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 needs to be done – overview

1. Check if a placement is necessary

2. If this is the case:

   - Provide evidence or

   - Take a placement test & take note of result

3. Apply for a course that matches your result

4. Course allocation via *eCampus* on 21st of October, 2021

5. Notification about course attendance via mail from *eCampus* to your RUB Mail address

   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 (more on following page)

Without any prior knowledge:
Direct registration for the beginning level of a language (continue on the slide *"Course registration via eCampus"*)

Unsure? Please read our <u>Answers to frequently asked questions</u>

How can I proove my prior knowledge?

- In form of a **completed international standardized language certificate** within the last <u>two years</u>: Please send your certificate to Anna Timukova (anna.timukova@rub.de) to receive a placement

- By attending a **previous level course** at the ZFA within the past two semesters (will be checked by *eCampus*)

- By completing a **placement test at the ZFA**. Dates and further information can be found here: [Placement Tests](#)

Placement Test Results

The level shown/shared is the **level to be attended**. This level is given in the title of the course. **Placement** level and **course** level must correspond.

Changing to a different course level on your own is not possible. If you have a reasonable suspicion that the placement test has over- or underestimated your true competencies, promptly contact anna.timukova@rub.de.

The placement is valid for the semester in which it was given, as well as the following semester.

Course Registration via *eCampus*

The application for our courses via *eCampus* is only a **participation request**. Requests are not processed on a first-come, first-served basis, so the time of the registration **before the deadline** is not relevant.

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

The **deadlines** and appointments for language choice consultations can be found here.

In eCampus I (only via the webclient)

Log in with our student card or LoginID & password and if applicable smartphone. Then follow these steps:

- Campus

- Choose the semester in the upper left

- Zentrale Einrichtungen

- Zentrum für Fremdsprachenausbildung

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

This procedure is the same for all students, including those attending a course as part of the Optionalbereich.

In *eCampus* II

1. Choose the language and level you want to learn

2. Select any course of this language and level

3. Click on „Zum Anmeldeverfahren der Veranstaltung"
(4th row from above)

4. Click on „Sie können sich hier anmelden"
(2nd row from bottom)

The following overview may show several levels of the language, so you have to orientate yourself.

In *eCampus* III

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 <u>one</u> 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).

Interested students who did not receive a place in a course will be put onto the **waiting list**. In case of **cancellations**, you will be **moved up in the waiting list**: Please check your RUB emails regularly during the first week of the event in order not to miss if you have been moved up.

For courses with no waiting list, a remaining place exchange will be

uploaded onto our [Homepage](#). These places will be given on a first-come, first-served basis.

Attendance in the first course session

Students who have not logged into the **Moodle course** by the end of the **first course week** will be removed from the course list and no longer eligible to attend the course.

In the case of **technical difficulties** regarding logging into the Moodle course, contact us as zfa@rub.de.

Unsubscription from the course

You can deregister your course participation **via *eCampus*** in the given time frame **on your own**.

It would be very kind to inform course teachers if doing so.

Last but not least

If you cannot or would not like to attend a course for which you have been allotted a place:

Please deregister yourself in *eCampus*!

Enjoy the courses at the ZFA!