

The Language Centre has its own software to ease the registration process and data administration. We hope to be able to improve our services for you.

You will only need to register once. After that, you will always have access to the data regarding your registrations for our courses, the placement tests and the meetings for course times yet to be determined. In addition, you will be able to view your exam or placement test results and print certificates of attendance.

Please note that the following browsers are the most suitable ones for the new system: **Chrome, MS Edge, Safari, Firefox**. Using Microsoft Explorer may cause some faulty results. Therefore its use is not recommended.

Below you will find some information about the registration process for the new system and our courses, placement tests, etc. If you have any problems, please contact us by email: sprachenzentrum@uni-weimar.de

We hope that your registration will be successful and wish you success and fun in our courses.

1. Registration and Login

You can log on to the system at <https://studip.uni-weimar.de/>

If you have not yet registered for the new system, click on *Register to become a new student*. Enter the required data (obligatory data are marked by an asterisk*). Please make sure that you enter all your data correctly because these will appear later on the attendance certificates generated by the system. Pay particular attention to spelling your name correctly and entering the elements of your name (first name/last name) in the correct order. Please use capital letters only for the first letter of your name. Put in your correct date of birth and your matriculation number if you already have one. Check the data again before you click on *Register*. After that, you will receive an email which you need to confirm. Once you have done that, you will be able to log in with your username and password.

2. Language

On the login page as well as under *Profile – Settings* you can determine the language you would like all information to be displayed in (German or English).

3. Entering and viewing levels/courses you have already completed

If you have already successfully completed language courses offered by the Language Centre, please enter these into the system. You can do so by clicking on your *Profile* and choosing (1) *Personal details* and (2) *study details*. After that, you can enter the language course under (3) and the level. Click on *Accept*. This is also the place where results of online placement tests or exams can be entered or found.

The screenshot shows the user interface of the Studip system. At the top, there is a navigation bar with the Bauhaus-Universität Weimar logo and a search bar. Below the navigation bar, there is a sidebar with icons for home, profile, and other functions. The main content area is titled "Edit course of study" and contains a message: "I have successfully completed the following language courses:". Below this message is a table with columns for "Language course", "Degree", and "delete". The table is currently empty, and a message below it states: "You have not yet successfully completed a language course." Below the table is a form to "Add field of language course / final degree". The form includes a dropdown menu for selecting the language course (with a red '3' next to it) and another dropdown menu for selecting the level reached. At the bottom of the form is an "Accept" button.

4. Placement test results

If you have not yet attended any language courses offered by the Language Centre but have some knowledge of the language(s) you would like to learn or improve, it is necessary to do a placement test. We offer placement tests for German, English, French, Italian and Spanish. Please make sure to register for the placement tests before it takes place. Your result will be published in the system under your profile.

5. Course registration

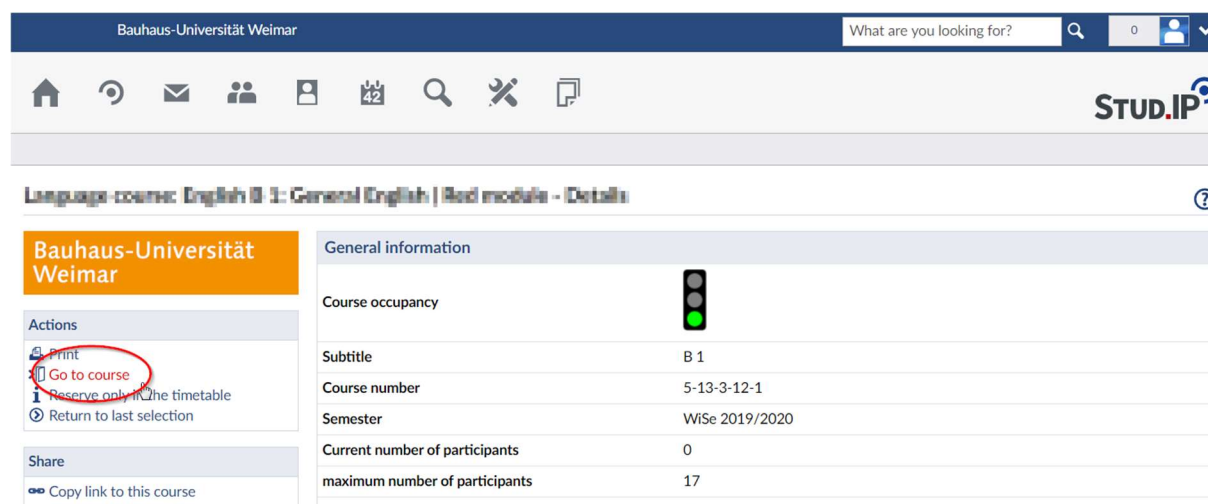


On the home page you will find registration links under *Quick Access* for


- 1) placement tests,
- 2) language courses,
- 3) meetings for course times to be determined,
- 4) intensive courses.

Alternatively, you can choose a course by clicking on *Add a course*.

Choose a course and click on *Go to course* to sign up for the course.



The screenshot shows the Stud.IP interface for a course. At the top, there is a search bar and navigation icons. The course title is "Language course: English B 1: General English | Bad module - Details". On the left, there is a sidebar with "Actions" and "Share" sections. The "Go to course" link is circled in red. The main content area shows "General information" with a traffic light icon indicating course occupancy.

General information	
Course occupancy	
Subtitle	B 1
Course number	5-13-3-12-1
Semester	WiSe 2019/2020
Current number of participants	0
maximum number of participants	17

6. Cancelling or changing a registration

Sometimes there may be changes in your timetable after you have registered for a language course. Therefore you might want to cancel or change your registration. Please do so by going to *Profile* → *My courses*. Click on the course you would like to leave and go to *Sign out of the course*.

We urgently request you to cancel all courses you cannot or do not wish to attend before registration ends. After that we will have to process your registration. If you do not cancel a registration on time, you are also blocking places for those on the waiting list. So please do not forget to cancel a registration if it should become necessary or if you have changed your mind.