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.
What is need to be done – overview

1. Complete reading of this guide
2. Prove the necessity of placement test
3. Make an arrangement for a placement test or bring a certificate
4. Create a Moodle-Account for registration (and course attendance), if this has not been created before
5. Do the placement test and get your result
6. Apply for a course that suits your result
7. Course allocation via eCampus on 10./11. October 2019
8. Notification about course attendance via mail from eCampus to the RUB Mail address
9. Direct contact to the teacher does not lead into the course
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)
How can I prove my prior knowledge?

In form of a completed international standardized language certificate within the last two years. Please send your certificate to Anna Timukova (anna.timukova@rub.de) to receive approval.

In form of a successfully completed lower level course at the ZFA within the last two semesters. (Please state the course and it’s result in the registration form.)

In form of a valid placement test result from the previous semester or from an early-bird test.
Registration for the placement test at ZFA

Please follow this link to check placement test dates and to access the registration system (‘ZFA-TerminsERVICE‘).

Registration via the registration system, afterwards date reservation 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
**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. The given language level has to correspond to the language course level.

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 eCampus

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 eCampus
(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 eCampus
(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 eCampus

(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).
Attendance in the first course session

If you do not attend the first course session you will automatically be logged off the course and your spot will be given to somebody from the waiting list.

If you cannot attend the first course session you have to send an email to zfa@rub.de. The teachers may be informed additionally.

Unsubscription from the course

You can log off the course via eCampus in the given time frame (WS 19/20). The teachers may be informed.
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.
Enjoy the courses at the ZFA!