

## Frequently asked questions UNIcert®

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## 1. What is UNIcert®?

UNIcert® is a cross-university certification system supported by the AKS (Arbeitskreis für Sprachen). With the UNIcert®-training program you can gain foreign language competencies for university and professional purposes. The certificate bestows differentiated performance levels in the areas of reading comprehension, listening, writing, as well as verbal expression. UNIcert®-certificates are nationally recognized and, due to orientation on the Common European Framework (CEFR) comparable throughout Europe.

ATTENTION: The certificates are not recognized in every country without restrictions. If necessary, please find out whether the certificate will be recognized by your target institution in the case of a stay abroad.

If you would like to get further information on UNIcert® in general, please visit [www.unicert-online.org](http://www.unicert-online.org)

## 2. Why should I take an UNIcert®-exam?

With an UNIcert®-certificate you receive a meaningful, nationally recognized language certificate for your next application, the Master's degree application or a change of study subject or location. The UNIcert®-levels are oriented on the Common European Framework. They provide detailed and multilingual (German, English, target language) information on your university-specific language skills, making UNIcert® certificates comparable throughout Europe.

## 3. In which language levels can I take the UNIcert®-exam?

In general UNIcert®-exams can be taken in the levels UNIcert® Basis (A2), UNIcert® I (B1), UNIcert® II (B2) und UNIcert® III (C1). Which levels are offered for which languages can vary according to the courses offered each semester. The current UNIcert®-courses are marked accordingly on eCampus.

## 4. Which requirements do I have to fulfill to take an UNIcert®- exam?

To take an UNIcert®-exam, you have to complete a course in the appropriate language level. Regular participation (at least 75% attendance) is extremely important, because the certificate bestows not only the competencies tested at the end of the course, but also the foreign language training you have undergone.

## 5. How and when can I register for UNIcert®?

For the UNIcert®-exam you have to register online on our registration page within the advertised registration period. The registration usually begins about one month before the lecture period ends.

If you have questions concerning registration or if you are unsure if an UNIcert<sup>®</sup>-certificate is right for you, please do not hesitate to make use of our consulting appointments. You can find the consultation dates and details regarding the exact time frame on our homepage or from your lecturer.

## 6. Do I have to pay an examination fee?

Yes, the ZFA charges a fee of 29€ for the UNIcert<sup>®</sup>-exam. A reduced fee of 14€ is charged for repeat examinations.

## 7. When and how do I have to pay the examination fee?

At the end of the registration period you will receive an invoice by e-mail. The fee must then be transferred within 14 days after the invoice has been sent.

## 8. How do UNIcert<sup>®</sup>-exams work and what are their special features?

The exam consists of a written exam which you have to take at the end of the semester and which includes the parts listening comprehension, reading comprehension, writing and, if necessary, language structures (grammar). In most of the language levels, the UNIcert<sup>®</sup>-exam corresponds with the regular course completion exam so that there is no additional expenditure. In addition, you will make an appointment with your lecturer for an oral examination. These are usually done in groups of two.

In contrast to the normal case, your exam will be corrected by two lecturers and the oral examination will also be held by two examiners.

Furthermore, it is necessary to achieve at least 60% in every part of the exam (reading comprehension, listening comprehension, written production, oral communication and, if necessary, language structures) to pass. If you do not pass an examination part, you can repeat it in the following semester.

Please note that the UNIcert<sup>®</sup>-exams of the language level III are organised separately. You can obtain detailed information from your lecturer or by e-mail ([zfa-unicert@rub.de](mailto:zfa-unicert@rub.de)).

## 9. When and where do UNIcert<sup>®</sup>-exams take place?

You will take the exam on the same date as the regular final exam. You can find information about the dates and rooms in the overview of the exam dates on the ZFA website or on eCampus. If you have any questions about the date of the written examination or the arrangement of the date for the oral examination, please contact your lecturer.

Please note that UNIcert<sup>®</sup>-exams for the language level III are organised separately. You can obtain detailed information from your lecturer or by e-mail ([zfa-unicert@rub.de](mailto:zfa-unicert@rub.de)).

## 10. When will I get my results and where can I collect my certificate?

As soon as your certificate is ready, you will be informed by e-mail. Usually, the certificates are ready to be picked up one or two months after the exam. You can collect your certificate in the office of the ZFA (SH2/207). Should you require your certificate to a certain date for an application or stay abroad, please contact [zfa-unicert@rub.de](mailto:zfa-unicert@rub.de).

Please keep in mind that UNIcert® grades are calculated differently than the grades in eCampus, so there may be slight deviations in the UNIcert® grade.

## 11. Unfortunately, I cannot collect my certificate personally. What options do I have?

If you cannot collect your certificate due to personal reasons (e.g. stay abroad, moving), we will send it to you by post or you can authorize another person to collect it. In this case, the person needs a letter of authorization signed by you on which the person is named. In addition, the authorised representative must be able to identify himself/herself when he/she picks up your certificate.

## 12. I would like to cancel my exam registration. What do I have to do?

If you wish to withdraw your UNIcert®-exam registration, do so by contacting [zfa-unicert@rub.de](mailto:zfa-unicert@rub.de). It is not possible or valid to cancel your registration with your lecturer.

If you cancel after your invoice has been sent, we will refund the fee. Withdrawal is only possible before the first part of the examination (written or oral examination).

## 13. I cannot take the exam because I am ill (or similar extenuating circumstances); What should I do now?

If you are unable to take the exam due to illness, please report sick to the office of the ZFA ([zfa@rub.de](mailto:zfa@rub.de)) and submit a doctor's note. You can then repeat the exam in the following semester. Examination parts passed up to this point will automatically be credited.

In the event of non-attendance without prior notice, your participation automatically expires.

## 14. I have not passed (parts of) the exam; What happens now?

If you do not pass the UNIcert® exam, you will be informed by e-mail about your results and the further procedure. In order to take the repeat examination in the following semester, a new registration is necessary. Examination parts that have not been passed can be repeated, examination parts that have already been passed are automatically credited. A repetition of the course is not necessary. Please note that the examination cannot be repeated on the rewriting date, but only in the following semester.

## 15. Where can I find more information?

You can find further information about UNIcert® at ZFA on our website. There you can find information about registration, the examination regulations and an overview of all accredited language levels.

If you would like to get more information on UNIcert® in general you can find it under <https://www.unicert-online.org/>.

For further questions please contact [zfa-unicert@rub.de](mailto:zfa-unicert@rub.de).