

The 6 Steps Towards UNICert®

The following six steps are intended as an orientation for all those interested in joining UNICert®. These steps provide a short overview of the accreditation procedure and thus of the admission process to the UNICert® network.

1. You may have heard of UNICert® e.g. through colleagues from UNICert®-awarding institutions or by visiting our web site at <http://www.unicert-online.org>. You may have received our information pack and/or been in consultation with the UNICert® head office in Dresden. And you eventually decide – like many others before you – that UNICert® is “a good thing”, i.e. an appropriate model for your students and your institution.
2. Now you develop and document course programmes and examination regulations for those languages and levels for which your institution seeks accreditation with UNICert®, and which are in keeping with the UNICert® framework. You design a sample UNICert® certificate to be issued by your institution. You provide a prototypical description of the course contents if this is not spelled out in the course programme itself.
3. In this process the UNICert® office assists you by answering your questions and by appointing one member from UNICert®'s Executive Committee to be your consultant throughout the process. He/ she checks your UNICert® documents and assists you with all necessary and/or desirable modifications.
4. After the final approval of your consultant, you hand in your documents (preferably in electronic form) at the head office in Dresden. The office then forwards your application to a second reviewer from the Executive Committee. After his/ her approval, your institution is recommended for accreditation, if necessary tied to certain conditions. The final version of your examination regulations now serves as the basis of your accreditation with UNICert®.
5. UNICert® head office then issues your certificate of accreditation - and you are now a member of the UNICert® network. Congratulations!
6. From now on you offer UNICert®-compatible foreign language courses, issue UNICert® certificates and maintain contact with the UNICert® office on statistical information and contents regarding the UNICert® exams that were carried out at your institution. You also maintain contact on all other UNICert®-related issues and services (e.g. workshops, projects, co-operations, publications, exchange of sample examination materials etc.). In this way you contribute to a higher degree of comparability, transparency and quality in the field of academic foreign language teaching.

Usually the accreditation procedure takes about six months for steps 3 to 6. This might be shortened if the documents need little revising only. At present our member institutions are charged an annual fee of EUR 77.00 to support our UNICert® offices and various UNICert®-related projects. Accreditations cost EUR 300 and will be awarded for a period of 3 years (5 in case of inspection).