

Guidelines for Language Course Participants at the Leibniz Language Centre (LLC)

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1. General

1.1. The LLC 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 LLC 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 LLC correspond to the guidelines established by the Common European Framework of Reference for Languages.

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

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

1.6. The LLC 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 LLC.

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

2.3. Registration can only be completed via Stud.IP. The registration deadlines for the current semester are published on the LLC website.

2.4. Admission to courses can only be guaranteed by completing the "Request for Priority Language Course Registration", which is available on the LLC website. This must be completed and reach the LLC office by the stipulated registration deadline. However, if more "Priority language course registration" forms are received than there are places available in the course, the order in which the complete forms are received will be decisive.

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 Stud.IP 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 LLC office.

2.7. For advanced courses, passing a placement test in Stud.IP at the required level is mandatory for German, English and Spanish; for all other languages, either a certificate of achievement from the immediately preceding course or a passed placement test at the required level (see <https://www.llc.uni-hannover.de/de/testen-pruefen/einstufungstests/einstufungstests-von-externen-anbietern/>) must be presented at the first session (for German Sign Language A2 a self-assessment is necessary, which has to be discussed with the teachers). In case of doubt, the instructor may additionally conduct an oral placement test. The courses FR161-1 Block Französisch A1.1, FR104-1 Französisch wieder von Vorne A1, FR204-1 Französisch wieder von Vorne A2 do not qualify for progression to more advanced courses Französisch A2.1 bzw. Französisch A2.2 or B1. For these courses, a placement test is required in any case, with an oral placement test if necessary.

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 two language courses per semester (workshops and language tandems excepted). Should the random selection process in StudIP assign the student places in more than two 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 noon, the student will be arbitrarily deregistered from courses until they are only registered for two.

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

3. Attendance

3.1. The regulations under 3.2-3.4 do not apply to self-directed learning (SDL) courses. Please refer to the course description.

3.2.- 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.

3.3. 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.

3.4. 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; lecturers may allow course participation if the course structure allows this. 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.

3.5. Lecturers have the right to remove students from their course in the event of gross and repeated disruption of teaching (e.g. frequent late arrivals, non-compliance with work instructions, non-communication in the target language), provided that the students have been warned in writing about the misconduct and the possible consequences by the lecturer beforehand.

4. Certificates and credit points

- 4.1. Two types of certificate can be obtained at the LLC: 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, as well as any other achievements listed in the course catalogue under preliminary examination achievements.
- 4.3. In order to obtain a certificate of performance, participants must meet the requirements stated in 4.2 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. For UNIcert® courses, authorised resources that can be used in examinations are listed in the UNIcert® examination regulations.
- 4.5. Failed examinations or compulsory coursework (as detailed in 4.3.) cannot be repeated or submitted at a later date. This is also the case for compulsory coursework not submitted by the stipulated deadline. If a valid explanation is provided, the coursework will simply be ignored for the purposes of grading. However, if the course grade is based only on compulsory coursework, it may be possible to arrange a substitute evaluation method.
- 4.6. Students who do not pass the course, may apply for permission to resit the examination. The repeat examination must be taken with 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. This may also apply to students who have initially only obtained a certificate of attendance in the course; they may be able to obtain a certificate of achievement by successfully retaking an examination within the specified period.
- 4.7. Students will be granted an appointment to view their examination papers on request. For UNIcert® courses, this is defined in the UNIcert® examination regulations.
- 4.8. All certificates are retained for one year following the semester in which the certificate was issued. After this period, the LLC cannot guarantee that certificates for a particular semester can be issued, either as an original or duplicate.
- 4.9. In courses with integrated tandem elements, they form a mandatory part of the course, provided there are enough tandem partners available. Should this not be the case, then those participants who want to acquire more ECTS points will be prioritised. If there are still tandem partners available after this, they are distributed by lottery among the remaining course participants; tandem elements are then still mandatory. All course participants who do not receive tandem partners only have to fulfil the course requirements without tandem elements. They will be prioritised for tandem partners in a following course.

