



LANGUAGE SCHOOL

GENERAL INFORMATION FOR AGENTS AND PARTNERS 2024

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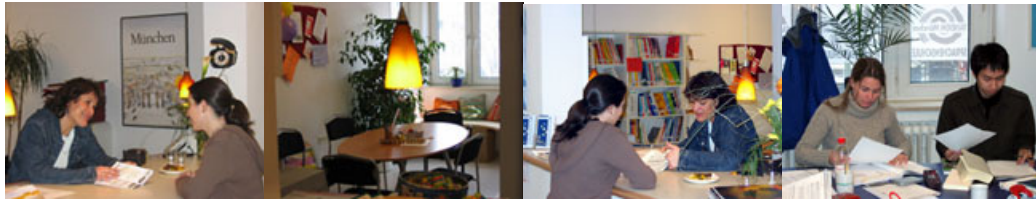
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Welcome to TANDEM München!

35 years of German and other foreign language training!



TANDEM München looks forward to welcoming you to our group of representatives and agents worldwide! The following information, together with the TANDEM München brochures and other publications, form the terms and conditions of our partnership with you.

Program Descriptions

The legally binding description of our courses and services is outlined in the current brochure, fees and dates lists, enrolment form, and other communications prepared by TANDEM München. The agent agrees to furnish prospective students with accurate information regarding the program and fees, either through TANDEM's publications or the agent's own materials. The agent commits to respecting the course fees and refrains from adding any additional amounts.

Booking and Payments



The agent undertakes to provide TANDEM München with comprehensive information concerning enrolment in a timely manner to facilitate efficient processing. The agent is required to confirm all bookings or cancellations no later than 4 weeks before the scheduled arrival of students. TANDEM München reserves the right to accept or reject bookings based on course availability at the desired level.



Total or partial payment for the course can be made in advance by either the agent or the student. TANDEM München allows the deduction of commission at the source. The agreed commission is 20% on the course fees, payable to the agent upon receipt of the course fees before the course commences.




Invoices will be issued promptly upon receipt of your enrolment forms. The invoice will display the full cost of the course (chosen course cost + service and materials fee + accommodation placement fee + accommodation expenses, if applicable). No commission is offered on the service and materials fee, accommodation placement fee, or accommodation expenses.




The agent is responsible for covering all local and international bank expenses.




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The school

TANDEM Munich has been providing German and other foreign language courses since 1989.

With 35 years of experience, TANDEM Munich offers effective language learning, bringing together students from virtually every continent. Conveniently located at Kurfürstenplatz in Schwabing - accessible via tram, bus, and U-Bahn - the school is equipped with bright, modern classrooms, and its administration attaches great importance to creating a collegial, relaxed environment.

At TANDEM, the personal interests and wishes of students always come first. Given the array of courses, it is easy to find the one best suited to individual language goals. TANDEM's experienced instructors pride themselves on delivering communicative and lively lessons. Grammatical intricacies are explained using easily-comprehensible methods, and participants receive ample opportunities to practice all four language skills – reading, writing, speaking, and listening. Modern teaching materials and a variety of organized, targeted language programs cater to the needs of every kind of learner.

TANDEM Munich is an accredited examination center for the TestDaF and the European Language Certificates (TELC). Recognized examinations, such as the 'telc Deutsch B1', 'telc Deutsch B2', 'telc Deutsch C1 Hochschule', and the 'TestDaF', can be taken at TANDEM.

The teaching staff

Our language trainers are professionals who make teaching and learning enjoyable. Our teaching staff comprises graduates from German universities, all of whom are specialized in teaching German as a foreign language.

Methods



TANDEM München employs a variety of language teaching methods, with a strong emphasis on the communicative approach. Students actively engage in the four fundamental language skills: listening, speaking, reading, and writing. Special attention is dedicated to phonetics and conversation, aiming to develop the students' ability to express themselves and communicate effectively in German from the outset of the course. While the study of syntax and grammar rules is integral to language learning, it alone is not sufficient for gaining true command of the language. Additionally, all students have the opportunity to apply what they've learned in class through individual, real-life situations facilitated by a language exchange partnership (=TANDEM-Partnership).



