

General Course Terms and Conditions

This document is an English translation of the German version of the “Allgemeine Kursbedingungen (AKB)” just for your information. Only the German version of the AKB is legally binding.

The University Preparation Programme of the Vienna Universities (VWU) is run by the OeAD (Österreichische Austauschdienst)-Gesellschaft mit beschränkter Haftung - Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH), Ebendorferstraße 7, A-1010 Wien, as legal entity together with six Vienna universities. For inquiries please always contact the VWU secretariat at Sechshauser Straße 33A, A-1150 Wien, Tel. +43 (1) 319 99 91, vwu@vwu.at.

1 Terms of registration

1.1 Courses

Registrations for preparatory courses at the VWU can only be made in person and there are no exceptions enabling students to register online or via email. Initial registrations have to be made by the students themselves, initial registrations by representatives are not possible. Students can only register for the subjects stated in their admission letters. The admission letter and proof of identity with photo and citizenship (e.g. passport) must be presented upon registration.

The allocation of students to individual courses follows the order of registration and is finalised only after the VWU has checked all registration requirements, and for German and English courses only after the completion of a placement test (for initial registrations only). The date of the placement test will be announced upon registration.

Course schedules, including course times and locations, will be posted at the VWU. There is no entitlement to attend courses directly at the VWU itself; the VWU can (especially for capacity reasons) assign students to attend German courses with cooperation partners, which will not lead to any changes in the prescribed course fees.

Courses at the VWU generally take place between 8:30 am and 5:20 pm, Monday to Friday. Independent selection of courses for certain course days, course times or instructors is not possible.

1.2 Supplementary examinations

Students registering for supplementary examinations need to provide their admission letter and a proof of identity with photo (e.g. passport). Each examination attempt requires a new registration. It is not possible to select or indicate preferences for examiners when registering

for supplementary examinations. Time and place of the examinations as well as the examination results will be posted at the VWU or sent by email.

1.3 Deadlines and exam dates

Registrations for courses and examinations are only possible within the respective registration periods published on our website.

Applications for a 5th or 6th semester can only be submitted during the registration period. Continuing students can only be issued payment slips for the next term until a certain deadline, after which a course place in the following term cannot be guaranteed. The respective deadline is announced in classes and posted at the VWU each term.

Dates for examinations and placement tests are published on the website.

1.4 Payment of the course and copying fees

The prescribed course fee is to be paid in full:

- by September 5th (for the winter term) or February 5th (for the summer term) for first registrations, and
- no later than 3 working days before your registration at the VWU secretariat
- for continuing registrations.

Accepted payment methods include the payment at an Austrian bank by means of the issued payment slip, or payment by electronic banking, stating the purpose and the reference number printed on the payment slip. A stamped payment slip or a printout of the electronic transfer receipt must be presented when registering, or when taking the placement test (for initial registrations). All costs for payment and bank transfers will be borne by the student. Payment by instalments is not possible, as well as attending a course without paying the course fee in advance.

The course fee does not include any costs for course materials. Any books required for the course must be purchased by the students themselves. If necessary, a copying fee may be charged for materials distributed in the course. Also, a fee for excursions may be charged at some point during the term.

The amount of the course fee as well as the conditions for claiming a reduced fee, can be found in the announcement of the VWU Commission on our website, or on the official bulletin board at the VWU. **In courses of the levels AN, AV and EV a minimum attendance of 70% is required (according to the current decision of the VWU Commission) in order not to lose the entitlement to a reduced course fee (if applicable).**

1.5 Payment of the examination fee(s)

Confirmation (a stamped payment slip or printed confirmation of electronic banking) of payment of the examination fee(s) must be presented when registering for examination(s).

2 Cancelled lessons

Despite careful planning, it may occur that single lessons or days of classes have to be cancelled. The VWU is committed – if within the realms of possibility – to announce cancelled lessons in good time, and in such cases to offer replacement lessons. Cancelled lessons do not entitle students to assert claims of any kind.

3 Issuing of course certificates

The VWU will issue a certificate of participation to students (confirming their regular course attendance and success) upon their request at the end of the respective term. Requirements for receiving a confirmation of participation are announced at the beginning of the course and posted at the VWU.

Please meet your obligations in accordance to the current Austrian entry and residence regulations, and ensure that your Austrian residence permit is obtained and/or extended in time.

Apart from the course certificate no other confirmations are issued.

4 Course materials

Teaching materials, copies, tests and other documents distributed in our courses may not be passed on to third parties or published in any form.

5 Compliance with the house rules

By registering for a course, students commit themselves to comply with the VWU house rules, which are posted at the VWU and can be downloaded from the VWU website.

6 Exclusion of liability in connection with personal belongings of students

The OeAD (Österreichischer Austauschdienst) GmbH, as the legal entity of the University Preparation Programme of the Vienna Universities, is not liable for the loss of students' personal items at the VWU. Therefore, keep an eye on your personal belongings and valuables!

7 Cancellation conditions

7.1 Deregistration/cancellation of course attendance and refunding of course fees

Deregistration/cancellation of the course(s) at the VWU is only possible **no later than 10 working days prior to the course start** and requires the return of all certificates issued by the VWU, a deregistration confirmation from the university, and if necessary a confirmation of termination of the students' health insurance. All of these documents need to be submitted in person to the VWU secretariat. The course fee will only be refunded, when all of the above conditions have been met and after a handling fee of 10% has been deducted.

After course start cancellation and refund of the course fee are generally no longer possible. This regulation also applies when course attendance is not possible due to the late issuance of a visa or residence permit. Should a student's Austrian residence permit expire for any reason whatsoever, no refund of the course fee is possible.

Exception: Deregistration/cancellation of the course at the VWU secretariat immediately after passing the respective supplementary examination(s) after the end of the registration period, but no later than November 30th (in the winter term) or April 30th (in the summer term): in these cases the transfer to a degree programme has to be proven by the presentation of a current student record sheet. The course fee will be refunded, minus a pro-rata share per attended month started until the date of cancellation of course.

7.2 Deregistration from supplementary exams

In case of a timely deregistration from supplementary exams, the paid examination fee will be credited for the next examination date. A refund of the examination fee is not possible.

- German, Mathematics, English: deregistration is possible until one week before the date of the written examination.
- For all other subjects, deregistration is possible until one week before the first day of the oral examination period for the respective examination date.

7.3 Deregistration from excursions

In case of deregistration from excursions separate cancellation conditions apply, which are announced at the time of registration.

8 Changes to personal data

Changes to personal data, in particular to home and email address, have to be reported immediately, either in person to the VWU secretariat or via vwu@vwu.at. If no changes to personal data are reported, all notifications from the VWU to the last stated address(es) are considered duly served. Students have to report these changes additionally to their respective university (universities).

9 Data Proceeding

A detailed data protection declaration can be found on the VWU notice board and at <http://www.vwu.at>.

In postings on the premises of the VWU, containing personal students' data no names will be given, only the corresponding matriculation numbers.

10 Forged documents, false identities

Forging documents (course or exam certificates, etc.) and assuming a false identity during examinations may be legally prosecuted.

11 Applicable law

Austrian law is exclusively applicable to all agreements regarding course attendance.

The applicable study regulations are laid down in the VWU statutes passed by the Viennese universities and the statutes and examination regulations of the host university.

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