
Guide to Moodle enrolment in language courses for students – summer semester 2024



Please note: This text has been translated using the free version of DeepL. You can find the original document [here](#).

§ 1 Enrolment period

Enrolment in the language courses takes place in **two phases** in the summer semester:

1. In the first enrolment phase (from March 18th to March 28th 2024) all students can register for all courses for the first time.
2. In the second enrolment phase (from April 5th to April 7th 2024), courses with **free places** will be released for registration **again**. All students can register here for any remaining places.

There are special enrolment procedures for the **“Sprecherziehung”, English and German as a Foreign Language (DaF)** courses. The information for these languages can be found on the respective homepage under "News".

The exact registration period will be announced in due time at <https://www.uni-erfurt.de/sprachenzentrum>.

§ 2 Additional information on registration

Please also note the following instructions:

- Registrations by e-mail will **not** be accepted.
- Make sure to take part in the first course session, otherwise you will **lose** your place on the course.
- Fair play - please enrol in a **maximum of 2-3 language courses** and only choose as many language courses as you can manage.
- Check the **"News"** pages for each language regularly for updates.
- Changing courses is only possible after **consultation** with the respective course instructor.
- Enrolment in Moodle does **not** mean final course admission. Final admission to a language course is at the discretion of the course instructor, taking into account the individual requirements (subject, study phase, points in the placement test, etc.). They will **contact you in due time at the end of the enrolment period** to confirm your participation in the course. We therefore kindly ask you to **refrain from sending enquiries by e-mail**.

- If there are still courses with free places after the first enrolment phase has ended, you can also go to the **1st session of the desired course** and **ask** the instructor about available places.

If you have any questions concerning your registration, please contact:
spz.service@uni-erfurt.de.

§ 3 Information on Placement Tests

If you have no previous knowledge of the language, it is not necessary to take a placement test. In this case, please register for an A1 course.

However, if you have previous knowledge of the language, you **must** take a placement test.

Please note that most placement tests are only offered **once a year**. The results from October last year **remain valid**.

Once you have **successfully completed** a course at our centre, you are qualified for a course at the **next higher (partial) level**. However, enrolment is **not automatic**. You must enrol yourself.

If you have any questions regarding the placement tests, please contact the **respective lecturer**.

§ 4 Instructions for registration

The enrollment process is illustrated below using an example course.

1. Register in the corresponding moodle room via self-enrollment. The enrolment key is: **SPZ_SoSe2024**
You can find the moodle registration rooms under: „**Anmeldung [Sprache] SS 2024**“ (Kursübersicht > Semesterübergreifend > Sprachenzentrum).

Anmeldung Beispielkurs WS 2023

Einschreibeoptionen

Anmeldung Beispielkurs WS 2023 

Dozent/in: Rabea Juliane Baars

Dozent/in: Justin Urban

▼ **Selbsteinschreibung (Teilnehmer/in)**

Einschreibeschlüssel



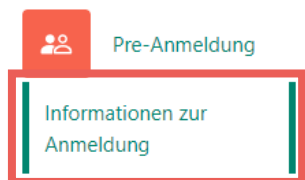
- Please read the section „General information“ **before** enrolling.

Anmeldung Beispielkurs WS 2023

Kurs Kompetenzen

Kurseinschreibung Beispiel im Wintersemester 2023/24

Herzlich willkommen zur Kurseinschreibung des Sprachenzentrums im Wintersemester 2023/24!



- Complete the **pre-registration** by selecting your desired language level and confirm your choice by clicking on ⇒ **“meine Wahl speichern“ / “save my choice“**.



Pre-Anmeldung

Gruppenwahl Einstellungen Mehr ▾

Anzeigen Gruppe wählen

Gruppenwahl	Gruppe	Beschreibungen anzeigen
<input type="radio"/>	A1	
<input type="radio"/>	B1.1	



Meine Wahl speichern

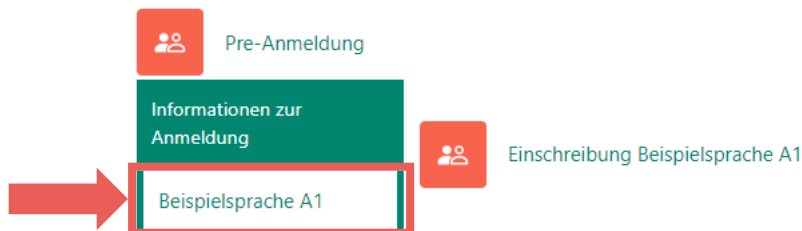
4. You now have access to the language courses offered at your desired level. Select the respective section.

Anmeldung Beispielkurs WS 2023

Kurs Kompetenzen

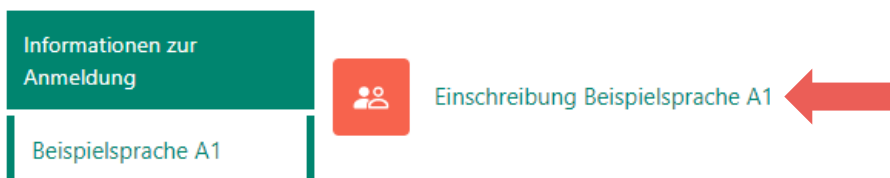
Kurseinschreibung Beispiel im Wintersemester 2023/24

Herzlich willkommen zur Kurseinschreibung des Sprachenzentrums im Wintersemester 2023/24!



5. Go to the activity ⇒ „Einschreibung [Sprache] [Niveau]“ / „Enrollment [language] [level]“ and select your favoured course.

Tip: Use the button ⇒ „Beschreibung anzeigen“ / „Show description“ to find information on lecturers and course times.



Anmeldung Beispielkurs WS 2023 / Beispielsprache A1 / Einschreibung Beispielsprache A1

Einschreibung Beispielsprache A1

✓ Erledigt: Anzeigen Zu erledigen: Gruppe wählen

Gruppenwahl

Gruppe

Beschreibungen verbergen

Beispielsprache A1

Montag xx:00 - xx:00 Uhr **UND** Mittwoch xx:00 - xx:00 Uhr


Lehrender: Max Mustermann

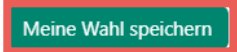


- 6. Select your group and conform your course enrolment with the button ⇒ „**Meine Wahl speichern**“ . / “**Save my choice**”.

Erledigt: Gruppe wählen

Gruppenwahl Gruppe Beschreibungen anzeigen


 Beispielsprache A1



- 7. Please note the **confirmation generated by moodle**.
Apart from this confirmation, there will be **no** separate confirmation, e.g. by e-mail.

Einschreibung Beispielsprache A1

Erledigt: Anzeigen Erledigt: Gruppe wählen

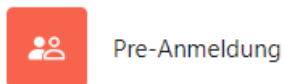
Ihre Wahl wurde gespeichert. 

Ihre Wahl: Beispielsprache A1

Gruppenwahl Gruppe Beschreibungen anzeigen

 Beispielsprache A1

8. The section ⇒ „**Bestätigung**“ / „**Completion**“ will now be displayed. This is an indication that your registration was successful.



 Nicht verfügbar, es sei denn: Die Aktivität **Einschreibung Beispielsprache A1** ist nicht abgeschlossen

Informationen zur
Anmeldung

Beispielsprache A1

Bestätigung

9. Your registration is now **complete**. Please note that you can no longer change your registration. If you wish to make a change, please contact the **SPZ-Service** by e-mail (spz.service@uni-erfurt.de).