

**Berlin School of Economics and Law**  
**Faculty Business and Economics**  
**Studium Generale Foreign Business Languages**  
**FAQs**

1. Which foreign business language courses does the BSEL offer ?
  2. Where can I find more information about the business language courses ?
  3. How much do the courses cost ?
  4. Why do I have to take a language proficiency test ?
  5. I have no previous knowledge. Do I still have to take a proficiency test ?
  6. Which course can I sign up for ?
  7. How can I sign up for a course ?
  8. When do I find out whether I have a place in the course ?
  9. I am an Exchange Student. I have to take a business language course as part of my learning agreement.
  10. The course level is too easy/too difficult. Can I change levels ?
  11. Do I have to take the exam ?
  12. Do I get a grade ?
  13. Do I get a Certificate of Participation ?
- 

**1. Which foreign business language courses does the BSEL offer ?**

German:	A1- C1
French:	A2.2 - C1
Spanish:	A2 - C1 (+refresher course A1)
Chinese:	A1

**2. Where can I find more information about the business language courses ?**

*A month before the start of semester you can find the syllabus (including room nr. and timetable, etc.) for the upcoming semester in Campus4U:*

*Study at HWR Berlin > Study Programmes > Foreign Business Languages*

**3. How much do the courses cost ?**

*The courses are free of charge for all students.*

**4. Why do I have to take a language proficiency test ?**

*To find out which course is best suited to your level. You can find out more information about the test by following the links to the tests on the website: [http://www.hwr-berlin.de/study at HWR Berlin/ Study Programmes/ Foreign Business Languages / Further Information](http://www.hwr-berlin.de/study-at-HWR-Berlin/Study-Programmes/Foreign-Business-Languages/Further-Information)*

**5. I have no previous knowledge. Do I still have to take a proficiency test ?**

*The BSEL only offers beginners courses in German and Chinese. If you are a beginner, then you can sign up without taking a test.*

**6. Which course can I sign up for ?**

*If you do not know which level you have, you will need to take the language proficiency test. You can find out more information about the test by following the links to the tests on the website: [http://www.hwr-berlin.de/study at HWR Berlin/ Study Programmes/ Foreign Business Languages / Further Information](http://www.hwr-berlin.de/study-at-HWR-Berlin/Study-Programmes/Foreign-Business-Languages/Further-Information)*

## **7. How can I sign up for a course ?**

*As soon as you know your score you can sign up for the corresponding course during the registration period (shortly before the beginning of the semester) in Campus4U.*

## **8. When do I find out whether I have a place in the course ?**

*The spaces in the language courses are limited. Those who have to take a language course as an compulsory course or who are going abroad in the upcoming semesters have priority. You will find out shortly before the beginning of the semester whether you have a space or not. Have a look at your timetable in Campus4U. If you have not been allocated a space in a course try again next semester.*

## **9. I am an Exchange Student. I have to take a business language course as part of my learning agreement.**

*Please inform the international office or send a mail to [sprachen@hwr-berlin.de](mailto:sprachen@hwr-berlin.de) during the registration period. We will take this into consideration when allocating the places.*

## **10. The course level is too easy/too difficult. Can I change levels ?**

*You can change levels within the first three weeks of the semester. To do so you must contact the lecturer to see if there is space in the course. If you are allowed to attend the course please send a mail to [sprachen@hwr-berlin.de](mailto:sprachen@hwr-berlin.de). If there is no space in the course you can try to swap places. If you can neither change courses nor attend the original course, please delete your registration within the deletion period.*

## **11. Do I have to take the exam ?**

*It is highly advisable to take the examination. We can confirm your language level if you have a grade. If you do not have a grade we can only confirm your attendance at the course (if this was at least 80% of the whole course). Your grade will only count towards your average overall grade if the course is a compulsory course.*

## **12. Do I get a grade ?**

*You will receive a grade if you take the exam unless this has been discussed otherwise with the lecturer. Your grade and the credits only count towards your average overall grade if the course is a compulsory course. If you receive a grade but do not want this to be entered into the system, please send a mail to [sprachen@hwr-berlin.de](mailto:sprachen@hwr-berlin.de).*

## **13. Do I get a Certificate of Participation ?**

*If you need proof of your participation in addition to the entry on your transcript of grades:*

*you can send a mail with the following details: name, matriculation number, course nr., semester and grade (if you have one) to [sprachen@hwr-berlin.de](mailto:sprachen@hwr-berlin.de).*

*You are entitled to a Certificate of Participation if you have actively taken part in the course for over a period of at least 80% of the whole course,*

*Please note: The language level will be certified only if you have taken the exam and received a grade. If you did not take the exam, we can only certify your attendance.*