



General Terms of Business – Exams

1. The current exam order and rules for conducting the exams of the Goethe-Institut Ljubljana apply (www.goethe.de/pruefungen).

- 1.1 Before taking the written and oral exams, every exam candidate must submit a personal document in order to prove their identity, otherwise they cannot take the exam.
- 1.2 Before taking the written and oral exams, every exam candidate must silence and hand over any electronic devices, which will be returned to them after the exam.
- 1.3 The exam candidate has the right to opt-out of the exam (see Point 5 of the General Terms of Business).
- 1.4 If the exam candidate does not take the written and/or oral exam or does not take the exam in a timely manner at the strictly specified exam time, the exam cannot be performed. In this case, the fee will not be refunded.
- 1.5 If the candidate fails to take the exam for medical reasons or their exam is interrupted after the exam has already begun, they must notify the Goethe-Institut of this within five working days and provide a medical certificate. In this case, the fee will be fully refunded.
- 1.6 Candidates with special needs may, upon a written request, take the exam under special conditions during a given exam period and only in Ljubljana. You can obtain further information from the Goethe-Institut Ljubljana.
- 1.7 In the event of loss of the certificate, you may apply for a replacement certificate within ten years after passing the exam. The issue of a replacement certificate costs 20 €.
- 1.8 No personal data of our exam candidates is ever passed on to third parties.

2. Registration

- 2.1 The registration form can be found at www.goethe.de/ljubljana.

www.goethe.de



The registration is binding.

Goethe-Institut Ljubljana assumes no responsibility for incorrectly entered registration forms. The completed registration form can be sent by e-mail or post to the Goethe-Institut Ljubljana. In case a new certificate must be issued because of an incorrectly entered registration form, the candidate will receive an invoice in the amount of 20 € for the second issuance cost.

2.2 Upon receipt of the registration form, the Goethe-Institut Ljubljana will send (via email) the candidate an invoice for the exam fee, which must be settled within the period stated on the invoice.

2.3 Only candidates who have registered for the exam by the registration deadline and in accordance with the rules for registration have the right to take the exam. Late registrations cannot be considered.

3. Feedback after registration

3.1 No later than five days before the exam, the candidate receives, by email and post, information on the exam procedure and execution.

4. Results and the certificate

4.1 The deadline for the receipt of the exam results is four weeks after passing the exam and six weeks for Goethe-Zertifikat C2: GDS. The candidate is informed by email once the results are published.

The candidate may view their exam results online by stating their exam number (PTN-Nr.) and date of birth.

4.2 The candidate may, upon presentation of an identity document, pick up the certificate in person at the Goethe-Institut Ljubljana during opening hours. The certificate may also be picked up by a third person authorized by the exam candidate.

www.goethe.de



4.3 Inspection of the exam paper is possible only within two weeks after the results have been published. To make an inspection appointment, please contact info-ljubljana@goethe.de.

5. Opting out

5.1 The candidate may opt out of the exam no later than 12 o'clock five days before the exam. The Goethe-Institut retains 15 € of the exam fee for the procedure costs. If the fee has not been settled, the candidate receives a new invoice in the amount of 15 € for the procedure costs.

5.2 The candidate may opt out of the exam by sending a written request by email (info-ljubljana@goethe.de) or submit it in person at the Goethe-Institut Ljubljana. The date of receipt of the opt-out request is crucial for the refund of the fee.

Goethe-Institut Ljubljana reserves the right to make changes to these Terms.