

# Guidelines for Language Course Participants at the Centre for Applied Linguistics and Special Languages (Fachsprachenzentrum)

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## 1. General

1.1. The Centre for Applied Linguistics and Special Languages - or Fachsprachenzentrum (FSZ) - is a central academic facility at Leibniz Universität Hannover which is dedicated to the learning of foreign languages and languages for special purposes. Courses are available to meet the needs of students from all faculties. Additionally, the FSZ offers a range of language examinations, examination preparation courses and academic language courses which are relevant to university life.

1.2. Courses are offered for both general foreign language learning and languages for special purposes. The latter courses require that students can produce work of an appropriate academic standard.

1.3. The levels of difficulty of the courses offered at the FSZ correspond to the guidelines established by the Common European Framework of Reference for Languages.

1.4. The FSZ does not recognise educational certificates issued by other institutions. Assessment is based solely on performance at the FSZ.

1.5. Certain courses are restricted to a limited number of participants according to Leibniz Universität Hannover regulations.

1.6. The FSZ is not responsible for the recognition of language courses for credit by the faculties. To get a language course recognised for credit in a particular degree programme, students should seek the advice of the relevant co-ordinator of teaching at the earliest opportunity. This is especially important for students who have had a bilingual or multilingual upbringing, as this can have implications for the recognition of language courses.

## 2. Registration

2.1. Registration is compulsory for all courses at the FSZ.

2.2. In general, courses at the FSZ are only open to students of Leibniz Universität Hannover. Guests and students from other universities may take any unallocated places after consulting with the FSZ office and the respective teacher.

2.3. Registration can only be completed via StudIP. The registration deadlines for the current semester are published on the FSZ website.

2.4. Admission to courses can only be guaranteed by completing the "Request for Priority Language Course Registration", which is available on the FSZ website. This must be completed and reach the FSZ office by the stipulated registration deadline.

2.5. Once the registration deadline has passed, applicants will be informed whether they have secured a place on the course by e-mail.

2.6. In the event that the number of applications for a particular course exceeds the number of places available, the StudIP system creates a participant list and waiting list automatically by random selection. If a participant does not attend the first session, their place is automatically reallocated to the next applicant on the waiting list. Please enquire about unallocated places in the FSZ office.

2.7. For certain courses, a placement test must be taken to ensure that participants attend a course appropriate to their current language level. Teachers may refuse applicants a place on a course if they do not match the expected level.

2.8. If a student fails to obtain a place on a particular course after two consecutive registration attempts, they will, where possible, be given priority on the third attempt.

2.9. Each student may attend a maximum of four language courses per semester (workshops and language tandems excepted). Should the random selection process in StudIP assign the student places in more than four courses, the student is required to deregister from the excess courses in StudIP within the first course teaching week; if this is not done by Friday at midday, the student will be arbitrarily deregistered from courses until they are only registered for four.

2.10. Exchange students may not register for beginners courses (with the exception of beginners courses in German or English).

### **3. Attendance**

3.1. Students who are absent from the first course session without explanation will be deregistered from the course. Students must excuse themselves by informing the teacher in writing before the first session.

3.2. Students who are absent more than twice or for more than 10% of the total course duration will be excluded from the course (this includes special sessions, such as individual consultations). In this case, they are not entitled to a certificate of performance.

3.3. Students who are absent for a number of sessions with a valid excuse are only entitled to a certificate of performance or certificate of attendance if they were present for at least 80% of the total course duration. If a student was ill (with a medical certificate) and can prove (e.g., with a letter from their home university) that they would suffer severe consequences (e.g., having to repay a scholarship) due to the lack of a certificate, arrangements can be made for suitable substitute work to be completed, but only in exceptional cases and on application.

### **4. Certificates and credit points**

4.1. Two types of certificate can be obtained at the FSZ: a certificate of attendance and/or a certificate of performance. No other types of certificate can be obtained.

4.2. In order to obtain a certificate of attendance, regular attendance is necessary, as detailed in Section 3.

4.3. In order to obtain a certificate of performance, participants must meet the attendance requirements stated in Section 3 and also complete various academic assignments successfully. This includes essays, tests, presentations, and/or any other oral or written reports of a comparable extent and nature.

4.4. Attempts to influence results, to any extent, by cheating or the use of unauthorised resources (e.g., plagiarism) will result in the student failing the course. Furthermore, Article 18 of the Leibniz Universität Hannover Specimen Examination Regulations applies (Issued: April 2010; see <http://www.phil.uni-hannover.de/plagiate.html#c15732>).

4.5. Failed examinations or academic assignments (as detailed in 4.3.), or those which are not submitted to tutors by the stipulated deadline, cannot be repeated or submitted at a later date. If a valid explanation is provided, the assignment will simply be ignored for the purposes of grading. However, if it is the only assignment upon which the course grade is based, an appropriate test should be arranged between the examinee and examiner.

4.6. Students wishing to receive credit points for a language course, but who do not pass the course, may apply for permission to resit the examination. The repeat examination must be reviewed by a second examiner. Furthermore, the repeat examination must be completed and marked, at the latest, by the end of the second week of the following semester.

4.7. Students will be granted an appointment to view their examination papers on request.

4.8. All certificates are retained for one year following the semester in which the certificate was issued. After this period, the FSZ cannot guarantee that certificates for a particular semester can be issued, either as an original or duplicate.

## **5. Standardised language examinations and certificates**

5.1. Within Leibniz Universität Hannover, the FSZ is responsible for conducting standardised language examinations and issuing the corresponding certificates.

5.2. The FSZ is responsible for conducting the language examination necessary for the admission of foreign students to German universities (Deutsche Sprachprüfung für den Hochschulzugang, abbreviated as DSH). Information about DSH and the applicable examination regulations can be found on the FSZ website.

5.3. Students can complete DAAD/DFA approved language examinations at the FSZ and obtain certificates for exchange programmes, scholarships, placements, stays abroad, etc. Information about these examinations can be found on the FSZ website.

5.4. The FSZ is authorised to conduct TestDaF examinations. Information about these examinations can be found on the FSZ website.

5.5. The FSZ is authorised to conduct examinations for TOEFL. Information about these examinations can be found on the FSZ website.