Teaching materials



For beginners, both those with and without prior knowledge, we utilize the "Spektrum" books by "Schubert" and other communicative teaching materials. These textbooks are complemented by supplementary exercise books, audio CDs, and videos.


In the instruction of advanced students, we incorporate an array of authentic materials that have been thoughtfully curated: internet resources, DVDs, newspaper and magazine articles, films, literary texts, songs, and much more.


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Grading tests

After registering for a course and before the first day of class, each student is given a written test to assess their knowledge and determine the appropriate level for placement. We offer courses at all levels (A1 to C2) in accordance with the Common European Framework of Reference.

TANDEM partnerships

TANDEM München is a member of the TANDEM-Network of Quality Language Institutes. TANDEM is a method that facilitates the enhancement and development of language skills through inter-linguistic exchange.

Imagine TANDEM as a bicycle designed for two. Envision two riders moving forward together, sharing the same idea, goal, and high motivation. They meet regularly to improve their knowledge of the second language through conversational exchange. These meetings not only provide an opportunity to apply and practice what has been learned in class but also offer a chance to become better acquainted with German culture through personal contact.

The TANDEM-Service connects partners with reciprocal language interests, and this service is provided free of charge to our students. It can be requested at the beginning of each course, but a basic knowledge of German is necessary.

Transfer service

For participants in our German intensive courses, we provide a transfer service from Munich Airport to the pre-arranged accommodation. The school uses a reputable car service to pick up our students. The driver will be available to assist them upon arrival and ensure they are safely transported to their new home.

Accommodation service

The most effective way to learn a foreign language is to live in the country and engage in conversations with native speakers - in this case, with Germans in Germany! That's why we offer participants in our German intensive courses the opportunity to stay with local people in their city homes, immersing themselves in everyday German life.

Our homestay flats and houses are all centrally located, with a maximum commuting time of 40 minutes from the school; some flats are only a few minutes' walk away. Students live with Germans, sometimes families, flatmates, or often single individuals with a spare room. Each student has their own fully furnished room (including bedding) and shares common spaces like the kitchen and bathroom. Accommodation owners provide sheets and towels. Upon arrival, owners furnish students with keys and directions on how to reach the school on Monday morning.

Students are expected to arrive at their accommodation on the Sunday preceding the course start and depart on the Saturday following the course conclusion.

The rooms undergo regular inspection and oversight by the secretary in charge of student accommodation.

Types of Courses (all courses are available in both the classroom and hybrid versions)

Standard intensive courses – 16 teaching units per week

The intensive courses are conducted from Monday to Thursday, running from 9:30 a.m. to 1:00 p.m. and occasionally, once or twice per week, from 1:30 p.m. to 4:45 p.m. These sessions comprise 16 units of 45 minutes each per week. Classes consist of students from various nationalities, with an average of 6 to 8 students in each group and a maximum group size of 10. Two teachers handle each group, with each teacher leading the group for two days per week. These intensive courses are available throughout the year at all levels and can be used to prepare students for the official Certificates *Zertifikat Deutsch B1*, *Zertifikat Deutsch B2*, *Deutsch C1 Hochschule*, and *TestDaF*.

Visa language course – 18 teaching units per week

For students seeking a German language course to apply for a visa in Munich, we offer the perfect choice. This visa course isn't just intensive; it also includes exciting additional modules held every Friday. With this combination, they can enhance their German language skills even faster and more effectively, deepen their understanding of grammar, and further refine their pronunciation.

Our students can choose from the following additional German modules:

- Grammar review for all levels
- Conversation courses for levels A2 to C2
- Phonetics training
- A regional studies program (Landeskunde)
- A Bavarian language course
- Writing practice

With a total of 18 hours of lessons every week, our visa course fulfills all the necessary official requirements.

