

## FAQs for taking English classes at the ZFS.

### Before the course

1. **EVERYONE** needs to take the placement test (Einstufungstest) before their first class at the ZFS. Unless you have already completed a ZFS (language centre) course here. Its main task is to show where you fit into our scheme of classes.
  - ❖ **Courses/tests done outside of the ZFS are not accepted as proof of language level.**
2. Students need to register for the classes in Wuestudy on-line.
3. The places in the class are assigned by lottery. If you do not get a place in the course or are put on the waiting list, please come to the first day of class with your assessment test or the Schein from a previous course at the ZFS.
4. Please come to the first day of class with your assessment test or the Schein from a previous course at the ZFS. If you do not come to the first day of class, you **WILL LOSE** your place in the class.
5. You cannot take classes in different levels at the same time.
6. **GASTHÖRER** are welcome to our classes. You can take part in any class that is not full (has 25+ students in it). You cannot register on Wuestudy, you must come to the first day of class and see if there is a place for you. You must also take the assessment test. Here is a link with more information for Gasthörer:  
<https://www.uni-wuerzburg.de/studium/studienangelegenheiten/gaststudium/>
7. **ERASMUS** students can only take part in classes after their student card is valid. This means you cannot take part in intensive courses that are part of the semester before you are officially a student.

### First day of class

1. The places in the class are assigned by lottery. If you do not get a place in the course and are put on the waiting list, please come to the first day of class with your assessment test or the Schein from a previous course at the ZFS.
2. Please come to the first day of class with your assessment test or the Schein from a previous course at the ZFS. If you do not come to the first day of class, you **WILL LOSE** your place in the class.

3. You are responsible for purchasing the course book(s)/materials and bringing it/them to class with you.

### During the class

1. The grades for the classes are based on a combination of graded tasks (Teilleistungen) or an exam and oral test. The teacher will let you know in advance when these are scheduled. If you cannot attend, then it is **YOUR** responsibility to let the teacher know about the conflict **BEFORE** the test or task is scheduled, not after it has taken place!
2. There are **NO** Nachholtermine (substitute dates) for missed graded tasks or exam. This is a ZFS policy.
3. If you cannot complete the course, email to let the teacher know that you will no longer be coming. This is a basic courtesy.

### The end of the course

1. It is your responsibility to register for the **OPA (On-line Prüfungs Anmeldung)** if you wish the course to be credited. Please note, whether you register for the OPA or not, you can take part in any and all graded tasks and the exam and you will get a Schein at the end of the course. **Erasmus students** are not required to register via the OPA.
2. If you require a **syllabus or course description**, please let the teacher know at least **TWO** weeks before the end of the course.

### After the course

1. You will be notified when your Schein is ready to be picked up from the Mediothek. You will be informed when the results are ready via Wuecampus.
2. Your certificate (Schein) will be kept in the Mediothek until you collect it. If you wish for it to be sent to you, then you must provide a stamped self-addressed envelope. If the Schein(e) are to go to the International Office, then you must leave an envelope addressed to your coordinator with a note listing all the courses and teachers in the Mediothek. In both cases, please let the student assistants (HiWis) know if you took part in more than one class so that all Scheine will be sent together. Therefore, attach the note to the envelope.

