Registration for ZFA language courses
If you have any questions that are not answered here, please contact the ZFA front office.

What to do - Overview

1. Check whether you need a placement test

2. If yes:

    - Provide proof of your pre-existing language knowledge

    - Participate in a placement test

3. Apply for a language course based on your placement

4. Assingment to courses via *eCampus*

5. Notification of course registration from eCampus to the RUB e-mail address

    ! Agreements with lecturers do not lead to course participation **!**

Do I need a placement test?

No matter **how little previous knowledge** you have, a placement test or proof of individual level is required (more on the next page)

Without any previous knowledge:
Direct registration for the beginner level of a language (continue with slide 'Registration/Application in eCampus')

Unsure? Read our [FAQs on placement tests](#).

How can I provide proof of my pre-existing knowledge?

- By certificate of an **internationally recognised standardised language examination** taken **within the last two years**: Please send the certificate to anna.timukova@rub.de in good time to be placed in the courses

- By attending a **preceding level course** at the ZFA in the last two semesters (will be checked by eCampus)

- By participating in the ZFA placement test. Dates and further information can be found here: Placement Tests

Results of the Placement Tests

The displayed result at the end of your test is **the course level you should attend**. This course level will be named in the title of the course. The **level of your placement test** and **the level of the course you are attending** should be **the same**.

It is not possible to change to a different course level by yourself. If you have a justified suspicion that the placement test has over- or underestimated your true competences, please contact us immediately at anna.timukova@rub.de.

The placement test is valid for the semester in which it was taken and the following semester.

Registration/Application in *eCampus*

Registration in eCampus is a submission of a **wish to participate**. There is no first-come, first-served procedure, so the time of registration **within the registration period** is not relevant.

After the end of the registration period, you will be registered for your course. Notifications are sent by the eCampus system. Until the end of the first course week, students will be replaced from the waiting list if participants cancel their registration.

The registration deadlines and language consultation dates can be found on the Deadlines and Important Dates page of the ZFA homepage.

eCampus I

Registration with your LoginID & password (maybe your Smartphone); then you continue by:

- Setting the semester at the top left corner
- Clicking on „Vorlesungsverzeichnis nach Fakultäten"
- Choosing „Zentrale Einrichtungen"
- Choosing „Zentrum für Fremdsprachenausbildung"

You will then see all languages and levels of the ZFA of the corresponding semester.

This registration is the same for all interested parties, even if (no) credit is to be awarded in the Optionalbereich.

eCampus II

1. Choose the language and level you are interested in learning

2. Select any of the offered courses

3. Click on „Zum Anmeldeverfahren der Veranstaltung"

4. Click on „Sie können sich hier anmelden"

The following overview may display several levels of your language of choice, so make sure to choose the correct course.

Courses that are not to be included must be set to "**Unerwünscht**".

eCampus **assigns places in all courses of a language level that have not been set to "Unerwünscht" during the registration procedure.**

Students are only admitted to **one** course per level.

What's next?

Once you have been assigned, you will receive an automatic notification email from eCampus and can check your status ('Teilnahme' or 'Nicht zugelassen') via eCampus.

Unassigned students ('nicht zugelassen') will be placed on a **waiting list**. In case of cancellations, you will be moved up from the waiting list: Please check your RUB emails regularly in the first week of the course so that you do not miss out if you have been moved up.

For courses without a waiting list, a last-minute offer will be published on the [homepage](). The first-come, first-served principle applies to these courses.

Participation in the first course lesson

Attendance at the first lesson is **compulsory** in face-to-face courses. Students who are absent without excuse immediately **lose their place** in favour of a student on the waiting list. Any notice of absence from the first lesson must be sent by email to zfa@rub.de before the first lesson.

Students in **online courses** lose their place in the course if they are not registered in the **Moodle course** at the end of the first week of the course or have not attended a synchronous session in the first week.

Deregistrations from the course

Deregistration from the course can be **carried out independently** in eCampus within the deadline set in eCampus.

A notification to the lecturer is optional, but would be much appreciated.

If you do not want to/are unable to attend a course:
Be sure to cancel your enrolment in eCampus!

Have fun
and best of luck
in the language courses of the ZFA