

Who can join the German language courses at the HCU?

- a) (Erasmus) Students, PhD-students and research assistants of the HCU
- b) (Erasmus) Students of the Hochschule für Musik und Theater (HfMT) and the Hochschule für Bildende Künste (HfBK)
- c) Students from other Hamburg universities on request.

I study at the HfBK, HfMT or another university in Hamburg. Can I apply for the German language courses at the HCU?

Yes, students from other universities in Hamburg are invited to register for the German language courses at the HCU. However, HCU (Erasmus) students are given priority in the allocation of course places.

When do the German language courses take place?

The (two-week) intensive courses usually take place in March and September of each year (lecture-free period). In addition, there are semester courses in summer (April to July) and winter (October to January).

When can I register for the courses?

Information on the registration period is available on the [HCU website](#) under the tab 'courses offered'. Usually, the registration period ends one week before the beginning of the course.

What do I need to consider when registering for a course?

Registration is only possible via the application form that can be found on the [HCU website](#) during the registration period. For identification purposes, students and employees are kindly asked to register using their university email addresses.

Please make sure to specify your current status (student, Erasmus student, PhD-student, employee) and your student-ID number (employees alternatively can enter 99999). Students should indicate their degree program in the designated field, while employees should specify their department or unit.

During the registration process, you will have to upload your confirmation of enrolment (employees can upload a screenshot of their email signature including name, contact details, and work area). The PDF format is preferred.

Advanced courses (A1.2 and higher levels) require a certificate of performance of a previous German language course or a placement test result – neither of which should be older than 12 months. The PDF-format is preferred.

In which case do I need a placement test?

Beginner courses without prior knowledge (A1.1) do not require a placement test result.

If you have successfully completed a language course within the last 12 months and you want to register for a follow-up course, please upload the corresponding certificate of performance. Skipping a level is possible if you have previously completed the course with a grade 1 or if the course instructor recommends this.

A certificate of performance from another language school/standardized test (toefl, IELTS, Cambridge, telc etc.) is sufficient. In this case, no further placement test is required.

School grades/certificates are NOT sufficient to prove your language skills.

You'll find an online placement test (free of charge) here:

<https://www.cornelsen.de/empfehlungen/sprachtest/deutsch-als-fremdsprache>.

Please take the placement test for the targeted level. At the end of the placement test, you will get the placement result. Please upload it (PDF or JPEG) during the registration process. Please take the placement test independently and without any aids or resources in order to ensure a realistic placement result.

How can I get credits for the course?

After successfully completing the course, you will receive a certificate of performance from the Hamburger Volkshochschule via email. You will receive the certificate if you have attended at least 80% of the course, submitted the additional coursework, and passed the final exam. In case you've passed the exam but do not meet the other requirements, we will send you a placement certificate that is sufficient to register for the next level too.

How many credits do I get for the course?

You will receive 4 credit points for a course of 45 teaching units (provided that you've successfully completed the course). If you have any questions regarding the credit recognition, please contact the examination office of your university. As a cooperation partner, the Hamburger Volkshochschule cannot provide any information on this matter.

Why didn't I get a certificate of performance? / There is a mistake on the certificate of performance. Who do I need to contact?

Please address your questions directly to Mr Alexander Krussig: a.krussig@vhs-hamburg.de (Bildungskontor, Hamburger Volkshochschule).

How much do the language courses cost?

The course fee depends on the participant's status and university affiliation. You will find the cost overview on the [HCU website](#).

How do I pay the course fee?

You will be sent an invoice after courses having started. The standard payment method is direct debit (please make sure to inform us, when using a different way of payment).

Debit

Please note: An IBAN within the EU is required for direct debit. Unfortunately, a debit from a bank account with an IBAN outside the EU is not possible for technical reasons.

Bank transfer

Alternatively, you may pay the course fee via bank transfer. Please make sure to contact us before transferring the course fee (!) We will send you the invoice number that you need together with the course number and your full name for the purpose of payment.

Cash payment

The course fee may also be paid in cash. Please make an appointment via email to Ms Policke: l.policke@vhs-hamburg.de.

Can I pay the course fee directly at the HCU?

No, a payment cannot be made directly to the HCU. The payee is the Hamburger Volkshochschule.

What are the criteria for allocating places in the German language courses?

Registrations are processed in the order in which they are received.

If you apply for different levels or you are not sure which level to sign up for, your placement (not the time of registration) will be the deciding factor.

When will I know, if I have received a place in a course?

You will receive an official course invitation three to five days before the course starts.

Additionally, the course instructor will send you the login details and information on the course material (SprachCommSy) about two days before the beginning of the course.

Please also check your spam folder (!) If you have not received any course information, please do not hesitate to contact Mr Krussig (a.krussig@vhs-hamburg.de).

What is SprachCommSy?

SprachCommSy is a virtual learning platform, providing students and instructors with additional learning and communication opportunities within the framework of 'blended learning' (a combination of face-to-face learning and e-learning).

I am not able to attend the first session but I would like to join the course. Who should I contact?

Please make sure to contact the course instructor via SprachCommSy as soon as possible. If you do not have the login details yet, please contact Mr Krussig (a.krussig@vhs-hamburg.de).

In any case, you should make sure to register for the course room on SprachCommSy before the course starts, so that the course instructor is aware of your participation.

What should I do, if I would like to give up my place in the course, so that someone else on the waiting list can move up?

Please contact us as soon as possible via email.

Is withdrawing from a course free of charge?

The registration for a language course at the HCU is binding!

If you are not able to attend the course, please make sure to contact Mr Krussig via email (a.krussig@vhs-hamburg.de) as soon as possible. A cancellation without payment obligation is only possible up to three days before the beginning of the course.

After the course has begun, a (partial) refund of the course fee is possible if there is a valid reason with proof for the withdrawal.

Valid reasons are:

- Illness confirmed by medical certificate or another serious reason
- Verifiable change in timetable.

This regulation cannot be granted if you cancel after the first three sessions of the course.

Where do the courses take place?

Usually, the courses take place in person on the HCU campus. The exact location can be found on the [HCU website](#). If the course is an online course, the location is specified as 'online'.

Contact: Alexander Krussig
Hamburger Volkshochschule

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