Språccheñ şchärfêñ dëïn Prôfiñ!

Registration for language courses at the ZFA

For further questions, please contact our front office

http://www.zfa.rub.de/org/gz.html.de

zfa@rub.de
Is a placement test necessary?

„If you have ANY prior knowledge in a language, a placement test is compulsory."

What does ANY prior knowledge mean?
E.g. a year at school, a language course taken a long time ago or some native knowledge.

Without prior knowledge
Please register for a beginners‘ course; go on with slide 7
You do not need to take a placement test at the beginning of the semester, when...

...you passed an UNIcert® exam or another standardized language test (e.g. DELE; DELF/DALF) within the last two years. Certificates are to be accepted by the head of the language before registration. (please send your certificate via e-mail to: zfa@rub.de)

...you successfully completed the lower level course at the ZFA in the last two semesters. Please show your certificate to your lecturer in the first session of the course.

...you have a valid placement test result from a previous semester or from an early-bird test.
Registration for the placement test at the ZFA

Please follow this link for placement test dates, „ZFA-Terminfinder“ and the registration form.

If you want to do a placement test for Arabisch, Chinesisch, Japanisch und Norwegisch, please register here.

For all other languages: please register via „ZFA-Terminfinder“ and choose the date and time of your placement test.

If you are planning to register for courses in several languages, please book a time slot for each language. If you have already registered for a placement test but now have changed your mind, please cancel your registration via „ZFA-Terminfinder“ as well.
Types of placement tests

Englisch, Französisch, Italienisch, Portugiesisch, Spanisch
electronic test (your results are shown on screen straight after the test)

Niederländisch, Schwedisch
electronic test and optional interview upon arrangement (you will be notified of your results via email)

Arabisch, Polnisch, Russisch, Türkisch
electronic test and interview (you will be notified of your results via email)

Chinesisch, Japanisch, Neugriechisch, Norwegisch
Course placement by the lecturer (you will be notified of your results after your interview)
Results of your placement test

The language course you want to register for has to correspond to the result of your placement test. The language level is mentioned in the title of each course.

Registrations for courses that have a lower level compared to the level of your test result are not allowed. If you wish to attend a course with a higher level, please contact the front office of the ZFA before you register for a course.

The results of placement tests are valid for two semesters. After that, you have to retake the test.
Course registration via Campus Office

- You can register for our courses via Campus Office, but having done this does not imply that you will be allocated a place.
- One day after the course registration period ends, the places will be allocated by lottery.
- All registrations will be considered by the system, no matter at which time during the registration period you registered for a course.

Applications within one language can only be made for one language level. However, it is possible to apply for more than one language. Please follow this link for registration periods and dates for drop-in-advice.
Registration via Campus Office, Step 1 (Software Rubicon in CIP-?)

Please log in with your student card, then click on...

- Campus Office
- Vorlesungsverzeichnis nach Fakultäten
- Zentrale Einrichtungen
- Zentrum für Fremdsprachenausbildung

You will now find all languages and levels offered by the ZFA for this semester.

All students register in the same way, no matter what they need their credits for (Optionalbereich, ...).
Registration via Campus Office, Step 2 (Software Rubicon)

1. Please select your language level.

2. Please choose a course of your choice of the chosen level.

3. Please click on „Zum Anmeldeverfahren der Veranstaltung“.
   (4th line down)

4. Please click on „Sie können sich hier anmelden“. (2nd line down)

On the following page you will need to find your desired level. You may be shown a large number of courses including varying levels.
You are given the opportunity to prioritize up to 3 courses within one language level (if offered).

Courses, which shall not be taken into consideration by the system, must be marked as „Unerwünscht“ (unwanted).

Places are allocated in accordance with the given priority; courses, which have not been marked as „Unerwünscht“ may be considered by the system as well.

There will be only one allocation to one course. All other requests will be cancelled by the system straight after the lottery.
What‘s coming next?

After the lottery you will receive an automated email from the system. Please check your status of registration via Campus Office („Teilnahme“: participation in a course; „nicht zugelassen“: waiting list)

If a student **cancels his or her participation** via Campus Office or if **he or she does not attend** the first session of the course, we will be able to change the statuses of students that are still on the waiting list. Please check whether **your status of registration** has been changed via Campus Office during the first or second week of the semester.

After the lottery we will upload a list with courses, which still have some capacities, on our website. Registration for these courses is possible upon availability via email to **zfa@rub.de**. Please note: you will only be given a space if you have any kind of proof of your knowledge (i.e. placement test, language certificate etc.)
Finally

Sometimes allocated seminar rooms need to be changed – especially in the first few weeks of the semester. Please check the number of your seminar room via Campus Office one day before the course starts.

If you do not attend the first session of the course, your registration will be cancelled.

If you cannot attend the first session, but still want to take part in the course, please contact:

zfa@rub.de

If you know that you will not attend the course you registered for: Please cancel your participation via Campus Office!
And now...

... enjoy the courses of the ZFA!