

## General Conditions for Participation in the Language Centre's Intensive Courses

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### 1. Target audience

The Language Centre's intensive courses are open to members of the university and to external persons. The Language Centre reserves the right to refuse applications from persons whose profile does not correspond to the learning objectives of the course.

### 2. Applicable fees

- 2.1 The intensive courses are subject to a fee.
- 2.2 The fees for the individual categories of participants are published on the Language Centre's website.

### 3. Registration procedure

- 3.1 Timely registration is mandatory and can be done via the Language Centre's website. The registration process includes the completion of a self-assessment questionnaire and an individual placement interview.
- 3.2 The final confirmation of the registration will be made upon receipt of payment of the entire course fee.
- 3.3 If, during the placement interview, it turns out that the candidate's level is not offered in the desired language, the registration will be cancelled, and the course fees will be refunded in full.

### 4. Level

After the placement interview, a non-binding level recommendation will be made. The lecturers reserve the right to recommend a change of level during the course if another group would be more suitable for the participant.

### 5. Withdrawal

Withdrawals and refunds are made in accordance with Art. 2 of the Language Centre's [Cancellation conditions](#).

### 6. Partial cancellation

#### 6.1 Course in February (spring semester):

- a) The course must be completed in its entirety.
- b) Absence from the course for one or more days, even if announced in advance, does not entitle you to any refund.

#### 6.2 Course in September (autumn semester):

- a) The course must be completed in its entirety.
- b) This rule may be waived in the event of a planned and duly justified absence of no more than one week of the course (e.g. for examinations at the home university or for surgical procedures). Any partial absence must be announced to the secretariat of the Language Centre when registering for the intensive course. The Language Centre management will then decide on a case-by-case basis whether to grant a partial cancellation and a proportional reduction in the course fees.

- c) For complete beginners (objective level A1), no partial cancellation will be granted for the first week of the course.
- d) Priority will be given to those who can take the entire course.

## **7. Course validation**

- 7.1 Unifr students and exchange students at Unifr can receive ECTS credits for the intensive courses. The full number of ECTS credits is only awarded to those who were present at least 80% of the entire course and at least 80% of the morning program. In the event of insufficient attendance, the program directors may decide to award only part of the ECTS credits.
- 7.2 The recognition of ECTS credits as part of a study plan (e.g. as Softskills credits) depends on Faculty regulations. Information on this subject can be obtained from the responsible dean's office. The Language Centre does not guarantee that its ECTS credits will be recognized as part of a specific study plan.
- 7.3 The Language Centre issues course certificates. External participants will receive their certificate automatically, while internal members of the university (staff, students and exchange students) will receive it on request from the Language Centre Secretariat.