Additional German modules – 2 teaching units per week

It is possible to combine our German intensive course, the German visa course and the German summer intensive courses with interesting additional modules, offered on Friday mornings from 9:30 to 11:00 and from 11:30 to 13:00. In this way, our students improve their German language skills even more quickly and effectively. With these modules, our students enhance their grammar knowledge, develop their oral language skills, and refine their pronunciation. Simultaneously, they gain exciting insights into the culture and language of Bavaria.

By the way: Our additional modules can also be attended independently of the intensive German courses!

Summer intensive courses – 16 teaching units per week

The summer courses in **July and August** align with the structure of the intensive courses and are complemented by an interesting and extensive leisure program consisting of three activities per week (transportation and entrance fees not included). For example, we organize trips to Chiemsee, Salzburg, Dachau, historical castles, and more. Additionally, there are excursions to museums and beer gardens, film screenings, theater performances, art exhibitions, sports activities, and bicycle and city tours — a perfect way to rapidly learn German and explore Munich simultaneously!

Exam courses – 12 teaching units per week

In our exam courses, course participants are thoroughly prepared for the respective exams, significantly increasing their chances of success. For the following exams, we offer a four-week preparation course from Monday to Thursday with three teaching hours in the afternoon from 1:30 to 3:45 pm:

The **TestDaF** - Test Deutsch als Fremdsprache / Test of German as a Foreign Language is a language test suitable for learners of German at an intermediate to high level of language proficiency. The TestDaF provides recognized proof of the language skills required for admission to any German university.

The telc **German C1 Hochschule** assesses German knowledge needed for success at an advanced academic level. The examination is suitable for adults interested in studying at German institutes of higher education, those who have already begun their studies at such institutes, or individuals working in an academic field who wish or need to demonstrate their German skills.

Candidates who pass the telc **German B2** examination can demonstrate with this certificate that, compared to the Certificate German (B1), they can express themselves confidently in almost all general and business communication situations at significantly higher language levels. At level B2, individuals can express themselves clearly and in detail, as well as engage in successful debates and negotiations.

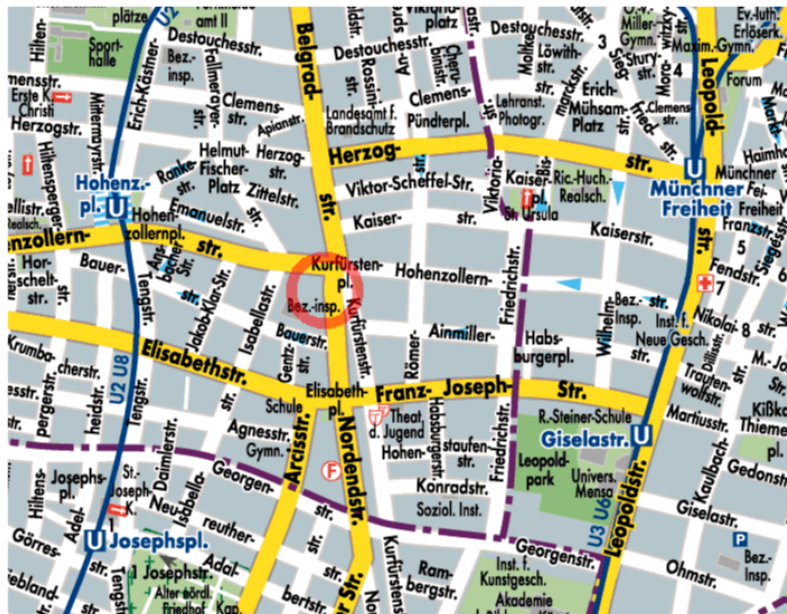
The telc **Deutsch B1** is internationally recognized. With the Zertifikat Deutsch B1, students can verify that they possess working knowledge of German, equivalent to level B1 of the Common European Framework of Reference for Languages. It can be used to demonstrate fulfillment of language requirements for the German naturalization process and to show a good command of German in various day-to-day situations, as well as in a business environment.

School's location

TANDEM München - International Language School is located at Kurfürstenplatz 5 in the Schwabing district of Munich. The school occupies one large floor of a building constructed around 1940. Students can easily reach us using the Munich public transport system.

