

Guidelines for the Subject German as a foreign language at Heilbronn University

Attendance

In all German courses attendance is mandatory. This means that you can miss a maximum of 5 sessions - for whatever reason.

If you miss more than 5 sessions, you are not allowed to attend the exam and you won't receive any ECTS.

In consultation with the lecturers, in exceptional cases 1-2 missed lessons might be compensated by written essays.

Classification

The division into courses is made according to the results of the placement test and is mandatory. Exchanges within the groups are possible only in exceptional cases during the first two weeks of a semester and after having informed the two lecturers. After obtaining the consent of the two lecturers, an informal written request (email) must be sent to the Secretariat for languages, to Mrs. Wanek-Baumann, mailto: christa.wanek-baumann@hs-heilbronn.de.

Note: If you have already successfully attended a Course in German as a foreign language at Heilbronn University, you are automatically entitled to attend the next higher level.

Guest students

Guest students can only be admitted if they apply for the courses in due time before the start of the semester and have to participate in the placement test. Any applications arriving after the placement test cannot be approved.

Exam and grades

In order to attend the final exam you must register online in time. The exam dates will be set for each course individually by the lecturers in consultation with the students. The final grade consists of **1/3 semester grades** (oral and written grades obtained during the current semester) and **2/3 exam grades** (grades obtained in the final exam).

The final grades can be viewed online at the end of the examination period.

Note: Even after passing a course, no official Language Certificate according to the levels of the European Framework can be issued.

For this purpose a special examination is necessary, e.g. at the Volkshochschule (<https://vhs-heilbronn.ssl.goneo.de>) or at the Goethe-Institut (<http://www.goethe.de/ins/de/ort/swh/short/deindex.htm>).