

TERMS AND CONDITIONS

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1 Course dates

Unless otherwise stated on the language centre homepage, **semester courses** begin one week after the official semester start at the University of Kassel, in the second lecture week. Intensive courses, unless otherwise stated, begin the week following the official end of the lecture period at the University of Kassel.

1.1 General

Semester courses generally run for 13 weeks. One teaching unit is 45 minutes.

1.2 UNlcert[®] courses

UNlcert[®] courses are conducted according to the requirements of the study and examination regulations for UNlcert[®] valid at that time, as published on the language centre homepage.

2 Registration

2.1 Registration for courses at the language centre

Registration is made online. In certain well-founded exceptional cases registration in person is possible by visiting the departmental office of the language centre.

Registration dates are published in advance on the language centre website. Registration after course commencement is only possible insofar as places are still available. In such cases our regulations regarding course attendance must be complied with (please refer to Section 7). Your registration is contractually binding. Please also refer to our regulations concerning the rights of course participants to withdraw from courses in Section 5 of these Terms and Conditions.

If a course is fully booked, you can register for a place on the waiting list. You will then be informed if a place becomes available.

Course places are not transferable to other persons.

Information and announcements concerning courses (e.g. change of teaching room number) are published on our website.

2.2 Studies International / Key qualification

Depending on agreements reached between the language centre and respective faculties, students registering for courses offered free of charge within our "Studies International" programme may be restricted to a limited amount of course places.

Attention should be paid to restrictions and conditions resulting from the examination regulations of your particular major programme of study.

3 Data protection

Collection and storage of personal data is carried out on a voluntary basis. Information concerning age and gender is used exclusively for statistical and administrative purposes within the language centre. Unless you expressly give prior consent, data will neither be published nor made available to third parties. Data protection is governed by the Federal German Data Protection Act (BDSG).

4 Course fees, language centre guest fees

4.1 Fees for the STUDIES PLUS programme

4.1.1

Course fees are immediately due for payment on registration. Payment of these fees and, where applicable, of the guest fee is made using the system of direct debit.

4.1.2

Course fees levied for courses in the language centre of the University of Kassel are governed by the rates decided by the university executive committee. Employees of the University of Kassel pay the same fees as students.

Course guest students are all persons who are neither registered at the university nor employees of the University of Kassel. The **language centre guest fee**, which is laid down by the university executive committee, is 50 Euros per semester. This fee entitles the guest student to the use of all the language centre services and permits participation in courses from our "Studies Plus" programme. This fee does not replace the course fee.

4.1.3

In addition to our course fees, some courses may require a small fee for photocopied **teaching material**. These costs will not exceed 5 Euros per course and participant. The photocopying costs will be announced by the instructor at the beginning of the course and will be accepted in cash. Course fees do not include the supply of any textbooks, dictionaries etc.

4.2 STUDIES INTERNATIONAL AND SPONSORED COURSE PLACES

Courses in our STUDIES INTERNATIONAL programme are free of charge to students of the University of Kassel.

Sponsored places within the STUDIES PLUS programme, where fees are charged, are course places which have been either partly or fully financed by certain faculties of the university for their students. Students who, having officially registered for a sponsored place, do not attend the course, drop the course without attaining authorisation from the language centre (see Section 5) or do not adhere to the attendance regulations (see Section 7) are liable for full payment of their course place. Where applicable, this payment will be debited/invoiced in arrears. It is for this reason that bank details are required when registering for courses both in our free programme and our programme requiring payment.

5 Course withdrawal / Switching courses, Rebooking

Application for withdrawal and rebooking can only be made via the managing director of the language centre. Withdrawal only becomes effective on authorisation by the managing director. Cancellation and requests to switch courses should be applied for promptly in writing via the managing director, including the reason/s for the request and documentary evidence (e.g. medical certificate). It is not enough to simply inform the course instructor. Course participants are obliged to verify the approval of the request; approval is only ensured on receipt of a written confirmation from the managing director.

Course withdrawal will be accepted on the following grounds:

1. Illness (a medical certificate is required as proof).
2. Ex-matriculation of the student, authorised by the university.
3. Extensive overlapping in a student's course and examination schedule which was not foreseeable at the time of registration. In such a case, the compulsory attendance of the conflicting event must be confirmed in writing by the corresponding faculty.
4. When the course instructor identifies a blatant disparity between the course level and the abilities of the participant.
5. The recognition of individual extreme cases of hardship is to be decided upon by the managing director.

