

**INSTRUCTIONS AND INFORMATION BOOKLET FOR PART-TIME  
COURSES OFFERED IN SELECT FOREIGN LANGUAGES AT EFL UNIVERSITY  
(2022-2023)**

**(Please read the following information carefully before filling in the application form.)**

1. Only online applications are accepted for admission to part-time courses. No offline applications will be entertained. Further, incomplete applications or applications with incorrect information will not be considered. The link to the online application is available on the University website ([www.efluniversity.ac.in](http://www.efluniversity.ac.in)).
2. **Candidates can apply for only ONE course.**
3. The Certificate of Proficiency courses are offered in the **hybrid** (online and offline) mode. Candidates have to choose between face-to-face mode or online mode. Once the mode (face-to-face or online) is selected, **a candidate cannot switch modes** (i.e., online to face-to-face mode, or vice versa).
4. The Diploma, the Advanced Diploma and the Diploma in Translation (Arabic) courses are offered at the EFLU campus, Hyderabad, in person, through face-to-face mode.
5. The duration of the course is **two** semesters.
6. Registration fee for part-time courses: Rs. 100/- for General/OBC candidates; Rs. 50/- for SC/ST. There is **no registration fee for differently-abled candidates**.
7. All students, taking the Entrance Test, are required to pay an Entrance Test Fee: Rs.200/- for General/OBC candidates Rs.100/- for SC/ST candidates. **Differently-abled candidates are exempted from paying this fee.**
8. The following part-time courses in select foreign languages are offered during the academic year 2022-23:

**School of Arab and Asian Studies**

**i. Arabic**

| Name of the course         | Timings        | Intake            |             | Days                                    |
|----------------------------|----------------|-------------------|-------------|---|
|                            |                | Face to face mode | Online mode |   |
| Certificate of Proficiency | 7.00–9.00 a.m. | 50                | 30          | Monday, Wednesday and Friday            |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday            |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday            |
| Diploma in Translation     | 6.00–8.00 p.m. | 30                | -           | Monday, Tuesday, Wednesday and Thursday |

**ii. Chinese**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face Mode | Online mode |                              |
| Certificate of Proficiency | 6.00–8.00 p.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**iii. Japanese**

| Name of the course         | Timings        | Intake            |        | Days                           |
|----------------------------|----------------|-------------------|--------|--------------------------------|
|                            |                | Face to face Mode | Online |                                |
| Certificate of Proficiency | 7.00–9.00 a.m. | 50                | 30     | Monday, Wednesday and Friday   |
| Diploma                    | 6.00–8.00 p.m. | 30                | -      | Tuesday, Thursday and Saturday |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -      | Monday, Wednesday and Friday   |

**iv. Korean**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face mode | Online Mode |                              |
| Certificate of Proficiency | 7.00–9.00 a.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**v. Persian**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face mode | Online mode |                              |
| Certificate of Proficiency | 7.00–9.00 a.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**School of European Languages****vi. French**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face Mode | Online mode |                              |
| Certificate of Proficiency | 6.00–8.00 p.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**vii. German**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face mode | Online Mode |                              |
| Certificate of Proficiency | 7.00–9.00 a.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**viii. Spanish**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face Mode | Online mode |                              |
| Certificate of Proficiency | 6.00–8.00 p.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |
| Advanced Diploma           | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**ix. Italian**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face Mode | Online mode |                              |
| Certificate of Proficiency | 6.00–8.00 p.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**x. Portuguese**

| Name of the course         | Timings        | Intake            |             | Days                           |
|----------------------------|----------------|-------------------|-------------|--------------------------------|
|                            |                | Face to face mode | Online Mode |                                |
| Certificate of Proficiency | 6.00–8.00 p.m. | 50                | 30          | Tuesday, Thursday and Saturday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday   |

**xi. Russian**

| Name of the course         | Timings        | Intake            |             | Days                         |
|----------------------------|----------------|-------------------|-------------|------------------------------|
|                            |                | Face to face mode | Online mode |                              |
| Certificate of Proficiency | 6.00–8.00 p.m. | 50                | 30          | Monday, Wednesday and Friday |
| Diploma                    | 6.00–8.00 p.m. | 30                | -           | Monday, Wednesday and Friday |

**DISCLAIMER**

The University reserves the right not to offer or drop any of the part-time course/s that has/have been enlisted, herein and the Admission Notification without prior notice for any reason whatsoever, where, in such circumstances, the application fee will be refunded to the applicants of such course/s.

