oead vorstudienlehrgänge

General Course Terms and Conditions VGUH

General Course Terms and Conditions (GCTC)

The University Preparation Programme of Graz Universities and Higher Education Institutions (VGUH) is operated by OeAD-GmbH – Agency for Education and Internationalisation, Ebendorferstraße 7, A-1010 Vienna, as the legal entity in cooperation with four Graz universities.

For any questions, please always contact the VGUH Secretariat at Neubaugasse 10, A-8020 Graz, Tel. +43 316 83 14 96 - 775.

1. Registration procedure

The following steps must be completed:

1. Register at public.vguh.at.
2. Register in person at the programme office with the letter of admission and photo identification – receive access to the VGUH account.
3. Pay the VGUH programme fee (send proof of payment to office@vguh.at).
4. Pay the Austrian Students' Union fee (ÖH fee) via the university account – students will receive their certificate of enrolment from their university.
5. Send the certificate of enrolment to [email address not stated].
6. Select courses in the VGUH student account – the timetable will be visible in the VGUH account after approval.

Continuing students must complete the following steps:

7. Pay the VGUH semester fee – send proof of payment to [email address not stated].
8. Re-enrol at the university: pay the ÖH fee.
9. Send the certificate of enrolment to [email address not stated].
10. Select courses in the VGUH student account.

Courses

Registration for preparatory courses at VGUH must be made in person. Initial registration must be completed by the student personally.

Should circumstances arise that make entering the VGUH premises difficult or impossible, registration may exceptionally take place online. This will be announced on the [website not stated]. You may only register for the subjects prescribed in your letter of admission. The letter of admission and proof of identity containing a photograph and nationality (e.g. passport) must be submitted.

You will receive the date of the placement test by email.

Students select their own courses, subject to available places, through the VGUH student account created during personal registration. Subsequent changes to course selection are not possible.

Courses at VGUH generally take place Monday through Friday between 8:00 a.m. and 6:45 p.m. The planned number of teaching units is provided through in-person teaching, online phases and guided self-study. VGUH reserves the right to switch entirely to online teaching should this be necessary due to official orders and/or recommendations for the protection of health.

Students are responsible for ensuring that they have suitable technical equipment for attending courses, including a sufficient and stable internet connection, a PC or laptop, webcam and headset. A smartphone is not sufficient.

No further claims, in particular no reduction or refund of the programme fee, may be made as a result of the described changes to teaching methods.

Supplementary examinations

Registration for supplementary examinations takes place online through the VGUH student account. A new registration is required for each examination attempt. Examination schedules and results can be viewed in the VGUH student account. Students who do not attend a course must register for the examination in person at the office and will then receive a VGUH student account.

Deadlines and dates

Dates and examination periods for examinations and placement tests are published on the [website not stated]. Registration for courses and examinations is only possible within the deadlines published on the website.

Payment of the programme fee and copying contribution

The prescribed programme fee must be paid within a maximum of two weeks after registration, received by OeAD/VGUH, in accordance with the information in the VGUH student account. We strongly recommend making the transfer from an Austrian bank account or a bank account in an EU/EEA country, as transfers to Austria from certain other countries have been known to take a long time.

Students must bear all costs for deposits and transfers themselves. Instalment payments are not possible. Course attendance is not possible without prior payment of the programme fee.

The programme fee does not include the costs of course materials. Students must obtain the books required for the course themselves and at their own expense. Where applicable, a copying contribution may be charged for materials distributed during the course. A contribution towards the costs of excursions may also be charged during the semester.

The amount of the programme fee is stated in the announcement of the VGUH Advisory Board on the website.

Payment of examination fee(s)

Confirmation(s) of payment of the examination fee(s) (stamped payment slip section or printed confirmation for online banking) must be sent to the programme office (office@vguh.at) when registering for the examination(s).

If a student fails to attend an examination without cancelling in time, the examination fee will neither be credited nor refunded. In the event of illness on the day of the examination, a medical certificate is required, and the examination fee will be credited towards the next attempt.

2. Cancellation of teaching units

Despite careful planning, individual class dates may be cancelled. VGUH will endeavour to announce this in good time where possible. No further claims may be made as a result of the cancellation of class dates.

3. Issuance of certificates of attendance

Upon request, VGUH issues students with a certificate of attendance at the end of the respective semester, for submission to residence authorities, confirming regular course attendance and performance.

For a positive assessment, minimum attendance of 80% in the respective course is required. Further requirements for receiving a positive certificate of attendance will be announced at the beginning of the course.

Notifications of illness must be submitted to the respective course instructors no later than on the first day of recovery so that missed hours can be recorded as “excused”.

Please observe the currently applicable Austrian entry and residence regulations and ensure that you obtain and extend your Austrian residence permit in good time.

No other certificates are issued.

4. Prohibition on sharing teaching materials

Teaching materials, copies, tests and other documents distributed in courses may not be passed on to third parties or published in any form.

