

## General Conditions for Participation in Semester Language Courses

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### 1. Target audience

- 1.1. The semester courses of the Language Centre are open to students of Unifr of all faculties, the administrative and technical staff of Unifr, the academic staff of Unifr, incoming mobility students at Unifr and the members of the [partner institutions](#) of the Language Centre.
- 1.2. Auditors, persons from outside the university (except partner institutions) and visiting students (BeNeFri etc.) do not have access to the semester language courses.

### 2. Applicable fees

- 2.1. Participation in the semester courses is free of charge for internal university persons (students, exchange students and employees), with the exception of the potential costs of course materials (handbooks or photocopies) which vary depending on the course.
- 2.2. All courses are subject to a fee for the members of the partner institutions. The applicable fees (2023-2024) are:
  - CHF 500 per semester for a general course (“tout public”, 2 to 4 lessons per week) or a specific course (“public spécifique”, 2 lessons per week)
  - CHF 200 for conversation courses (1 lesson per week)

The course fees do not include potential costs for course materials (handbooks or photocopies) which vary depending on the course.

### 3. Registration

- 3.1. Prior registration is mandatory for participation in a language course. Registration for the course also includes registration for the examination/evaluation.
- 3.2. Students of the Unifr register via MyUnifr. When registering for a language course for the first time, an online placement test must be completed. For Italian courses, participation in an oral placement interview is also mandatory (except for complete beginners), the information is contained in the online placement test. Upon successful completion of a course in a target language, registration is possible for the following semester without a placement test.
- 3.3. Employees of the Unifr and the members of the partner institutions register directly via the Language Centre’s website. When registering for an English, French or German course, employees of the Unifr and the members of the partner institutions select their level based on a self-assessment or take the online placement test in the corresponding language. For Italian courses, the online placement test, followed by an oral placement interview (except for complete beginners) is compulsory.

### 4. Level Changes

- 4.1. The level obtained in the placement test, after the interview or identified during the self-assessment is indicative. The lecturers of the Language Centre reserve the right to recommend a different level or require a participant to change to a different level if another course appears more suitable for them.
- 4.2. In principle, course and level changes take place during the first two weeks of the semester.

## 5. Waiting list and deregistration

- 5.1. If there are no more places available in a course, it is possible to register on a waiting list. As soon as a place becomes available, it will be offered to the first person on the waiting list (sorted by order of arrival). Late integration into a course is only possible during the first three weeks of the semester.
- 5.2. People who no longer wish to attend a course for which they have registered undertake to cancel their registration as soon as possible in order not to block a place.
- 5.3. Deregistrations are possible until the official deregistration deadline for the respective semester. With the deregistration, the exam registration is automatically cancelled. A deregistration only from the exam is not possible.
- 5.4. The modalities for reimbursement for members of the partner institutions can be found in Art. 2 of our [Cancellation Conditions](#).

## 6. Validation of Courses

- 6.1. In order to validate a course, participants must meet both of the following conditions:
  - a) Attendance during at least 80% of the course. The lecturers can in case of justified absence (block course, accident, illness, etc.) allow to compensate for absences, for example by handing in work or additional homework.
  - b) Passing the exam or the evaluation for the course.
- 6.2. At the beginning of the semester, the lecturers inform the participants about the evaluation modalities and the compensation options for their course.
- 6.3. Non-appearance at the examination procedure is considered a failure, except in cases of force majeure (in case of illness or accident, a medical certificate must be presented no later than one week after the examination).
- 6.4. ECTS credits are awarded for certain courses of the Language Centre. Validation of a course and the award of ECTS credits may be certified by the Language Centre in the form of a transcript of records (Unifr students and exchange students) or a course certificate (members of the partner institutions and Unifr staff).
- 6.5. For students of the Unifr, the recognition of credits as part of a study plan (e.g. as Softskills credits) depends on the regulations of their faculty. Information on this subject can be obtained from the Dean's Office concerned. Under no circumstances does the Language Centre guarantee that its ECTS credits will be recognized as part of a specific study plan.

## 7. Resits

- 7.1. The exam or the continuous assessment can be resat once in case of failure, provided that the participant has already fulfilled the attendance criterion (80%) for the course. The resit modalities (see chap. 7.2) and dates are defined by the lecturers depending on the course.
- 7.2. The following modalities are permitted for resitting: submission of a written paper with or without oral defense, written examination on site or online, oral examination on site or online.
- 7.3. The date is scheduled as early as possible, and the exam must take place at the latest at the fourth examination session after registration for the course.
- 7.4. Failure to pass the resit exam shall be deemed to be a final failure.

## 8. Complaints

- 8.1. Complaints against decisions of lecturers regarding the evaluation of the content of examinations or of other competencies are possible in accordance with Art. 120 of the [University Statutes](#).

- 8.2. Complaints must be submitted in writing by the objector of the contested decision to the Head of the Language Centre within fifteen days. The time limit starts to run from the day after the notification of a contested decision.
- 8.3. The objection procedure is free of charge. No party compensation will be awarded.
- 8.4. After a complaint, the disputed evaluation will be reviewed jointly by the lecturer who conducted the evaluation and a second lecturer of the same target language.
- 8.5. Decisions on complaints will be sent in writing within a period of 10 days, with a copy to the member of the University Executive Board responsible for the Language Centre.

## 9. Appeals

- 9.1. Appeals against decisions of lecturers that do not concern evaluations of the content of examinations or of other competencies, as well as decisions on complaints (see chapt. 8.5) are possible in accordance with Art. 120 of the [University Statutes](#).
- 9.2. Appeals must be submitted to the [Internal Appeals Committee of the University of Fribourg](#) within thirty days from the day after the notification of a decision.

## 10. Certificates

The Language Centre issues certificates, namely certificates of attendance (to confirm the participation in a course), transcript of records or course certificates (to confirm that a course has been successfully validated). Participants from the partner institutions receive their certificate automatically, participants from inside the University (staff, students and exchange students) receive their certificate upon request at the Language Centre secretariat.