

General Terms & Conditions (GTC)

Application procedure: Registration for the courses of the Confucius Institutes at the University of Vienna is made either by e-mail or in person and is binding.

The ranking of the course places are listed by the payment receipt day and the fees must be paid prior to course commencement.

If the participation is not possible, then it is absolutely necessary to write a cancellation prior to commencement by e-mail at: konfuzius-institut@univie.ac.at , otherwise the full course fee will be charged.

A. Registration by e-mail

1) Fill out the form and send it by e-mail. After that you will get a payment request and further information by e-mail.

2) Please pay the course fees to the following account:

- Bank Austria
- BLZ 12 000
- Kto. Nr 052 111 01 002
- Innovationszentrum Universität Wien

Please fill purpose for transfer: "course name, course number and name of participant"

For international transfer:

BIC BKAUATWW

IBAN AT84 1100 0052 1110 1002

Please note that the participant is obliged to carry all the bank expenses in connection with the payment.

B. Personal registration

You can also personally register in our Confucius Institute:

Universitätscampus
Spitalgasse 2, Hof 2, Eing. 2.3
1090 Wien

Tel: +43 (0) 14277 438 51
Bürozeiten: Mo-Fr 9.30-16 Uhr

At the personal application, please fill out the registration form and you can pay in cash.

After the amount is credited to our account, you receive a payment confirmation e-mail, where you find all relevant course information. Please note that the course places will be awarded after the payment receipt day.

The reduced course fees are specifically applied to students of all Austrian Universities and Colleges, who are enrolled in the correct semester. In that case, please send us your matriculation number and a confirmation of enrolment for study.

Only study grants recipients of the University of Vienna can get an additional reduced fee. The reply for the study grants for the semester should be submitted.

For the winter semester courses and courses in February, the confirmation of preceding the education for the winter semester must be submitted to us, and for the summer semester courses and courses in July, the confirmation of the summer semester.

The same applies to the confirmation of study grants recipients.

If false information are made the recipient must pay an extra charge on the full course fee and we are forced to levy an additional handling fee of € 20,-

Cancellation policy

Cancellations received after the courses have started the full course fee cannot be withdrawn, unless you nominate a substitute.

Individual lessons (registration in person only) that cannot be attended, should be cancelled 24 hours before, otherwise they will be charged and billed.

Confirmation, Certification:

Please note that up to 80% of the course duration must be attended. If not we can't issue a certificate of attendance / testimony.

Number of participants:

In the courses of the Confucius Institute at the University of Vienna are a maximum of 14 participants. To the fullest extent (July-February-intensive courses 40 units, semester courses 39 units) courses will take place at a number of 10 participants. By a number of 7-9 participants it is the discretion of the Confucius Institute to conduct the courses, certainly reduced by an appointment. In this case the July-February-intensive courses have 36 lessons instead of 40, and the semester courses 36 instead of 39 units.

The Confucius Institute reserves the right to cancel courses. In case of cancellation the already paid fees will be refunded immediately. Just in case of illness of the teacher the course will be held by an appropriate representation, in exceptional cases, the failed appointment will be attached at the end of the course.