

Frequently asked questions UNlcert®

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1. What is UNlcert®?

UNlcert® is a cross-university certification system supported by the AKS (Arbeitskreis für Sprachen). With the UNlcert®-training programm 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. UNlcert®-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 UNlcert® in general, please visit www.unicert-online.org.

2. Why should I take an UNlcert®-exam?

With an UNlcert®-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 UNlcert®-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 UNlcert® certificates comparable throughout Europe.

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

In general UNlcert®-exams can be taken at the Ruhr University Bochum in the following levels:

- UNlcert® Basis (A2),
- UNlcert® I (B1),
- UNlcert® II (B2)
- UNlcert® III (C1).

Which levels are offered for which languages can vary according to the courses offered each semester. The current UNlcert®-courses are marked accordingly on eCampus and on the [website](http://www.zfa.rub.de) of the ZFA.

4. Which requirements do I have to fulfil to take an UNlcert®-exam?

To take an UNlcert®-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 UNlcert®?

For the UNlcert®-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. During the registration period, the UNlcert® team will visit classes to provide information about the certificate and answer any questions. If you still have any questions about registration after that, or if you're unsure whether a UNlcert® certificate is suitable for you, please contact your instructor or feel free to reach out to us at zfa-unicert@rub.de.

6. Do I have to pay an examination fee?

Yes, the ZFA charges a fee of €35 for the UNlcert®-exam. A reduced fee of €17 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.

ATTENTION: You will receive the invoice according to the deadlines set each semester. In some cases, you may not receive the invoice until after the exam; in that case, the invoice can be paid after the exam.

8. How do UNlcert®-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 UNlcert®-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 one or more examination parts, you can repeat them in the following semester without having to repeat the language course or the entire exam.

Please note that UNIcert®-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).

9. When and where do UNIcert®-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®-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).

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 sent by post or picked up one or two months after the exam. Should you require your certificate to a certain date for a job application or stay abroad, please contact zfa-unicert@rub.de well in advance so that we can ensure it is ready on time.

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. 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. **It is not possible or valid to cancel your registration only with your lecturer.** If you cancel after your invoice has been sent, we will refund the fee. Withdrawal is only possible up to two days before the first part of the examination (written or oral examination). In the event of a later cancellation, the registration fee will be retained in full or become payable.

12. 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 zfa-unicert@rub.de and to your lecturer and submit a doctor's note. You can then repeat the exam in the following semester at no additional cost. Examination parts passed up to this point will automatically be credited. In the event of non-attendance without prior notice, the exam is considered failed and the fee is due.

13. 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. A reduced fee of €17 will be charged for the retake. 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 on the regular exam date of the following semester.

14. 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.