

FAQ for participants of the language courses
of the Language Center

Information about the Summer Semester 2025

<i>Information about Summer Semester 2025</i>	3
<i>Questions about the courses</i>	4
Where can I find information about language courses / how do I know which languages are offered?	4
How do I register for a language course?	4
How do I know if I was accepted?.....	4
How will I be notified?	4
I need to submit my Abitur diploma. Why?	4
Do I have to take a placement test?	4
When do the placement tests take place?	5
Will there be any costs for me?	5
Can I join a course late?	5
Is an exception possible?	5
I have a Disadvantage Compensation - how will that be accommodated?.....	5
I have a specific question - who do I contact?	5
When will the courses take place?	5
When is the final exam?.....	6
Do I have to take an oral exam?	6
Can my course be credited towards my degree?	6
What course work do I have to complete?.....	6
Are language courses credited as an examination (PL) or course achievement (SL)?.....	6
What is moodle?.....	6
Can I be absent?	6
I have more than two absences. What now?	7
What do I do if I am late for an exam?.....	7
I am absent for an important test. Can I write it another time?	7

Do I have to register with the Language Center for the final exam?	7
Do I have to register online via unisono for the course achievement (SL)?	7
I cannot register for the course achievement (SL) - what now?.....	7
Will the course achievement be graded?	8
How will I be informed about my grade?	8
Can I view my mid-term/final exam?	8
I failed the final exam - what do I have to do?	8
Can I repeat a course to improve my grade?	8
I don't want to continue taking the course - what do I have to do?	8
Will the follow-up course be offered in the following semester?	8
What is SESAM?	9
When does the Language Café take place?	9
How do I register for a Language Learning Tandem?	9
Would you like to attend our International Movie Nights?.....	9

Information about Summer Semester 2025

You will find us in the Study Services Center (building F-S) on Sandstraße 16-18. In addition to the Language Center, you will also find the following teams in the same building: the Center for Academic Teaching (ZFH), the International Office (IO), as well as the Welcome Center and the Student Services Division. There are also many self-study rooms in the building and, of course, SESAM - our self-study center.

The majority of the Language Center's courses will take place in person, but some courses will be held in a digital and hybrid format. You will find general information about your course as well as the dates (including date and room changes) in unisono. Shortly before the start of the course, we will enroll you in the Moodle room for your course, where you will find the course, mid-term and final examination regulations and information concerning other events and services at the Language Center. Materials, links and more are also located in the Moodle room. Please ensure that you visit your Moodle course room regularly, even if you are taking a face-to-face course. Please also use the Moodle forum for any questions you may have for the teacher or about the course.

We very much look forward to welcoming you to the Language Center in the Summer Semester 2025!

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 program on the [website of the Language Center](#), in [unisono](#) (in the course catalog under Additional offerings / Events at the Language Center). Alternatively, you can use the direct search (e.g. English...).

In the detailed view of the course, 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 access this detailed view by clicking on the magnifying glass symbol or the title of the desired course in the event 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": 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) regarding 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 is suitable for 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 on our language courses. You will not be admitted to a course if you do not take the placement test. Admission is based upon your placement result.

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 English, French, Italian, Russian and Spanish language courses. The placement tests are mandatory for new course participants.

If you have previous knowledge of other languages, choose a course based on your self-assessment AND please contact us. Depending on the language, we will then offer an individualised placement procedure before the course begins or during the first class.

Find out about the placement tests procedure for the respective language on our website.

When do the placement tests take place?

The placement tests take place at the end of the semester break or in the first week of the course. Find out about the procedure for the respective language on our website

Will there be any costs for me?

We offer our language courses free of charge for students and employees at the University of Siegen. If you need to bring the textbook to the first class (in case of admission), this will be stated in the course information in unisono. In principle, there are no further costs. Should this be the case, you will be informed in unisono.

Can I join a course late?

Important information regarding the course will be provided during the first class (course start). If you are unable to attend the first class because of a timetable clash or due to illness, you must inform us of this by email as soon as possible. It may still be possible to join the second class. However, it is your responsibility to find out about the organizational matters and course content discussed during the first class. Joining the third class is only possible in justified and exceptional cases and only in consultation with the German/English/Spanish subject coordinators or, in the case of other languages, with the management of the Language Center. The Language Center reserves the right to cancel course confirmations and to reassign course places in the event of an unannounced absence.