There are several options: from the main train station ("Hauptbahnhof") or "Sendlinger Tor," they can take subway line 2 (U2) to the "Hohenzollernplatz" station (5 minutes trip + 8 minutes walking distance).

The shortest route, however, is to take tram lines 27 and 28 from "Karlsplatz / Stachus" or "Sendlinger Tor" to the "Kurfürstenplatz" station (9 minutes trip) - the tram stops in front of our school. Another option is to take bus 53 or 59 - the bus also stops in front of our school.



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Course dates 2024

Intensive courses, visa language courses, summer intensive courses

| | | | | | |
|-----|-----|-------|---------|-----------|------|
| Jan | Feb | March | April | April-May | June |
| 8.1 | 5.2 | 4.3 | Tue 2.4 | 29.4 | 3.6 |

| | | | | | |
|------|-------------|----------|----------|---------|---------|
| July | July-August | Aug-Sept | Sept-Oct | Oct-Nov | Nov-Dec |
| 1.7 | 29.7 | 26.8 | 23.9 | 21.10 | 18.11 |

Course start for beginners **without** previous knowledge:
 08.01; 05.02; 04.03; 02.04; 29.04; 03.06; 01.07; 29.07; 26.08; 23.09; 21.10; 18.11
 Course start for participants **with previous** knowledge: **every Monday!**
 If Monday is a public holiday, courses start on **Tuesday!**
 No lessons on the following public holidays:
 January 6, March 29, April 1, May 1, 9, 20 and 30, August 15, October 3, November 1
 Last day of class 2024: December 20

TestDaF exam courses

| | | | |
|----------------|----------------|----------------|---------------|
| Feb - March | April - May | June - July | Sept - Oct |
| 12.02 - 07.03. | 15.04 - 10.05. | 17.06 - 11.07. | 16.09 - 10.10 |

Required minimum level: C1 completed
 No lessons on the following public holidays:
 May 1, 9, October 3

German telc C1 university exam courses

| | | | |
|---------------|---------------|---------------|---------------|
| Feb - March | April - May | July - August | Oct - Nov |
| 19.02 - 14.03 | 15.04 - 10.05 | 15.07 - 08.08 | 21.10 - 14.11 |

Required minimum level: C1 completed
 No lessons on the following public holidays:
 May 1, 9, November 1

German telc B2 exam courses

| | | | | |
|---------------|---------------|---------------|---------------|---------------|
| Jan - Feb | Feb - March | May - June | Aug - Sept | Oct - Nov |
| 08.01 - 01.02 | 11.03 - 04.04 | 13.05 - 06.06 | 19.08 - 12.09 | 14.10 - 07.11 |


















Required minimum level: B2 completed
 No lessons on the following public holidays:
 March 29, April 1, May 20 and 30, November 1

German telc B1 exam courses

| | | | | |
|---------------|-------------------|---------------|---------------|---------------|
| Jan - Feb | April | June | Sept - Oct | Nov - Dec |
| 29.01 - 22.02 | Tue 02.04 - 25.04 | 03.06 - 27.06 | 16.09 - 10.10 | 18.11 - 12.12 |

Required minimum level: B1 completed
 No lessons on the following public holidays:
 April 7 and 10, June 8 and 16, October 3

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Exam dates 2024

TestDaF examination (C1 level)

| Exam date | Registration period |
|------------|-------------------------|
| 12.03.2024 | 01.11.2023 – 08.02.2024 |
| 16.05.2024 | 02.01.2024 – 18.04.2024 |
| 17.07.2024 | 02.01.2024 – 13.06.2024 |
| 15.10.2024 | 02.01.2024 – 12.09.2024 |

Exam times: 9 a.m. – 2. p.m.

telc examination C1 Hochschule (C1 level)

| Exam dates | Registration deadline |
|-----------------|-----------------------|
| 22 + 23.03.2024 | 04.03.2024 |
| 17 + 18.05.2024 | 29.04.2024 |
| 09 + 10.08.2024 | 22.07.2024 |
| 15 + 16.11.2023 | 28.10.2024 |

