

## **Statutes of the Language Center**

**at RWTH Aachen University**

**Dated February 2, 2016,**

**in the First Revised Version of the Statutes of the**

**Language Center**

**Dated July 16, 2019**

**Published as a Complete Version**

**Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.**

Based on §§ 2 (4) and 29 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HG) in the version of September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), last amended by Article 3 of the Act to Secure the Accreditation of Degree Programs in North Rhine-Westphalia of October 17, 2017 (Law and Official Gazette of the State of North Rhine-Westphalia p. 806), RWTH Aachen University has issued the following Statutes as Regulations of the University:

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## **§ 1 Legal Status**

The Language Center is a central operating unit of RWTH Aachen University pursuant to § 8 (2) of the Rules of Procedure of the Rectorate of RWTH Aachen University dated September 21, 2007, as amended. The Language Center reports to the Rectorate.

## **§ 2 Responsibilities**

- (1) The foreign language courses offered by the Language Center are normally free of charge for those students whose degree programs require the language training in accordance with the regulations in the Higher Education Act and the examination regulations. In addition, the Language Center offers other services for which a fee is charged.
- (2) The Language Center performs the following tasks for RWTH Aachen University:
  - a) Providing and professionally and organizationally coordinating University-specific and subject-related language training for students and employees of RWTH Aachen University in accordance with the respective available personnel resources, technical facilities and budgetary funds;
  - b) Organizing and holding German language examinations for university admission (DSH) or according to TestDaf or an equivalent procedure as well as awarding the corresponding certificates;
  - c) Holding German courses independent of studies within the framework of University partnerships;
  - d) Conducting preparatory courses for prospective students;
  - e) Conducting language courses based on agreements with individual faculties and/or the Central University Administration;
  - f) Conducting the required examinations for language certificates in accordance with the applicable examination regulations for the Bachelor's and Master's degree programs at RWTH Aachen University;
  - g) Carrying out language assessments and issuing of language certificates with regard to study-related stays abroad;
  - h) Preparing the course and examination program for each academic year;
  - i) Drawing up the training and examination regulations.
- (3) The preparation of the course and examination program as well as the training regulations pursuant to Paragraph 2 Letters h) and i) shall be carried out in consultation with the Advisory Board.
- (4) Further tasks may be assigned to the Language Center in agreement with the Rectorate after consultation with the faculties. The same applies to a reduction in tasks.
- (5) The Language Center may charge fees for courses and services. This regulation applies to services based on separate requests, such as specialized courses that are not already included in the normal range of services.
- (6) The final scope of services according to Paragraph 1 shall be decided upon by agreement with the requesting faculties and institutions, in consultation with the Advisory Board and the Rectorate, after the needs have been determined.

- (7) The Language Center shall issue training and examination regulations appropriate to the University, which shall bindingly regulate the conditions of participation, registration regulations as well as curricula and performance requirements.

### **§ 3 Structure**

The Language Center is divided into the departments "German as a Foreign Language" and "Modern Foreign Languages."

### **§ 4 Governing Bodies**

The governing bodies of the Language Center are:

- the Executive Director,
- the Executive Office,
- the Advisory Board.

### **§ 5 The Executive Director**

- (1) The Language Center shall be headed by a full-time Executive Director. They are subordinate to the Rectorate and are accountable to it.
- (2) In matters that cannot be postponed, they are entitled to make provisional decisions that require confirmation by the executive office.

### **§ 6 Tasks of the Executive Director**

- (1) The Executive Director shall manage and run the Language Center. They shall convene the meetings of the Executive Office and ensure that they are held.
- (2) The Executive Director shall report regularly to the Executive Office on all matters of importance to the Language Center, in particular on decisions of other bodies of the University which are of importance to the Language Center.
- (3) The Executive Director may entrust an employee of the Language Center with carrying out individual management tasks.

- (4) They manage the day-to-day business of the Language Center and have in particular the following tasks, rights and duties:
  - a) Representing the Language Center within and outside the University;
  - b) Conducting meetings of the Executive Office;
  - c) Executing the decisions of the Executive Office;
  - d) Assigning tasks to the different language areas;
  - e) Submitting proposals to the Executive Office regarding the design of the instructional program, the technical equipment of instructional and service areas, and the filling of positions;
  - f) Issuing instructions to the employees of the Language Center.

