



Appendix: Individual order

**Framework agreement for the provision of
English language courses in the United
Kingdom (UK) for teaching staff at German
universities**

Contract No. 100/2026

Call-off for individual contract by DAAD

Contact person	
Department	
Telephone	
Email	

Pursuant to the existing framework agreement, the client requests the contractor to provide the following services:

Placement tests

In preparation for a course on the following date:

- Beginning of March 20xx (dd.mm.yyyy)
- Beginning of September 20xx (dd.mm.yyyy)
- other date: xxxx

Number of people to be assessed: #

The necessary contact details will be provided in due course.

Delivery of courses

At the agreed prices:

	Course type	Course start	Hours/week	AT	Number of courses accessed	Number of additional courses to be offered in addition to the on-demand option
<input type="checkbox"/>	Course for beginners	<input type="checkbox"/> Beginning of March 20xx (dd.mm.yyyy) <input type="checkbox"/> Beginning of September 20xx (dd.mm.yyyy) <input type="checkbox"/> Other date: xxxx	30			
<input type="checkbox"/>	Advanced/Refresher Course	<input type="checkbox"/> Beginning of March 20xx (dd.mm.yyyy) <input type="checkbox"/> Beginning of September 20xx (dd.mm.yyyy) <input type="checkbox"/> Other date: xxxx	30			

UE: teaching units; AT: number of participants

Any deviating provisions from the framework agreement:

Confirmation by the contractor

- The contractor confirms that they will provide the service in accordance with the call-off (placement test OR courses requested)
- The contractor shall deliver the courses required in addition to the call-off.

Place and date	
Contact person	
Department	
Telephone	
Email	
Comments:	

For the client

For the contractor

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