

FAQ for participants of the language courses  
of the Language Center

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## Questions about the courses

Where can I find information about language courses / how do I know which languages are offered?

You can find our course offerings on the [homepage of the Language Center](#), in [unisono](#) (in the course catalog under Additional offerings / Events of the Language Center). Alternatively, you can use the direct event search (e.g. English...).

In the detailed view of the event, under the tab *Basic data*, you will find information about the requirements, the ECTS, the course book used, etc. Under the tab Groups / Dates you will find room and date information etc.

You can reach this detailed view by clicking on the magnifying glass symbol or the event title of the desired course in the event search in the search results. In the course catalog, you can access the detailed view by clicking through to the lowest level of the modules and selecting them.

### How do I register for a language course?

You can register for a language course via unisono during the enrollment periods.

### How do I know if I was accepted?

You will be admitted to the courses after the completion of the enrollment phases. You can view your current status via "My enrollments".

"ZU" means: you have a place;

"WL": you are currently on the waiting list (the numbering has no meaning);

"ST": unfortunately, your registration could not be considered;

"AN": you have successfully registered, your registration is still in the processing stage.

You will additionally be notified by mail (up to approx. 1 week) before the start of the course whether you have been admitted to it.

### How will I be notified?

For organizational reasons, you will receive information about the course via your student mail address only. Please make sure that you check it regularly.

### I need to submit my Abitur diploma. Why?

Some languages are already offered in school. To ensure that you can be admitted in a course that suits you, we request the last page for various languages (proof of foreign language skills).

### Do I have to take a placement test?

For some languages, the placement test is mandatory for new participants in our language courses. Without taking the placement test, you will not be admitted. Admission is based on your score.

A placement test may also be required if there are longer intervals between the attendance of two consecutive language courses (2 semesters or more).

Currently, placement tests are held for the language courses "English", "French", "Italian", "Russian" and "Spanish". However, we can also test your language level in other languages if required.

You will be notified by mail when a placement test is required.

#### When do the placement tests take place?

Usually, the placement tests take place before the course starts, either digitally or face-to-face.

#### Will there be any costs for me?

We offer our language courses free of charge - you only need to get / buy the textbook. If you should already bring the textbook to the first course date (in case of admission), please read under the course information in unisono.

In principle, there are no further costs. Should this be the case, you will be informed in unisono.

#### I have a specific question - who do I contact?

If you have any questions about the organization of a course, please contact us (administrative office/ course coordination/ management). Our teachers can offer their expertise on the subject matter.

#### How long does a course take?

Most of our courses take place during the lecture period, either weekly, semi-compact or compact. Occasionally, we also offer intensive or compact formats during the non-lecture period.

#### When is the final exam?

In most cases, the final learning exam is written on the last or penultimate course date. Exact information can be obtained from the instructor.

#### Do I have to take an oral exam?

In courses that conclude a language level according to the Common European Framework of Reference, there is usually an oral examination in addition to the final learning test.

#### Can my course be credited towards my degree?

To find out whether your language course can be credited to your degree, please contact your examination office or your degree coordinators. Language courses can always be credited as an additional qualification.

The majority of the courses offered by the Language Center can be credited to the Studium Generale of Faculty I. If you have any questions, please contact the Student Advisory Service of the Faculty of Humanities.

#### What course work do I have to complete?

At the beginning of the course you will receive an information sheet with the course requirements. These may differ depending on the language. In addition to graded achievements (learning assessments, papers, presentations, final learning assessments...), the tasks may also include homework that has to be handed in and autonomous learning (e.g. semester/course-related assignments via moodle).

### Are language courses credited as an examination (PL) or course achievement (SL)?

The courses of the Language Center, if they are creditable, are counted as course achievements in your degree programs (exception: English for E-Technicians). Depending on your course of study, you can either have the courses counted as elective credits or as additional qualifications.

### What is moodle?

Moodle is the central e-learning platform of the University of Siegen.

As a participant of our language courses, you are registered in the corresponding moodle course room for your language course. The moodle course is a central part of your language course. Here you will find the course rules, the zoom link for possible video conferences, course material, semester-long graded assignments as well as material for autonomous learning.

You will have the opportunity to interact with your instructor and other course participants and ask questions via the forum.

In the digital course format, the mid-term and final learning assessments are written via the moodle course.

### Can I be absent?

A maximum of two absences are allowed. This equals 180 minutes for courses with 2 SWS or 360 minutes for courses with 4 SWS.

You do not need to provide us with a proof of absence if your planned or unplanned absence stays within this range. In the event of illness we recommend that you submit a doctor's note to the main office – this is in case of any exceptions.

### I have more than two absences. What now?

You may continue attending the course and take the final exams if your absences do not exceed a maximum of 360 minutes (for courses with 2 SWS) or 720 minutes (for courses with 4 SWS).

However, you will neither receive credit points nor a certificate of attendance. If you pass the course with at least 60% of the total number of points that can be achieved, you will then be able to take the next higher level course in the following semester. In case of absences of more than 360 minutes (for courses with 2 SWS) or 720 minutes (for courses with 4 SWS), further participation in the course will no longer be possible.

