

General terms and conditions for language courses at the Institute of Language Competence (ILC)

1. General

The following conditions apply to all language courses offered by the ILC at the ZHAW. The organisational units offering continuing education courses reserve the right to amend these conditions where required.

2. Course confirmation

No ECTS credits are awarded for completing the language courses and there is no formal assessment. Participants must attend 75% of the course to receive a course confirmation.

3. Admission

The course descriptions contain information about who can register for a course. For a participant to be admitted to a language course, the course fees, or rather the invoice for the first part of the course fees, must first be paid in full. Some courses may set other admission requirements, details of which can be found in the course descriptions concerned. Admission to a language course is at the discretion of the course programme director.

4. Enrolment

Enrolment procedures are determined by the ILC. Both written and online enrolments are legally binding. By enrolling for a course, the course participant acknowledges and accepts these general terms and conditions as well as the course requirements set out in the course description. The number of participants admitted to a language course is limited. Applications are treated on a first-come, first-served basis unless stated otherwise in the course documentation. Approval of late applications is at the discretion of the course programme director.

5. Fees

The course fees and conditions are set out in the course description.

6. Course cancellation

If the course fails to attract a minimum number of applications, the ZHAW reserves the right to cancel it. In this case those who have already enrolled will be notified as quickly as possible.

7. Changes and modifications

The ZHAW reserves the right to modify course programmes and to replace lecturers or course directors, as well as to make changes to the form in which the course will be held.

8. Payment terms

Course fees are usually payable after enrolment has been confirmed and prior to the commencement of the course. Special payment terms for individual language courses (e.g. instalment payments) may apply. If course fees are not paid on time, a participant may be excluded from class, notwithstanding his or her obligation to pay the course fees.

9. Online information

While every effort is made to keep online information on ZHAW language courses up to date, no guarantees can be given that such information is correct, complete or up to date. In case of doubt or divergence, the information contained in the current versions of the printed course documentation shall be applicable.

10. Cancellation, non-attendance, withdrawal or exclusion due to non-payment of course fees

All cancellations must be communicated in writing.

- Cancellations received prior to the closing date for enrolment will not incur an additional fee.
- Cancellations received after the closing date for enrolment but before the course starts will result in a cancellation fee amounting to 50% of the course fees, unless the applicant can secure a replacement participant for the course. In all cases, an administration fee amounting to 5% of the course fees or CHF 50, whichever is higher, will be charged.
- In the case of cancellation after the course has started, non-attendance, withdrawal from the course or exclusion due to non-payment of course fees, the full fees (100%) for the course must be paid.

11. Insurance

Insurance matters are the responsibility of the course participants. It is recommended that those enrolling in more extensive courses secure course cancellation coverage.

12. Transfer of rights

Course participants automatically cede all working results they produce during their education at the ZHAW and all rights pertaining thereto fully and without compensation to the ZHAW. The rights so transferred include solutions to exercises or tasks, final papers or theses, and any software developed by course participants, irrespective of any protection such intellectual property may enjoy. The rights ceded comprise the exclusive right to file for patent applications as well as all copyright, ancillary copyright, patent, design and model rights etc. Should the ZHAW receive any payment in respect of such rights, it will use the proceeds solely for educational purposes. Any rights that course participants may have to be recognised as the author, inventor or creator of a design, model or suchlike are not in any way affected by this transfer and all confidentiality obligations on the part of the ZHAW are to be observed. In special cases the aforementioned rights may be transferred in part or in their entirety to the course participant in question. This person may submit such a request to the course programme director and the re-transfer of these rights will subsequently be documented in a written agreement.

13. Applicable law and jurisdiction

Any legal dispute relating to a language course at the ZHAW is subject to Swiss law. The place of jurisdiction is Winterthur.



14. Regulation documentation

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