

Terms and Conditions for DeLC Evening Language Courses

Winter session

- All language courses include 12 contact hours divided into 8 weekly 90-minute sessions. They are spread between January & March and take place term-time only.
- The courses will be taught in person, on campus. Rooms will be notified prior to the start of the course (generally the week before).
- Should an exceptional circumstance force us to cancel a class for one week, extra arrangements will be made to make up for the total number of hours.
- All courses have their own 'Moodle' page to which you will be granted access before the first class, and where students will find the course documents.
- The courses are designed to equip students with communication skills in the foreign language of your choice (Arabic, Dutch, French, German, Italian or Spanish), relevant to the level (and in accordance with the CEF levels).
- There will be no formal assessment and no examination, though the tutor will set weekly tasks and provide feedback when appropriate. The more students are able to put in, the more they will be able to get out of the course.
- Students may also be asked to purchase a **text book** for the course they have signed up for. They will be notified prior to the start of the course, generally the week before.
- If they successfully complete 70% of the course (i.e. attend a minimum of 6 classes) students will be awarded a Certificate of Attendance issued by the Department of Languages and Cultures. No exceptions can be made to this rule.
- Courses will only run if sufficient numbers of students enrol. In the case of cancellations, those affected will be refunded **in full**. If students decide to drop out of the course, we can only give a refund **within the first week** of the start of the course. In that case however, we will have to charge a **£10 administration fee**.