In case of extenuating circumstances, please contact us and please provide us with the relevant details/documentation.

### I have been absent for study reasons (e.g. excursion/internship). Will these absences be counted?

Please submit an appropriate certificate of attendance/confirmation by the faculty. In special cases, an exception (with possible compensation) may be made for absences and credit for these reasons.

### Do I have to make up for the absences?

It is your own responsibility to make up missed class content. You may be given compensatory assignments by your teacher.

### What do I do if I am late to the learning assessment/final learning assessment?

If you are late for the learning assessment or the written final learning assessment, you will not be allowed to work on the tasks that have already been completed or are currently being worked on, e.g. listening comprehension. Your teacher will cross out these assignments on your exam. If you are late, you will still be subject to the same submission time as everyone else.

### I am absent on the day of the learning test. Can I write it another time?

If you are absent from a learning assessment, please report to the office on the day of absence at the latest and send a valid written explanation of your absence (medical certificate, certificate from the university, etc.). If you are allowed to make up the learning assessment, you will receive an appointment from us after we have reviewed your justification. The rewrite must take place before the next course date.

### I am absent on the day of the final learning test/oral exam - can I retake another time?

You can only be absent on the date of the final learning test/oral exam after prior notification for a valid reason. In case of illness, a certificate must be submitted to the Language Center.

Contact the Language Center office as soon as possible so that a new date can be arranged that is as close as possible to the original exam date.

### Do I have to register with the Language Center for the final exam?

Regardless of whether you receive credit for the course, you will participate in the final learning assessment if you meet the requirements (requirement of autonomous learning, not exceeding the allowed absences, etc.). Your instructor will let you know if this is not the case.

### Do I have to register online via unisono for the course achievement credit (SL)?

Since the posting of the course achievement credit is currently not yet possible for all faculties/courses, up to now mainly students of Faculty I can register for the course credit via unisono, as long as they are within the deadlines (and before the final exam). The corresponding deadlines are announced via the faculty. Grades and ECTS will be entered as soon as they are available. You can view them in unisono. In any case, the course credit will be posted by the end of the semester. No certificate will be issued.

If you register for the course work but do not show up for the final learning assessment without contacting us, the course will be recorded as "failed". Therefore, in cases of non-attendance, please remember to deregister the course work on your own.

### I cannot register for the course achievement credit (SL) - what now?

If you belong to Faculty I and want to have the course credited in Studium Generale, please contact the PHIL team: unisono (unisono@phil.uni-siegen.de).

If you belong to Faculty II, III, IV or V, crediting the course through unisono is not necessarily possible yet. You will take part in the final learning assessment and, if you successfully complete the course, you will receive a certificate of participation by e-mail, on which the grade and ECTS are noted. You then submit the certificate of attendance to your examination office.

Electrical engineering students must register their final examination as an examination credit in unisono. If you have any questions, contact the examination office for your degree program.

#### How do I find out my grade?

After the end of the correction phase, you will receive an e-mail once the achievement has been posted (you can then view your grade) or you will receive the certificate of attendance by e-mail.

#### I failed the final exam - what do I have to do?

If you did not pass the final exam, we will inform you about the next steps. If necessary, we will discuss whether it makes sense to participate in another exam during a learning consultation.

#### Can I repeat the course?

You may only repeat the course if you dropped it during the semester or failed it. You cannot repeat the course to improve - even with a semester break.

#### I don't want to continue taking the course - what do I have to do?

Since this is either a course credit or voluntary, you may drop the course. You can then take the course again in another semester. Please cancel your enrollment.

#### I would like to take the next course (follow-up course)

Generally, you can assume that the appropriate follow-up course will be offered the following semester and that you will be admitted (assuming successful completion of the previous course).

#### Can I view my learning assessments/final learning assessments?

Yes, this possibility exists - either we offer central appointments or arrange individual viewing possibilities. You can find information about this on our homepage.

Please understand that you will only be able to view your final learning assessment once it has been evaluated (approx. 2-3 weeks after the end of the course).

## Questions about additional offers of the Language Center:

### What is SESAM?

The self-learning center SESAM is a learning space used for individual learning as well as for work meetings in groups (e.g. for tandem pairs).

We offer various digital and analog language learning materials as well as workshops (e.g. for test preparation) and learning counseling. Opening hours and dates can be found on our homepage.

### When does the Language Café take place?

Our [language café](#) takes place once a week in the SESAM. Everyone who would like to get in touch with native speakers in the language they are learning meets here - in a very cozy atmosphere and with a cup of coffee, tea or cocoa. Details on registration and dates can be found on our homepage.

### How do I register for a Language Learning Tandem?

At the beginning of each semester you can register for our language Learning Tandem program. In a Tandem you learn from and with each other - language and cultural learning go hand in hand. Registration via our homepage.

### Would you like to attend our International Movie Nights?

In addition to our language courses, we also offer international Movie Nights. We watch movies in their original language (with English subtitles) and immerse ourselves in the culture of the featured country together with students from the respective language area. The film evenings are sponsored by the DAAD. You can find out about the program via our homepage and we also inform the corresponding language courses by mail.