

Extracurricular Language Program (Sprachweiterbildung) – FAQ

Please read these FAQs before contacting us. The most common questions are answered below.

General Information

1. Can I email my questions instead of reading the FAQ?

Please check this FAQ first. During busy periods, we may not be able to respond quickly to questions that are already answered here.

2. How do I find out which courses are offered?

The course program is usually published at least two weeks before the start of each trimester. You can find it on our website:

- English: <https://www.unibw.de/sprachzentrum-en/langcourses>
- German: <https://www.unibw.de/sprachzentrum/veranstaltungen/sprachweiterbildung>

You will also receive updates through the mailing list info.kurse@unibw.de unless you have unsubscribed. Please read the course descriptions carefully before registering.

We cannot provide information about upcoming courses before the program is officially published because the schedule changes frequently.

3. What format are the courses offered in?

Most courses take place in person on campus. Some courses may be offered online or may switch to an online format if necessary. Your registration remains binding even if the course format changes during the term.

Registration and Participation

4. How do I register for a course?

Registration is completed through ILIAS using your campus login.

New personnel who do not yet have ILIAS access may register by email at sprachweiterbildung@unibw.de. Please include the exact course information (language, level, teacher, day, and time). Registration via email is not possible for those who have access to ILIAS.

Late registration is only possible in exceptional cases and depends on available spaces.

5. Can I join a course in the middle of the term?

No, see #4. Participants may be able to join a course shortly after it has started as an exception, but if half the course has already passed, you will need to wait until next term.

6. How do I know if I got a place in the course?

Confirmation emails are sent before the course begins, not immediately after registration. Please wait for confirmation before contacting us.

7. How do I cancel my registration?

To cancel your registration, email sprachweiterbildung@unibw.de directly.

Deregistering in ILIAS alone does not count as cancellation. If you do not cancel by email, course fees may still apply (see #13).

Language Levels and Course Placement

8. How do I know my language level?

We use the CEFR scale (A1–C2) and we count the trimesters in each level.

Example:

- A1.1 = first trimester of A1 level
- B2.3 = third trimester of B2 level

Please read course descriptions carefully before registering. You can also use placement tests available online or on our website if available.

9. Can I register for a course above or below my level because of scheduling or other conflicts?

No. Participants must register for the correct language level to ensure the course works effectively for everyone.

Participants enrolled in the wrong level may be asked to switch or leave the course, and will still be responsible for paying any fees they incur.

Fees, Payments, and Reimbursements

10. How much do the courses cost?

Course fees depend on the number of participants, course length, and total sessions.

Example: A course meeting 10 × 90 minutes with 5 participants would cost approximately €130 per person. With 10 participants, the cost would be approximately €65 per person.

The minimum fee is listed in ILIAS during registration. If participant numbers drop below the minimum, we will contact you to discuss available options, including cancellation.

11. How do I pay?

Course fees must be paid by bank transfer. Payment instructions will be sent by email after the second class. Please wait before contacting us, as sometimes there are changes to a course which results the payment details being sent later than normal.

International students without a German bank account should contact us directly: sprachweiterbildung@unibw.de.

12. Can I request reimbursement?

Participants seeking reimbursement must first receive approval from their supervisor and the finance department and pay the course fee themselves.

Reimbursements are processed after the course ends. Please see the reimbursement form and instructions on our website for further details.

13. What are the cancellation fees?

- Up to 1 business day **before the course starts**: no fee
- From the start of the course until 1 business day **before the second class**: €15
- On or **after the second class**: full course fee

Please see the Terms and Conditions (AGB) on our website for complete details.

14. Can I get a receipt?

Yes. Receipts can be issued after payment is confirmed by the finance department.

Receipts can be:

- given to your teacher
- sent through internal post
- picked up at the SpraZ office (Building 36, Room 120)
- mailed to you (only in exceptional cases)

Participants applying for reimbursement will automatically receive a receipt attached to the reimbursement form.

Certificates, Credits, and Special Programs

15. Are there exams or course credits?

We are not an official testing center and do not offer official language certificates or academic credits.

Participants requiring official testing should contact organizations such as MVHS or the Goethe-Institut.

Certificates of attendance are available upon request.

16. What is the “Englisch für Mitarbeitende” course?

These free English courses (A1–B1) are available only for UniBw M employees.

Participation requires supervisor approval. Employees receive course information through the mailing list info.mitarbeiter-request@lists.unibw.de before the term begins. Please email us to register for a course, including the specific course name you'd like to take part in.

Students, including exchange students, are not eligible.

17. Can I prepare for the NATO SLP through these courses?

No. These courses are not designed as NATO SLP preparation courses. However, students are welcome to take extra courses to help them improve their language skills, but are therefore responsible for paying any course fees they incur.

Students looking for NATO-related language information should contact sprachenzentrum@unibw.de.

18. How can I practice more?

See our website for suggestions. We also offer a language tandem platform here: https://www.unibw.de/sprachenzentrum/service/copy_of_sprachtandem

Contact and Support

19. How do I contact my teacher?

You can contact your teacher directly through ILIAS.

20. Who can I contact for questions?

Email: sprachweiterbildung@unibw.de **Please only send emails to this address. Sending the following individuals an email to their personal addresses on campus will result in significant delays, as they are not intended for Sprachweiterbildung use.**

Julie Ruddock

Tel.: 089/6004-2040

Building 36, Room 120

Dr. Katharina Pfeiffer

Tel.: 089/6004-3007

Building 36, Office 0113

21. I have feedback or a complaint. Who should I contact?

Please speak with your teacher first whenever possible. Most issues can be resolved directly through communication.

If the issue cannot be resolved, please contact us directly.

22. Can I apply to teach a language course?

You are welcome to send us your CV. However, new teaching positions are only available when officially advertised.