

RUHR-UNIVERSITÄT BOCHUM

Мы с языками на «ты»

Vi er språk

نحن لغات

Nous sommes les langues

Vi är språk

Nos somos linguas

We are languages

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.

What needs to be done – Overview

1. Prove the necessity of placement test
2. Make an arrangement for a placement test or bring a certificate
3. Create a Moodle-Account for registration (and course attendance), if this has not yet been done
4. Do the placement test and get your result
5. Apply for a course that suits your result
6. Course allocation via eCampus on 15.04.2021
7. Notification about course attendance via mail from eCampus to the RUB
Mail address
8. *Direct contact to the teacher does not lead to course participation*

Is a Placement Test necessary?

The principle is:

„If you have **ANY prior knowledge** in a language, a placement test is obligatory. In case you have a certificate with your individual level on it, this has to be shown.“

What does ANY prior knowledge imply?

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

Without prior knowledge?

Please register for a beginners' course directly.

Continue on the slide “Registration/Application in eCampus”

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 (<mailto:anna.timukova@rub.de>) to receive approval and get your course.

In form of a successfully completed lower level course at the ZFA within the last two semesters. (Please note the course and the result on the registration form)

In form of a ZFA placement test at the beginning of a semester or an early bird appointment at the end of a semester.

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 want to attend a course that has a **higher** level, you have to get a consultation before applying. Therefore, please contact the ZFA front office during office hours.

The results of the placement test are valid for the semester in which the test was taken and the following semester.

Registration/Application in eCampus

The registration in eCampus is a **request**.

Since the applicants will not be chosen under the „first come first served“ method, it is irrelevant at which time the application is made.

After the registration period, the allocation will take place.

Notifications will be send out via eCampus. Until the end of the first week in the semester, you can still get a spot, if someone, who is already in the course, does not want to attend.

The registration period and the appointments for a language consultation can be found here: [Seite Fristen und Termine](#) on the ZFA-Homepage.

In eCampus I (only via [webclient](#))

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

- Campus
- 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,...).

In eCampus II (only via [webclient](#))

1. Choose/ Select the language and the level you want to learn.
2. Choose a suitable course with your level
3. Click on „Zum Anmeldeverfahren der Veranstaltung“ (4th row from top)
4. Click on „Sie können sich hier anmelden“ (2nd row from bottom)

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

In eCampus III (only via [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 eCampus (**„Teilnahme“ = participation; „nicht zugelassen“ = no participation**).

If you are not allocated (**„no participation“**), you will be on the **waiting list** in eCampus.

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**.

For courses without a waiting list, a **„Restplatzbörse“** will be provided on the homepage. For a getting a place here, the first come first served method will be made use of. Application (only with language level) via zfa@rub.de.

Attendance in the first course session

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

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

Unsubscription from the course

You can deregister from the course via eCampus in the given time frame.

The teachers may be informed.

Last but not least

If you do not attend the course – please deregister in eCampus!

Enjoy the courses
at the ZFA!