Exam times: Written examination on Friday afternoon, oral examination on Saturday morning.

telc examination Deutsch B2 (B2 level)

| Exam dates | Registration deadline |
|-----------------|-----------------------|
| 09 + 10.02.2024 | 22.01.2024 |
| 12 + 13.04.2024 | 25.03.2024 |
| 07 + 08.06.2024 | 21.05.2024 |
| 13 + 14.09.2024 | 26.08.2024 |
| 08 + 09.11.2024 | 21.10.2024 |

Exam times: Written examination on Friday afternoon, oral examination on Saturday morning.

telc examination Deutsch B1 (B1 level)

| Exam dates | Registration deadline |
|-----------------|-----------------------|
| 23 + 24.02.2024 | 05.02.2024 |
| 26 + 27.04.2024 | 08.04.2024 |
| 05 + 06.07.2024 | 17.06.2024 |
| 11 + 12.10.2024 | 23.09.2024 |
| 13 + 14.12.2024 | 25.11.2024 |

Exam times: Written examination on Friday afternoon, oral examination on Saturday morning.

Price List 2024

| German intensive courses (classroom or hybrid) | | | |
|------------------------------------------------|----------------|---------|------------------------|
| No. of students | Hours per week | Levels | Course fees* |
| 4 - 10 | 16 | A1 - C2 | per week € 120 |
| | | | per month € 480 |

*plus a one-time service fee of € 50 (including the first book).
Students may choose to take one or two additional modules on Fridays.

| German visa language course (classroom or hybrid) | | | |
|---------------------------------------------------|----------------|---------|------------------------|
| No. of students | Hours per week | Levels | Course fees* |
| 4 - 10 | 18 | A1 - C2 | per week € 140 |
| | | | per month € 560 |

*plus a one-time service fee of € 50 (including the first book).
Students must take one or two additional modules on Fridays. Fee include already one module.

| Additional German modules (classroom or hybrid) | | | |
|-------------------------------------------------|----------------|---------|-----------------------|
| No. of students | Hours per week | Levels | Course fees |
| 3 - 10 | 2 | A1 - C2 | per week € 20 |
| | | | per month € 80 |



| German summer intensive courses (classroom or hybrid) | | | |
|-------------------------------------------------------|----------------|---------|------------------------|
| No. of students | Hours per week | Levels | Course fees* |
| 4 - 10 | 16 | A1 - C2 | per week € 140 |
| | | | per month € 560 |



*plus a one-time service fee of € 50 (including the first book).
Students may choose to take one or two additional modules on Fridays.




| Exam preparation courses (classroom or hybrid) | | | | |
|------------------------------------------------------------------|----------------|--------------|-----------------|-------------|
| TestDaF, telc German C1 Hochschule, telc German B2 and German B1 | | | | |
| No. of students | Hours per week | Levels | Course duration | Course fees |
| 4 - 10 | 12 | C1 / B2 / B1 | 4 weeks | € 460* |




*plus course material.




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Extra fees

| | | |
|----------------------------------------------------------------------|------------|------------------|
| Service fee (including first book) (not charged for exam courses) | € 50 | (one-time) |
| Extra fee for summer courses (01.07. - 23.08.24) | € 20 | (per week) |
| TestDaF exam fee | € 215 | |
| Zertifikat Deutsch C1 Hochschule exam fee | € 195 | |
| Zertifikat Deutsch B2 exam fee | € 170 | |
| Zertifikat Deutsch B1 exam fee | € 160 | |
| Transfer from the airport | on request | (one way) |
| Accommodation placement fee | € 50 | (single payment) |
| Health insurance | € 35 | (per month) |