5. Standardised language examinations and certificates

- 5.1. Within Leibniz Universität Hannover, the LLC is responsible for conducting standardised language examinations and issuing the corresponding certificates.
- 5.2. The LLC 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 LLC website.

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

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

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

5.6. The LLC is authorised to issue UNICert® certificates. Please see the Unicert® examination regulations.

6. Addendum to mitigate the consequences of the Covid19 pandemic with regard to examinations and the provision of examination services

6.1 Deviating from the specifications of the course descriptions, other forms of examinations may be determined by the lecturers in consultation with the language coordinators, in accordance with the respective framework of the university management in the Corona-FAQs.

6.2 These other forms of examination should be equivalent to the forms of examination laid down in the course descriptions in terms of duration, degree of difficulty and competences to be ascertained.

6.3 Examinees must agree to these other forms of examination in writing before or at the beginning of the examination; this can be done e.g. by email or in the BBB chat.

7. Sponsorship of language courses by Bildungswerk ver.di and related data processing

The courses of the LLC are funded by the Bildungswerk ver.di. Therefore, according to the funding guidelines, the attendance lists at the LUH must be kept and handed over to the funding bodies upon request. Data processing after release is the responsibility of the funding bodies. The legal basis for data processing is Art. 6 para. 1 lit. b) DSGVO. The sole purpose of the data processing is to ensure compliance with the funding guidelines and to enable the funding providers to review the funding guidelines. The storage period of the participant lists is 7 years, recipients of the data (exclusively for the purpose of reviewing the funding guidelines) are Bildungswerk ver.di, the Agency for Adult Education (AEWB) and the State Audit Office (LRH). You are not obliged to provide the data, but participation in the courses is only possible if you provide us with the data required for the list of participants (surname, first name) for the described processing by registering. If you do not wish this, please deregister.

If the legal requirements are met, you have the following rights with regard to your personal data (in accordance with Art. 15 to 21 DSGVO): Right to information, right to rectification and completion, right to deletion, right to restriction of processing, right to data portability / right to receive a copy. In addition, you have a right to lodge a complaint with the supervisory authority if you believe that the processing of personal data concerning you is in breach of the law.

Competent supervisory authority: The State Commissioner for Data Protection in Lower Saxony, Prinzenstr. 5, 30159 Hanover, Tel. +49 511 120 - 4500, Fax +49 511 120 - 4599, E-Mail: poststelle@lfd.niedersachsen.de

Further information on data protection can also be found in the LUH data protection declaration at: <https://www.uni-hannover.de/de/datenschutzerklaerung/>

8. Students with disabilities

The LLC tries to make it possible for students with disabilities to attend and successfully complete our courses.

8.1 If a student approaches a teacher with a request for compensation due to an impairment, the student must provide the teacher with a medical certificate confirming the respective disability.

8.2 The student fills in an application form which can be downloaded from this page:

<https://www.uni-hannover.de/de/studium/beratung-hilfe/studieren-mit-handicap/nachteilsausgleich>

8.3 The medical certificate does not have to be attached to the application; it is sufficient to submit it to the teacher.

8.4 The teacher forwards the completed application form to the LLC management together with a proposal as to how a meaningful disadvantage compensation could look like. Ideally, the proposal should have been discussed with the student in advance and perhaps even tried out in class, unless a concrete proposal has already been formulated on the specialist medical certificate.

8.5 The LLC management decides on the application and sends the completed notice back to the teacher. As soon as the student has been informed of the decision by the teacher, both the LLC management and the teacher destroy the application data immediately.

8.6 The above-mentioned link already contains a lot of useful information about possible disadvantage compensation. If necessary, Mrs Stolz can be contacted as the responsible representative.

8.7 Important: In general, all persons involved are obliged to maintain confidentiality about the agreements made with the student. For this reason, there is also no reference to the agreements made on slips.