The Timings and Days in the schedule mentioned under each of the Part-time course are only provisional and subject to change as per the availability of the teachers offering the courses. The final schedule will be uploaded to the University website only at the time of admissions.

## **9. Eligibility criteria for admissions to Certificate of Proficiency (CoP) in foreign languages**

### **CoP courses (except CoP in Arabic):**

The minimum qualification for applying for the Certificate of Proficiency is Class X/SSLC/SSC or its equivalent recognized by the Government of India.

### **CoP in Arabic:**

The minimum qualification for applying for the Certificate of Proficiency is Class X/SSLC/SSC or its equivalent recognized by the Government of India and the candidates should have completed a preliminary course in Arabic. The candidates must be able to read and write in Arabic.

**There is no entrance test for the Certificate of Proficiency Courses.**

## **10. Eligibility criteria for admissions to Diploma, Advanced Diploma and Diploma in Translation (Arabic) courses**

### **i. Diploma course: Eligibility**

The following candidates are eligible for direct admission to the **Diploma** course in the respective language without appearing for the entrance examination:

- a. Candidates who have successfully completed the Certificate of Proficiency course (in the foreign language concerned) from the EFL University (EFLU) with a 'C' grade or above.
- b. Candidates who have completed two semesters of B.A. (Hons.) English (I year) from EFLU (with the foreign language concerned as an optional subject) with a 'C' grade or above.

All other candidates (with a minimum qualification of Class X/SSLC/SSC or its equivalent recognized by the Government of India) are required to appear for an entrance test (for details, see points **11 and 12** below).

### **ii. Advanced Diploma course: Eligibility**

The following candidates are eligible for direct admissions to the **Advanced Diploma** course in the respective language without appearing for the entrance examination.

- a. Candidates who have successfully completed the Diploma course from EFLU (in the foreign language concerned) with a 'C' grade or above.
- b. Candidates who have completed four semesters of B.A. (Hons.) English (II year) from EFLU (with the foreign language concerned as an optional subject) with a 'C' grade or above.

All other candidates (with a minimum qualification of Class X/SSLC/SSC or its equivalent recognized by the Government of India) are required to appear for an entrance test (for details, see points **11 and 12** below).

**iii. Diploma in Translation (Arabic) course: Eligibility**

The following candidates are eligible for direct admission to the **Diploma in Translation** course without appearing for the entrance examination.

Candidates who have successfully completed the Advanced Diploma in Arabic course from EFLU with a 'C' grade or above. However, candidates should possess good knowledge of literary Arabic and written English.

All other candidates (with a minimum qualification of Class X/SSLC/SSC or its equivalent recognized by the Government of India) are required to appear for an entrance test (for details, see points **11 and 12** below).

**11. Entrance Test: The Entrance Test will comprise of written and oral tests. The date of the entrance test will be notified on the EFLU website ([www.efluniversity.ac.in](http://www.efluniversity.ac.in)). Please check the website regularly for updates.**

**12. The following students are required to take the entrance test for Diploma, Advanced Diploma and Diploma in Translation (Arabic) courses:**

- a. EFLU candidates who have scored a 'D' grade in the eligibility course
- b. EFLU candidates who wish to seek admission to a higher level course in the language concerned **after a gap of one year.**
- c. Non-EFLU candidates.

13. Seats to various part-time courses are allotted as per GOI norms.

14. Please note that accommodation in hostels will not be provided to students of part-time courses. Further, these students will neither be issued library cards nor can avail themselves of the library facilities for reference purposes.

**15. Last date for submission of filled in application form is 10.10.2022.**

Sd/-  
REGISTRAR I/C

**DISCLAIMER**

**The information in this Admission Notice is intended as a ready guide for the candidates and does not constitute a legal document. While all efforts have been made to make the information available here as authentic as possible, we are not responsible for any inadvertent error or inaccuracy that may have crept in.**

**All disputes relating to entrance tests/admission/allotment of seats to various courses, examinations, certificates, etc., in pursuance of the Admission Notice, shall be subject to the exclusive jurisdiction of the Courts in Hyderabad, Telangana State.**