Is an exception possible?

Please contact us if you have any questions or problems.

I have a Disadvantage Compensation - how will that be accommodated?

Submit your Disadvantage Compensation to the University of Siegen. We will take this into account accordingly.

I have a specific question - who do I contact?

You can find the respective contact persons on our website.

When will the courses take place?

Most of our courses take place weekly, or in semi-compact or compact format during the lecture period. We also occasionally offer intensive or compact courses during the lecture-free period.

When is the final exam?

In most cases, the final exam is written during the last or penultimate class. Exact information can be obtained from the teacher.

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 written examination.

Can my course be credited towards my degree?

To find out whether your language course can be credited towards 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. If you have any questions, please contact the Student Advisory Service.

What course work do I have to complete?

The course rules and course requirements can be found in your moodle course room. These may vary depending on the language. In addition to graded achievements (mid-term exams, presentations, podcasts, portfolios, final exams...), the tasks may also include homework that has to be handed in and autonomous learning tasks (e.g. semester/course-related assignments via moodle).

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

The courses at the Language Center, if they are creditable, are counted as course achievements in your degree programs.

What is moodle?

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

As a participant on 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 Webex link for video conferences, course material, graded assignments during the semester and material for autonomous learning.

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

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. In the event of illness or timetable clashes, we recommend that you submit a doctor's note or other proof of absence to the main office. You should work through the missed course content independently.

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 more than 720 minutes (for courses with 4 SWS), further participation in the course will no longer be possible.

What do I do if I am late for an exam?

If you are late for the mid-term or the final written exam, 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 tasks. 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 for an important test. Can I write it another time?

Report to the Language Center no later than on the day of absence and send a valid written explanation for your absence (medical certificate, university certificate, etc.). We will check your proof and inform you of an alternative date if necessary. A test that takes place during the semester must be made up before the next class.

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

You do not need to register for the final exam at the Language Center. If you meet the course requirements, you will be able to take the final exam.

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

As it is currently not yet possible for all faculties /study programs to enter course achievement credit in unisono, up to now mainly students of Faculty I have been able to register for the course credit via unisono. This must be undertaken within the deadlines (and before the final exam). The relevant 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 results will be recorded by the end of the semester. A certificate of attendance will only be issued upon request.

If you register for a course but do not attend the final exam and do not inform us, the course will be recorded as "failed". Therefore, in cases of non-attendance, please remember to deregister from the course yourself.

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

If your course of study is offered by Faculty I and you want to have the course credited as part of Studium Generale, please contact the PHIL team: unisono (unisono@phil.uni-siegen.de).

If your course of study is offered by Faculty II, III, IV or V, crediting the course through unisono will not be possible at this time. You will take the final exam and, if you successfully complete the course, you will receive a certificate of attendance by e-mail, on which both the grade and ECTS points will be stated. You then submit the certificate of attendance to your examination office.

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

Will the course achievement be graded?

Yes, they will. If you would like to receive a certificate of participation without a grade, please let us know no later than on the day of the final exam.

How will I be informed about my grade?

You will receive an email after the correction phase has ended. You will receive the certificate of participation by e-mail.

Can I view my mid-term/final exam?

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

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

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 and, if necessary, we will discuss your options during a learning consultation. In courses where the work is completed cumulatively, it is not possible to retake the exam.

Can I repeat a course to improve my grade?

It is not possible to repeat a course to improve.

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

Since the courses are voluntary, you may cancel your enrollment at any time. Please deregister at the Language Center. You can then take the course again in another semester. Placement test results are valid for 2 semesters.

Will the follow-up course be offered in the following semester?

Generally, you can assume that the appropriate follow-up course will be offered the following semester and that you will be admitted after registering (assuming successful completion of the previous course). You can find out further information about the levels of the courses that are offered by the Language Centre on our website.

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 consultations. 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 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 takes place 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 course participants by mail.