

VWU German Courses at ZIB Training

Binding Guidelines for Successful Course Participation

General Information:

1. Each course group comprises a variety of different personalities. We see this **diversity** as a **great strength**. Therefore, we expect everyone to treat each other with **respect, openness and tolerance**, regardless of their origin, language, religion, gender or personal opinions. Our courses have no tolerance for discrimination, disrespectful behaviour or any form of verbal or physical violence.
2. We encourage **active participation** in class and expect everyone to follow basic communication rules, such as letting others finish speaking, listening actively, and maintaining a respectful tone. Please save private conversations and social media activities for the breaks.
3. If you have any questions or require information about your course, your trainer should be your first point of contact. If they cannot help, you are welcome to visit our course office or contact us by email at germanforvienna@zib.training.
4. Your success in learning German largely depends on your **personal commitment**. We recommend spending at least as much time learning and practising German outside of class as you do in class. Try to actively apply what you learn to your everyday life.
5. During this course, you are required to submit **only your own written work**. All submissions must meet the **academic standards** common in higher education, such as correctly citing sources. Any form of plagiarism will not be tolerated or graded.
6. Additional tasks and exercises of approximately 5–10 hours per week are an integral part of the course. If these are not provided, please actively request them from your instructors.

Course Attendance:

7. Please arrive **on time for class** and ensure that you keep your number of absences to a minimum. Late arrivals and early departures will be recorded as absences. **This also applies if you return late from a break or sleep during class. If you arrive 10 minutes or more late or leave early, one lesson will be deducted from your attendance record.**

Each course day consists of four lessons, each lasting 45 minutes. (*Example: If you arrive at 8:15, return more than 10 minutes late after the break, and leave class at 11:00, you will be recorded as having attended only one lesson that day.*) This is important because you must have achieved at least 70% attendance to take part in the **third midterm test**. Additionally, a minimum attendance of 70% is required throughout the entire course in order to successfully complete it. This may be important for the course confirmation you receive at the end of the semester, which is required by institutions such as MA 35, visas or residence permits. You are responsible for keeping track of your own attendance.

8. The use of **smartphones and headphones** is generally not permitted during class, unless your instructor gives you specific instructions or an assignment for which you are allowed to use your devices.

Midterm Tests and Progression Rules:

9. There are **three midterm tests** each semester. If you miss a test, it will automatically be graded as a '5' (fail). **There are no make-up tests or alternative dates.**
10. Your progress result, meaning which level you will attend next semester, is based on your overall performance throughout the semester. Students in levels **AN, AV and EV** with **less than 70% attendance or with insufficient midterm test results** must take a **written progression exam at the end of the semester**. Your trainer will provide detailed information about the progression rules at the beginning of the course. This information is also available on Moodle.
11. **All students in levels AN, AV and EV** must take an **oral progression exam** at the end of the semester.
12. Students in levels FG and WF do not have to take progression exams, either oral or written. However, FG students whose **semester result** (based on the three midterm tests) is an **average grade of less than 3.0 cannot progress to level WF**. In these cases, students must/may repeat level FG or may, at their own risk, take the EPD (Ergänzungsprüfung Deutsch) directly. To receive a positive course confirmation, students must achieve a passing grade in at least two out of the three midterm tests.
13. The levels FG (Advanced) and WF (Highly Advanced) are generally designed to prepare students for the EPD (Ergänzungsprüfung Deutsch).