 3–3.5
  - **Class levels:** upper beginner to advanced
    (ELPI levels 200, 300, 410, 490, 570)

- **Online program (ELPI-O)**
  - **Start dates:** January, April, September
  - **Program length:** 11 weeks
  - **Entry level:** IELTS 4–4.5
  - **Class levels:** intermediate to advanced
    (ELPI levels 410, 490, 570)

**Diploma in Business Administration (DBA)**

- **Start dates:** January, May, September
- **Program length:** 24 months (full-time)
- **Total courses:** 14
- **Courses per term:** 3 minimum (full-time)
- **Delivery format:** On campus or online
- **Each course:** 13 weeks, 8–12 study hours

**Language level for entry***:
Passing grade on ELPI / ELPI-O class level “570”
(equivalent to IELTS academic 6.0, no section <5.5)

*Full entry requirements listed here: continuingstudies.uvic.ca/dba
Application Process for Business Programs

**Steps**

- Submit an online application form **via your Continuing Studies account**
- Upload English Proficiency proof and secondary school transcript of grades.
- Pay the $300 application fee.
- Once paid, admission staff will follow up to confirm application under review.
- If all requirements are met, admission staff emails a payment link to pay the $2000 deposit – must be paid within 3 weeks to accept offer.
- Once deposit is paid, admission staff emails the acceptance welcome package.

**Fees**

<table>
<thead>
<tr>
<th></th>
<th>CBA</th>
<th>DBA</th>
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<tbody>
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<td><strong>Full-time Program</strong></td>
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<td>Program Deposit (non-refundable)</td>
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<td>Student Services Fees</td>
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<td>Estimated Textbook costs</td>
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<tr>
<td><strong>Estimated Total</strong></td>
<td><strong>$9,688 CAD</strong></td>
<td><strong>$16,980 CAD</strong></td>
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</table>
Application Process: Conditional Admission

For students who satisfy all requirements except for English proficiency:

1. Submit the Business application, indicating student will apply to the ELC’s Intensive English (ELPI) program.
2. We will charge $300 business application fee, checking documents, ensuring that you meet the education requirement and advise you to apply for the ELPI program. (You can also submit the ELC application before we reach out to you, which will speed up the process).
3. Once we have received the ELPI application, we will process that application, charging the required fees, and issue you the ELC acceptance documents.
4. We will then go back to your CBA or DBA application and send you the acceptance deposit email to pay the $2000 program deposit.
5. Once the program deposit has been received, will proceed in processing the application, issuing you the Conditional CBA or DBA acceptance email.
Student Support and Services at Continuing Studies

- Cultural Assistant staff
- Student Services Counsellor
- Immigration and Visa Specialist
- UVic Homestay department
- Student Services Package (bus pass, medical insurance and gym pass)
- Career Services Advisor
- ELC Learning Centre
Questions? Contact Us 😊

Continuing Studies at UVic: www.continuingstudies.uvic.ca

English Language Centre at UVic: www.uvic.ca/elc

***

Kyla Jardin, Recruitment Coordinator: kjardin@uvic.ca

Business and Management Programs: bmt@uvic.ca