If course withdrawal has not been officially approved, course participants are obliged to pay for the course, even if they do not attend.

Withdrawal from a course after commencement incurs an administration fee of 10 Euros. On application a participant will receive a proportionate refund of the course fees after deduction of costs for course dates which have already taken place. The refund is calculated from the date of the request to withdraw.

Once a course has ended withdrawal and the exemption from or refunding of course fees can not be granted.

6 Organisational amendments and cancellation by the language centre

6.1 Cancellation of courses

Courses will not be held and can be cancelled by the language centre

1. when the course instructor can no longer offer the course;
2. when the minimum number of participants is not reached.

If courses are not held, course participants do not undertake any financial obligations.

6.2 Organisational amendments by the language centre

1. There is no claim on the instruction of a course by a particular instructor. This also applies when a course is advertised including the name of a particular instructor.
2. In well-founded circumstances the language centre reserves the right to change the location and time of any events.

Should course time be cancelled (for example due to an instructor's illness), this time can be made up. Course participants are, however, not entitled to make any claims should an alternative date (course time) not be offered.

6.3 Disclaimer

The language centre assumes no liability for personal or material damages of any kind to participants or third parties, insofar as these do not result from wilful intent or gross negligence on the part of the persons assigned by the language centre.

7 Attendance regulations for all courses

7.1 General (for UNlcert[®] courses see 7.2.)

A course participant in a semester course is allowed to miss 2 sessions (2 course dates) without permission.

In exceptional circumstances of hardship absence from a third session can be approved. Both your instructor and the managing director must be notified of this case immediately in writing including the reason for this hardship (for example by providing an attestation/medical certificate).

The following applies for intensive courses:

Total amount of course teaching units	Tolerated absence without permission	Maximum absence in cases of hardship (see above regarding written documentary evidence etc.)
Intensive course with 26 teaching units (1 week)	4 teaching units	6 teaching units or 1 course day
Intensive course with 52 teaching units (2 weeks)	8 teaching units (1 course day and 3 teaching units)	12 teaching units or 2 course days

Handicapped and chronically ill students who are unable to fulfil attendance regulations because of their handicap or chronic illness are required to notify both their instructor and the managing director of this fact on commencement of the course.

If the proportion of your absences (per course) does not exceed 40 percent, you can apply for a certificate of participation listing the amount of course teaching units you have attended. A certificate of participation does not include any ECTS credit points, any grade or any other qualifying comment (e.g. "successful" participation).

7.2 UNlcert[®] courses

In derogation of clause 7.1. the study and examination regulations for UNlcert[®] apply for the UNlcert[®] final examination.

8 Performance Achievement Reports

8.1 General (for UNlcert[®] courses see 8.2.)

Each course ends with a written and/or oral examination. The instructor can draw on other methods of performance assessment (e.g. presentations) in order to arrive at a grade.

Participation in the course final examination and/or fulfilment of all required course assessments is necessary in order to be receive a proficiency certificate indicating grade and amount of ECTS credit points.

8.2 UNlcert[®] courses

UNlcert[®] examinations are carried out according to the UNlcert[®] study and examination regulations.

8.3 Archival Storage and Examination Grading

8.3.1 Studies Plus and other continuing education services

Examination papers in the STUDIES PLUS programme are part of a voluntary programme of continuing education. The language centre is thus under no obligation to record and file such papers.

8.3.2 Studies International

The statutory retention periods as laid down in the applicable version of the Hessian matriculation regulations apply for examinations which are credited to students' major fields of studies. In this case students must register for courses in the STUDIES INTERNATIONAL programme.

If a course involving a course fee from our STUDIES PLUS or SPONSORED PLACE programmes are recognised by a faculty, the language centre can not guarantee recording or filing of the examination papers concerned.

8.3.3 Retakes

It is not permitted to retake an examination in order to improve the grade.

The language centre is under no obligation to offer retakes for any failed examinations in the courses we offer in our "STUDIES PLUS" programme .

9 Grading / Marking

Grades are awarded by the examining course instructors. These are determined by the following grading system:

1,0 - 1,3	very good
1,7 - 2,3	good
2,7 - 3,3	satisfactory
3,7 - 4,0	pass
> 4,0	fail

10 Protection of Copyright

For reasons of copyright all audio, photo and film recording during our courses is not permitted. In courses using computer based material it is also not permitted to copy or distribute any software which is used for teaching purposes.

11 Validity

These Terms and Conditions come into effect on being adopted by the university executive committee and supersede all previous versions.