



LANGUAGE CENTRE OF THE SCHOOL OF SOCIAL
SCIENCES (LCSSS)

RULES OF PROCEDURE FOR LANGUAGE COURSES

(REGULAR AND INTENSIVE CLASSES)

2014/2015

1. Types and length of classes:

The LCSSS offers two types of classes: 'regular' and 'intensive'. Besides these, the LCSSS may offer individual classes (tutorials) which will follow their own norms. 'Regular' classes are offered 3 hours per week and 'intensive' classes are offered twice a week, for 5 or 6 hours weekly. Both classes are structured into modules of 30h or 45h, depending on the language, the type of class and the competence level.

2. Fees:

The fees to be charged in the academic year 2014/2015 for each 30h or 45h Module is based on the type of student regardless of the type of class.

30h Module:

Student at UÉ: 90€

Staff at UÉ (spouse, or those who live in similar situations, children and grandchildren): 120€

General public: 180€

45h Module:

Student at UÉ: 135€

Staff at UÉ (spouse, or those who live in similar situations, children and grandchildren): 200€

General public: 270€

Payment upon registration:

The amount due at the time of registration should include the purchase of the textbook(s) (35€) and 1/3 of the amount of the module fee. For instance, for a 30h module a student at UÉ will pay 65€ (35€, for the textbook(s) + 30€, as 1/3 of the module fee). The remaining amount (60€, 2/3 of the module fee) must be paid until **one day prior to the beginning of classes.**



Refund:

A refund of the amount paid when registered will take place ONLY IF a group is not set up.

There will be NO refund when the reasons for not attending the course are not set out by the LCSSS.

3. Acquisition of materials and certificates:

The registration fee of 35€ includes the textbook(s) to be used in class and the certificates to be issued during the course (certificate of attendance, after each module, and certificate of completion, at the end of the course).

4. Certificates and exams:

A 'certificate of attendance' will be issued at the end of each module. A 'certificate of attendance' will be issued at the end of the course, if the student has achieved a passing grade (50%) in a written and oral exam to be taken on the last week of classes.

5. Minimum and maximum number of registrations in a group:

Classes will be held with a minimum of 12 and a maximum of 15 students in a group. Nevertheless, a group with less than 12 or more than 15 students might be set up if the Direction of the LCSSS determines to do so, with the agreement of the Director of the School of Social Sciences.

6. International Certification of Language Level:

The award of a certificate at the end of the level (see no. 4) does not ensure the attainment of an international certificate, which might be obtained through the competent parties with the operating costs.