

RUHR-UNIVERSITÄT BOCHUM

Мы с языками на «ты»

Vi er språk

نحن لغات

Nous sommes les langues

Nos somos linguas

We are languages

Vi är språk

我们是语言

RUB

Språcheñ şchärfeñ dëin Prôfit!

Jesteśmy na językach

みんなの言葉

Somos idiomas

Siamo lingue

Biz dilleriz

Wij zijn talen

Γλώσσες είμαστε

ZFA

ZENTRUM FÜR
FREMDSPRACHENAUSBILDUNG

→ www.zfa.rub.de

Registration for language courses at the ZFA

If you have questions which cannot be answered by this guideline, please contact the [front office](#) of the ZFA.

Is a placement test necessary?

„If you have **ANY** prior knowledge in a language, a placement test is obligatory.“

What does **ANY** prior knowledge imply?

E.g. a year at school, a language course taken some time ago or some native knowledge.

Without prior knowledge?

Please register for a beginners‘ course directly (see slide 7)

There is no need for a placement test, if...

... you have completed an **international standardized language certificate** or UNIcert[©] within the last two years.

Please send your certificate to Anna Timukova (anna.timukova@rub.de) to receive approval.

... you successfully completed the **lower level course** at the ZFA within the last two semesters. Please present your transcript of records to the lecturer in the first course session.

... you have a valid **placement test result** from the previous semester or from an early-bird test.

Registration for the placement test at the ZFA

Please follow this [link](#) to check placement **test dates** and to access the registration system (‘ZFA-Terminservice’).

Click [here](#) for more information on how to **register** for the placement test.

If you are planning to register for courses in **more than one language**, please book an individual time slot for each language.

If you need to **cancel** a registration or want to change the time slot, you can do so via the registration system, too.

Types of placement tests

English, French, Italian, Portuguese, Spanish electronic test (your results are shown on screen straight after the test)

Dutch, Swedish

electronic test and optional interview upon arrangement (test results via email)

Arabic, Polish, Russian, Turkish

electronic test and interview (test results via email)

Chinese, Japanese, Norwegian

test conducted by lecturer (test results after the interview)

Placement Test Results

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

You may not register for a course that has a **lower level** compared to the level of your placement test.

If you wish to attend a course with a **higher level**, you need the approval of the front office before you register.

The results of the placement test are valid for two semesters. After that, you have to retake the test.

Course Registration via CampusOffice

The application for our courses via CampusOffice is only a **request of participation**. All requests which have been made within the application period will be taken into account for the allocation.

After the application deadline, all course places will be randomly allocated. You will receive an automatic email via CampusOffice whether you have been accepted. Students on the waiting list, may be given a course place within the first course week if vacancies arise.

Find more information about the application period and dates for drop-in-advice [here](#).

Course Registration via Campus Office

(only via the [webclient](#))

Please log in with your RUB-ID card, then click on...

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

Here, you will find all language courses offered by the ZFA for this semester.

This procedure is the same for all students, no matter what you need the credits for (Optionalbereich, Studium Generale, ...).

Course Registration via Campus Office

(only via the [webclient](#))

1. Choose the language you want to learn
2. Select your language level and the group of your choice
3. Click on „**Zum Anmeldeverfahren der Veranstaltung**“
(in bold letters on top of the page)
4. Click on „**Sie können sich hier anmelden**“
(on the bottom of the page)

Here, you will see every course offered in your language level.

Course Registration via Campus Office

(only via the [webclient](#))

Courses which you do not want to attend, must be marked as „Unerwünscht“ (not wanted).

All courses which have not been marked as ‚not wanted‘ will be taken into account by the system and automatically enter the lottery.

There will be one allocation to one course within one language level only.

What next?

After the lottery, you will receive an automated email by the system. Please check your status of registration via Campus Office (**‚Teilnahme‘ = participation; ‚nicht zugelassen‘ = place on the waiting list**).

If an allocated student **withdraws or fails to show up** to the first session, students on the waiting list will be given the opportunity to take the free place. Please check whether your status of registration has been changed via Campus Office during the **first and second week of the semester**.

After the completion of the lottery, we will upload a list of courses, which still have some capacities on our website.

You register for these courses via an email to zfa@rub.de.

Please note that you can only attend these courses if you have a valid placement test result or language certificate (does not apply to beginners‘ courses).

Last but not least

Allocated seminar rooms might need to be changed – especially within the first weeks of the semester. Please check the course room shortly before attending the first session.

If you fail to attend the first session, your registration will be cancelled.

If you cannot attend the first session, but still want to participate in the course, contact: zfa@rub.de

If you do not want to attend the course you have been registered for, please cancel your registration via Campus Office

Enjoy the courses at
the ZFA!