

Guide for Language Courses Registration (except of German)

1) OFFER

At the **ZESS** (Central Office for Languages and Key Qualifications, see: <http://www.zess.uni-goettingen.de/>) you can learn following languages:

Arabic, Chinese, English, Finnish, French, Italian, Japanese, Norwegian, Portuguese, Russian, Swedish, Spanish and Turkish.

The **detailed timetables** for each language and level can be found [here](#).

2) REGISTRATION

1. Students with no previous knowledge in the foreign language can register for the beginner course in **FlexNow2** (<http://www.uni-goettingen.de/en/45574.html>).
2. Students with previous knowledge in the foreign language have to take a placement test. It should be taken **until 30.3.16. latest!!!** You can take a placement test for a language course in the Mediathek of the ZESS, *Mo. - Thu. 10.00-15.30 and Fr. 10.00-12.00*. The test takes about 30-40 minutes. No previous registration for the test is necessary. You get no certificate for the placement test. Approximately one week (max. 2 weeks) after you have taken the test, you will be able to access the result on Flex Now. You should then subscribe for a course of one level higher than is indicated in the result (for example, if your level is "Mittelstufe 1", you should take a course of "Mittelstufe 2" level). We would recommend you to take the test **as soon as possible**.
- 3.

→ You will need to register for the language courses from **31.03.-06.04.2016** in **FlexNow2**.

When signing up for the course, you automatically sign up for the exam at the end of the course.

Some help for signing up (unfortunately in German only): <http://medien.e-learning.uni-goettingen.de/daten/-/2/20092/7963/16-mp4v/FLexNow2Anmeldung.mp4>

<http://www.uni-goettingen.de/en/an--und-abmeldung-von-pr%C3%BCfungen-%C3%BCber-flexnow2-pdf/447793.html>

3) SELECTION:

Please note, that places on the courses will be distributed according to a random selection procedure on, so, unfortunately, no place on a language course can be guaranteed. If courses are not fully booked, you might also be able to register for a language course this selection procedure. With the help of [FlexStat-Abfrage 600](#) you can then see in which courses they are places left.

One day before the course starts, you should check on FlexNow2, whether you have been registered. You can see this under “*Studierendendaten*” category: if the course is listed (and has a blue question mark next to it), it means you have been successfully registered, and the course has not been cancelled.

4) CONDITIONS

In order to get **a certificate** after the end of the course, you should fulfill the following conditions:

- Attend the course regularly (at least 80 % attendance is required)
- Actively participate in the coursework
- Be ready to do necessary homework within the course
- Pass an exam at the end of the course