
Guide to Moodle enrolment in language courses for students – winter semester 2025



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 **three phases** in the winter semester:

1. During the first registration phase, **from September 16 to October 1, 2025**, students who have already successfully completed one of our language courses and wish to continue at a higher level (A2 or above) can register.
2. In the second registration phase, **from October 9 to October 10, 2025**, students with **no previous knowledge** can register for courses at the A1 level. However, registration for all other courses (from A2) will also be reopened during this period.
3. In the third registration phase, **from October 17 to October 20, 2025**, courses with free places will be reopened for registration. Here, all students can register 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**.

On the following pages, a detailed explanation of the registration process can be found.



§ 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_WiSe2025**
You can find the moodle registration rooms under: „**Anmeldung [Language] WS 2025**“
(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

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Einschreiben

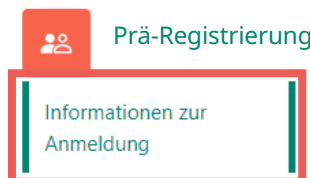
2. Please read the section „General information“ **before** enrolling.

Anmeldung Beispielkurs WS 2023

Kurs Kompetenzen

Kurseinschreibung Beispiel im Wintersemester 2023/24

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





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



Prä-Registrierung

Gruppenwahl [Einstellungen](#) [Mehr](#) ▾

Anzeigen [Gruppe wählen](#)

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

[Meine Wahl speichern](#)

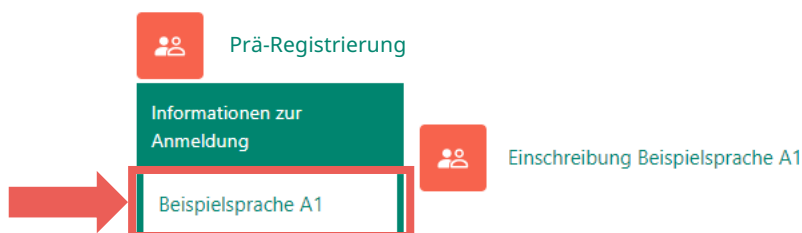
4. You now have access to the language courses offered at your desired level. Select the respective section.

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.*

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



- 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.

Prä-Registrierung

 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).