Accommodation Fees

| | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|------|--------------|------|------|------|------|
| Private Accommodation | | | | | | | | | | | | |
| Self-catering / single room / sharing kitchen and bathroom: | | | | | | | | | | | | |
| N° of weeks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| €URO | 150 | 300 | 450 | 600 | 750 | 900 | 1050 | 1200 | 1350 | 1500 | 1650 | 1800 |
| Including breakfast / single room / sharing kitchen and bathroom: | | | | | | | | € 30 per day | | | | |
| Including half-board / single room / sharing kitchen and bathroom: | | | | | | | | € 40 per day | | | | |
| Private accommodation in double rooms, hostels, bed and breakfast and hotels on request | | | | | | | | | | | | |

Munich statistics (www.muenchen.de)

Many millions of people from all over the world visit the Bavarian capital each year, making it Germany's most popular city for tourists. Munich's parks, stunning architecture, history, culture, beer gardens and countryside give it a very special character and are the reason why so many people decide to visit the city on the Isar River:

- Munich is the third-largest city in Germany, after Berlin and Hamburg
- Population: 1 589 038, 28,9% of which are foreigners
- Situated close to the Alps
- Elevation: 520 m
- Has a four-season climate
- Time zone: GMT/UTC +1
- Germany's country code is 0049. Munich's area code is 089 (omit the 0 when calling from abroad)

Munich Airport (Flughafen) (www.munich-airport.de)

The Franz-Josef-Strauss Airport is situated 28 km northeast of the city. It is Germany's second-largest airport, ranking tenth among European passenger airports, and offers services to more than 220 destinations worldwide. The Munich Airport Center (MAC) connects Terminal 1 with the Terminal 2. Two trains connect the airport with the city. The S1 and S8 reach Munich's Central Train Station (Hauptbahnhof) in 30-40 minutes and run from 3:30 am to midnight. The average taxi fare between the airport and city center is EUR 120.

Public Transport

Munich's extensive public transportation system (MVV) includes buses, trams, subways (U-Bahn) and regional trains (S-Bahn), which provide easy access to almost every part of the city and its suburbs. Tickets can be purchased from any MVV ticket vending machine or kiosk. Before embarking on a journey, tickets must be validated - insert into the blue machines for stamping (the exception to this is when you purchase tickets on trams and buses, as they are automatically validated). The MVV system comprises four zones – the central zone (Innenraum) and three in the outskirts (Außenraum). The fare depends on the number of zones through which you plan to travel.

MVV Tickets (www.mvv-muenchen.de)

We recommend following tickets:

>> IsarCard (weekly or monthly ticket)

If you wish to make as many trips as you like from Monday till Sunday with MVV public transport, the IsarCard weekly or monthly ticket, a transferable season ticket, is the right choice for you.

For whom is the IsarCard ticket intended?

The IsarCard can be purchased by everyone.

How long is the IsarCard weekly or monthly ticket valid?

The weekly ticket is valid from midnight on Sunday until 12 noon on the first working day of the following week. The monthly ticket is valid for one calendar month and furthermore until 12 noon on the first working day of the following month.

Where is the IsarCard ticket valid?

The MVV tariff district is divided into 16 circles. The IsarCard is valid for any number of trips within the circles selected. It is a transferable season ticket; that means it can be used by several different individuals on a rotational basis.

Who can you take with you when having an IsarCard ticket?

Children (aged 6–14) can travel free of charge with all IsarCard holders, from 9 am Mon – Fri, all day on Sat/Sun and on public holidays, as many children as you like as long as they are members of your family, otherwise a maximum of three.

Where are the IsarCard tickets sold?

No formalities necessary: Simply purchase these at the MVV ticket offices or at a ticket vending machine.

How much does an IsarCard weekly or monthly ticket cost?

| IsarCard | weekly | monthly |
|----------|---------|---------|
| M-Zone | € 20,20 | € 63,20 |

>> **Single Day Ticket (Tageskarte)** is good value for unlimited travel around the city: Available at MVV ticket vending machines, MVV ticket offices, the Munich Tourist Office, the Munich Airport and Central Station, this ticket is valid for one person from the time of stamping until 6 am of the following day.

Single Day Ticket

M-Zone € 8,80 All zones 1-6 € 16 (good for traveling from the airport)