

Important Information Regarding Registration

- Registration is only possible **PERSONALLY AND BY APPOINTMENT**
- Payment can only be made via **debit or credit card**
- Keep your **distance** (at least 1.5 meters)
- Wear a **mask**
- Practise **respiratory hygiene**
- Disinfect your **hands**

Appointments can **ONLY** be made **ONLINE**. Please note that an online appointment is not a course registration.

Please register at the office of the Language Centre during office hours. Registration is not possible by phone or email.

Please allow enough time for consultation and the registration process (approx. 45 minutes).

TECHNICAL REQUIREMENTS FOR THE ONLINE LEARNING UNITS OF YOUR COURSE

As things currently stand, our courses will take place as **blended learning** i.e. as a mixture of face-to-face and online teaching. We would however like to also point out that it may be necessary to switch entirely to online teaching if the government/ university management feels that it is necessary.

Necessary technical requirements

- terminal device (tablet, smartphone, PC/laptop)
- stable internet connection with at least 5 mbps upload/download
- microphone

Recommended requirements

- unlimited data volume
- PC/laptop
- headphones/headset
- webcam

SELECTING COURSES AND PLACEMENT

It is important to us that our language courses are motivating and not frustrating for you. The course should match your language level as far as possible. Before registering for a course please read the information about selecting courses and placement.

In order to be on the safe side, we also offer the option of a free consultation or assessment interview before registration.

No Placement Test necessary if

- You are an absolute beginner.
- You have successfully completed a previous course with us or at another university/college. Please bring your course certificate with you.
- You have taken a placement test with us in the last two years. Please let us know the semester, the language and the approximate level.
- You have an official language certificate (ÖSD, ÖIF, IELTS, telc, DELF, ...), please bring it with you when you register.

Placement Test necessary (DIALANG (A1-C2))

This free online placement test was developed by several European universities and is based on the levels of the Common European Framework of Reference for Languages.

Please use this placement test for the languages **English, French, German, Italian, Spanish and Swedish**.

1. Go to the homepage: [DIALANG](https://dialangweb.lancaster.ac.uk/) (https://dialangweb.lancaster.ac.uk/).
2. Click the arrow icon  .
3. Select "Notes in English" or another language and click OK.
4. Read the information about the test on the next three pages.
 - Do the test on your own.
 - The parts of the test (listening, writing, reading, grammar and vocabulary) can be taken in any order.
 - The audios can only be heard once.
 - The first step is to determine your vocabulary knowledge (this step could be skipped). Based on this first step, the level of the further tasks is adjusted.
 - Filling out the self-assessment questionnaires is optional, but we recommend it.
5. plan **1-2 hours** for the full test.

IMPORTANT: The results are **NOT** summarized in a document, so make sure to save a screenshot of your partial test results or to write them down. Bring the result as a printout or scan/screenshot for personal registration.