

## GENERAL TERMS AND CONDITIONS

### CONDITIONS OF PARTICIPATION

Our courses are open to regular students, co-registered students, international students, researchers and teaching staff at the University of Graz and other university educational institutions, employees of the University of Graz as well as external participants depending on the target group of the respective course and at the indicated course fee.

In courses with a limited number of participants, eligibility for the course is determined by the order of registration. Only those participants who have been granted a guaranteed place in the course and have paid the course fee are eligible to participate in language courses. **Participants may only attend the course once they have been granted a guaranteed place and have paid the course fee on time.** Teachers may not allow participants on the waiting list to attend the course.

Courses may only start if there is a certain minimum number of participants. *treffpunkt sprachen* reserves the right to cancel courses for the reason mentioned above or for other compelling reasons (e.g. illness of teacher). Naturally, in case of cancellation, any previously paid course fees will be refunded.

### COURSE FEE

There is a different course fee for each language course depending on the type of course, the duration of the course and the target group. Course fees are indicated for each course and also include the costs for course materials (except for textbooks and the Austrian Union of Students (ÖH) Reader). The course fee must be paid by bank transfer. If the course fee has not been paid by the deadline, *treffpunkt sprachen* reserves the right to cancel the registration.

A service charge of € 5 is included in the course fee.

Course fees are only refunded when a course is cancelled. There is no discount for participants who join a course later during the semester.

### DEREGISTRATION AND CHANGES

Participants can deregister from a course free of charge during the registration period. Students can deregister via UNIGRAZonline, employees and external participants via the respective registration platforms. Changes can be made only in the office of *treffpunkt sprachen*, if places are still available.

Participants who drop a course due to health problems or other reasons are not entitled to a refund of the course fee.

### RECORD OF ACADEMIC ACHIEVEMENT

Depending on the type of course, course certificates (Lehrveranstaltungszeugnis; for students only) or confirmations of participation (Teilnahmebestätigung; for all target groups) are available. In order to receive a course certificate, participants must fulfill the following: 80% attendance, regular participation, achievement of course goals, homework assignments, and a written and an oral examination at the end of the course/semester. Participants may receive a confirmation of participation, if they can show 70% attendance and 100% achievement of course goals at the end of the course/semester.

## **TEACHING UNIT, DATES AND TIMES**

One teaching unit lasts 45 minutes. The exact dates and times are indicated for each course individually. *treffpunkt sprachen* reserves the right to change course dates and times, course offerings, as well as the structure of courses, provided that the changes are minor and justified.

## **COURSE LOCATION**

The course location is indicated for each course or will be announced in time before the course begins. *treffpunkt sprachen* reserves the right to change course locations, provided that the changes are minor and justified.

## **INSURANCES**

Participants are responsible for their own insurances (health, accident and liability insurance).

## **COURSE RULES**

Participants may not bring persons or animals to the course.

## **LIABILITY FOR OBJECTS**

*treffpunkt sprachen* is not liable for the loss or damage of participants' personal objects.

## **GENERAL UNIVERSITY RULES AND TERMS OF USE**

Participation in the course must comply with the general university rules and terms of use of the University of Graz

([https://online.uni-graz.at/kfu\\_online/wbMitteilungsblaetter.display?pNr=369474](https://online.uni-graz.at/kfu_online/wbMitteilungsblaetter.display?pNr=369474)).