5. Acceptance of house rules

By registering for a course, you agree to comply with the VGUH house rules, which are displayed at VGUH and available at [website not stated].

6. Disclaimer of liability

OeAD-GmbH, as the legal entity of the University Preparation Programme of Graz Universities and Higher Education Institutions, is not liable for the loss of students’ personal belongings at VGUH, including in the event of theft. Please take care of your personal valuables.

7. Cancellation conditions

Withdrawal/cancellation of course attendance and refund of the programme fee

Withdrawal from preparatory courses and reimbursement of the programme fee are only possible within 14 calendar days of receiving the registration confirmation, upon submission of the university’s confirmation of withdrawal and, where applicable, proof of deregistration from health insurance. This must be done in person at the VGUH Secretariat or by email to office@vguh.at.

This deadline and these conditions also apply if course attendance is not possible because a visa or residence permit was received late. This means that there is no entitlement to a refund of the programme fee if withdrawal is not made in time within 14 calendar days of receiving the registration confirmation. If, for any reason, the right to reside in Austria expires, no refund of the programme fee will be granted.

Exception: Withdrawal at the VGUH Secretariat immediately after successfully completing the relevant supplementary examination(s) at the late examination dates in March and October, but no later than 31 October in the winter semester or 31 March in the summer semester. In these cases, the transition to regular degree studies must be demonstrated by submitting a current student record sheet. The programme fee will then be refunded, less a proportional amount for each teaching month started up to the day of withdrawal.

Withdrawal from supplementary examinations

Timely withdrawal from an examination is possible up to five working days before the examination date. In the event of timely withdrawal from supplementary examinations, the paid examination fee will be credited towards a future examination attempt. Refunds of examination fees are not possible.

Withdrawal from excursions

Separate cancellation conditions apply to withdrawal from excursions and will be announced upon registration.

8. Changes to personal data

Changes to personal data, in particular Austrian residential and email addresses, must be reported immediately to the VGUH Secretariat or to office@vguh.at. If such notification is not made, all notices sent by VGUH to the last known addresses are deemed to have been properly delivered. Students must also report these changes themselves to their university or universities.

9. Data processing

The detailed privacy policy is available at https://vorstudienlehrgang.oead.at/de/datenschutzerklaerung#c59825.

10. Document forgery and impersonation

The forgery of documents, such as certificates or confirmations of attendance, may be subject to criminal prosecution. The same applies to impersonating another person during examinations.

11. Applicable law and place of jurisdiction

The agreement on course attendance is governed exclusively by Austrian law.

With regard to the applicable study law, reference is made to the statute of VGUH adopted by the Graz universities, as well as to the statutes and examination regulations of the admitting university.

For any disputes arising from these General Course Terms and Conditions, the competent court in Graz is agreed as the place of jurisdiction.

12. Severability clause

Should individual provisions of these General Course Terms and Conditions be or become invalid, this shall not affect the validity of the remaining provisions or of registrations made on their basis. The invalid part of a provision shall be replaced by a valid provision that comes closest to its intended meaning and economic purpose.

Version: March 2024

Information on the right of withdrawal pursuant to the Distance and Off-Premises Contracts Act (FAGG)

a. Information on exercising the right of withdrawal

You have the right to withdraw from your course registration within fourteen days from the date of receipt of the registration confirmation, without giving any reason.

Please note that withdrawing from course registration also requires, or results in, deregistration from the university.

To exercise your right of withdrawal, you must contact:

University Preparation Programme of Graz Universities and Higher Education Institutions (VGUH)
Neubaugasse 10–12, 8020 Graz
Tel. +43 (316) 831496-0
Fax +43 (316) 831496-…
Email: [not stated]

To meet the withdrawal deadline, it is sufficient for you to send notification that you are exercising your right of withdrawal before the withdrawal period expires.

b. Consequences of withdrawal

If you withdraw from your registration, we will reimburse all payments received from you without undue delay and no later than fourteen days from the day on which we receive notification of your withdrawal from registration.

For this reimbursement, we will use the same means of payment that you used for the original transaction, unless expressly agreed otherwise with you. Under no circumstances will you incur any fees as a result of this reimbursement.

If the course has already begun during the withdrawal period, you must pay us a reasonable amount corresponding to the proportion of the course already provided up to the point at which you notify us of the exercise of your right of withdrawal, compared with the total scope of the course.

Model withdrawal form

If you wish to withdraw from your registration, please complete the following text with your details and send us your personalised withdrawal notice.

To:
University Preparation Programme of Graz Universities and Higher Education Institutions (VGUH)
Neubaugasse 10–12, 8020 Graz
Fax +43 (316) 831496-…
Email: office@vguh.at

I/we (*) *hereby withdraw from the registration concluded by me/us* (*) for the following course(s): …

Registered on: …
Name of student: …
Address of student: …
Signature of student (only if submitted on paper): …
Date: …

(*) Delete as appropriate.