

### **Financial support from WU's Personnel Development Office**

The Personnel Development Office will pay **50% of the tuition** for German language courses, **up to a maximum amount of €750.00/year per person, provided that the faculty or staff member's organizational unit has agreed to cover the expenses for the remaining 50%.**

### **How does it work?**

Faculty and staff members interested in learning German are asked to first select a qualified language school and take a placement test to determine their level of German skills. The WU Personnel Development Office has a list of qualified schools to assist you in choosing the right one for you.

Based on the placement results, the language school will draw up a training plan and price quote, which should be sent directly to the WU Personnel Development Office, attn. Tanja Guggenbichler. The Personnel Development Office will approve payment after receiving confirmation from the employee's organizational unit with regard to payment of the remaining costs.

The language school can bill the WU Personnel Development Office directly for its services. 50% of the costs will be passed on internally for payment by the employee's organizational unit.

Should you have any questions on the required procedure, please contact Tanja Guggenbichler at the WU Personnel Development Office by phone (ext. 5367) or email ([Tanja.Guggenbichler@wu.ac.at](mailto:Tanja.Guggenbichler@wu.ac.at)). She will be happy to help you.

### **Recommendations**

Based on references and personal interviews conducted by the Personnel Development Office, we recommend the language school World Wide Teaching (WWT) for your language courses. Additional Vienna-based language schools are listed further down.

Since this is a new service, your feedback is particularly important. Please let us know if you were satisfied with your course, and why, so that we can make even more reliable recommendations in the future. Thank you for your support!

### **World Wide Teaching (WWT)**

Contact: Evelin Striegler ([wwt@newsclub.at](mailto:wwt@newsclub.at); 01 - 7863646)

#### Course information:

Classes are held in small groups (2 to 5 participants), in a pleasant, friendly atmosphere allowing for intensive, individual language training.

Please make an appointment for your free placement test directly with WWT.

#### Duration and frequency:

4 - 12 week programs available; classes are held twice a week, e.g. Intermediate Level 2 with current topics on Tuesdays and Thursdays, 5:30 to 7:30pm.

#### Tuition:

4 weeks: €190\*

6 weeks: €285\*

8 weeks: €380\*

12 weeks: €540\* (normally €570)

#### Contact:

**Tanja Guggenbichler** ([tanja.guggenbichler@wu.ac.at](mailto:tanja.guggenbichler@wu.ac.at); ext. 5367)  
**Personnel Development and Planning Office**

\* study materials (approx. €30) and 20% VAT not included.

#### **Further Vienna-based language schools:**

##### **Berlitz ([www.berlitz.at](http://www.berlitz.at))**

Contact: Nicole Mayer ([nicole.mayer@berlitz.at](mailto:nicole.mayer@berlitz.at), 01 - 602 45 43)

##### Course information:

Semi-private training (intensive small group work with 2-3 participants):

Participants work together with 1-2 other students on the same level. Participants spend at least 50% of their class time actively speaking. This high level of intensive participation is the key to success. Berlitz organizes each group individually based on skill levels and scheduling demands.

##### Duration and frequency:

40 class units, 45 minutes each (incl. a 5-minute break)

Frequency: 1-2 times a week, 2 class units at a time, e.g.: 5:00 – 6:30pm.

Starting date: anytime, as per agreement with the school, and subject to a minimum no. of participants

Duration: 10 - 20 weeks, depending on level of intensity

Tuition: 40 class units (normally 20 classes of 2 units each) cost approx. €1,330

##### **DeutschAkademie ([www.deutschakademie.com](http://www.deutschakademie.com))**

Contact: Katharina Obermeier ([info@deutschakademie.com](mailto:info@deutschakademie.com))

##### Course information:

The language school DeutschAkademie offers intensive German language training, with a maximum of 10 participants per class. 12 different levels are available.

If you are interested in taking a course, please register on the school's homepage:

<http://www.deutschakademie.com/Service-anmeldung.htm>

After you have registered, the school will send you a link to your placement test to determine the level that's best for you.

##### Duration and frequency:

Courses are 4 weeks long and are held 4 times a week (Mondays to Thursdays), for 3 hours a day (e.g. from 6:00 – 9:00pm).

Tuition: €250 for 4 weeks.

##### **Internationales Kulturinstitut IKI ([www.ikivienna.at](http://www.ikivienna.at))**

Contact: Herbert Mäser ([office@ikivienna.at](mailto:office@ikivienna.at))

Course information: Evening courses available

Duration and frequency: 2 evenings a week for 10 weeks per level

Tuition: €330

##### **Alpha ([www.alpha.at](http://www.alpha.at))**

Registration online under:

[http://www.alpha.at/deutsch-lernen/anmeldung\\_d.php?formular=true](http://www.alpha.at/deutsch-lernen/anmeldung_d.php?formular=true)

Course information: Evening courses available on "German at home and on the job", all levels; normally approx. 9 participants per group.

Duration and frequency: twice a week from 6:00 – 8:00pm

Tuition: €490

Contact:

**Tanja Guggenbichler ([tanja.guggenbichler@wu.ac.at](mailto:tanja.guggenbichler@wu.ac.at); ext. 5367)**

**Personnel Development and Planning Office**