## **§ 7**

### **The Executive Office**

- (1) In addition to the Executive Director and/or their deputy, the Executive Office of the Language Center shall include one representative from each of the departments "German as a Foreign Language" and "Modern Foreign Languages". These are appointed by the Executive Director and/or their deputy. The Executive Office meets at least once a semester.
- (2) The meeting shall be chaired by the Executive Director of the Language Center.
- (3) For its work, the Executive Office may consult other employees of the Language Center (e.g. for the review boards entrusted with specific subject-specific management tasks), other University employees and external experts.
- (4) The Executive Office shall elect a deputy to the Executive Director on the proposal of the Executive Director. The election requires the approval of the Rectorate and the Advisory Board.
- (5) The Executive Office shall decide on any necessary expansion or possible reduction of the services offered by the Language Center after prior consultation with the Advisory Board and the faculties and in agreement with the Rectorate.
- (6) The Executive Office accompanies and coordinates the work processes of the review boards and controls and secures their results.

## **§ 8 The Advisory Board**

- (1) The Advisory Board shall consist of a maximum of ten members. Its members are:
  - a) the Vice-Rector for Teaching;
  - b) the Executive Director of the Language Center;
  - c) the Head of International Office;
  - d) a dean;
  - e) a dean of academic affairs;
  - f) the chairperson of the General Student's Committee (AStA);
  - g) one representative from the group of students;
  - h) one representative from the group of academic employees;
  - i) one representative from the group of employees in technology and administration;
  - j) one representative from the staff of the Language Center.
- (2) The members according to Paragraph 1 Letters d), e), g), h), i) and j) shall be appointed by the Rectorate upon proposal of the respective group. Their term of office is two years. The term of office of the member from the group of students is one year.
- (3) The Advisory Board shall elect a spokesperson from among its members. This person convenes the Advisory Board at least once a semester after consultation with the Executive Director of the Language Center.

## **§ 9 Tasks of the Advisory Board**

- (1) The Advisory Board shall have the following tasks in addition to those specified in §§ 2 and 7:
  - a) Identifying user interests,
  - b) Preparing proposals for the regulations of use,
  - c) Mediating in conflicts.
- (2) The Advisory Board advises the Executive Office of the Language Center. It shall be informed in an appropriate manner about the management of funds and personnel decisions. The Advisory Board of the Language Center makes recommendations and comments on
  - a) general guidelines for the work and further development of the Language Center,
  - b) planning and use of budgetary resources.

**§ 10**  
**Language Laboratory**

- (1) The Language Center is also responsible for a language laboratory.
- (2) The language laboratory is open to all members of RWTH Aachen University, subject to availability. In addition, the Executive Director of the Language Center may permit use by associates of RWTH Aachen University within the framework of a cooperation.
- (3) The use of the language laboratory shall be governed by its own rules of use, which shall be drawn up by the Executive Office of the Language Center and approved by the Rectorate after consultation with the Advisory Board and the review board concerned.

**§ 11**  
**Tuition Fees**

- (1) Courses offered by the Language Center are charged at 65 euros per teaching unit for members of RWTH and at 75 euros per teaching unit for all others. The concrete pricing of individual offers of the Language Center depends on the overall scope of the service (teaching units, conception, number of participants, preparation of materials, etc.).
- (2) The costs and the terms of payment for courses offered by the Language Center for which a fee is charged are regulated contractually with the participants.
- (3) The fees for duplicates of certificates or diplomas are set out in RWTH's Fees Statutes of July 25, 2011, in the currently valid version.

**§ 12**  
**Entry into Force and Publication**

These regulations shall be published in the Official Announcements of RWTH Aachen University and will enter into force on the day after publication. At the same time, the statutes of the Language Center of the Faculty of Arts and Humanities of RWTH Aachen University of January 15, 2008 (Official Announcement No. 2008/010) shall cease to be in force.

Issued based on the resolution of the Rectorate dated June 28, 2019.

Rector  
of RWTH  
Aachen University

Aachen, dated July 16, 2019

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