

## **IwiS language classes: Application, allocation of places, regular attendance & final exams**

### **From start to end of the application phase**

You apply via LSF for the lottery procedure for a language class.

**Make sure that you truly apply for a class instead of just preselecting a class!**

Only if you are shown the status AN (*angemeldet = registered*) in LSF, you applied correctly, and your application will be considered for the electronic lottery procedure.

### **From the end of the application phase to the allocation of places**

If you applied for English, French, German, Italian or Spanish classes, we will review whether you meet the requirements for participation for the class you have registered for.

**Make sure that you have an up-to-date and matching placement test result or that you have successfully completed an IwiS language class at the previous level!**

If not, your application in LSF will be cancelled and you will see the status ST (*storniert = cancelled*).

### **Allocation of places**

Course places will be raffled among the students who have applied for a course during the application phase by electronic lottery.

**Make sure that you check your LSF status after the lottery procedure has been carried out. You will not receive an e-mail to confirm whether you have been allocated a place.**

If you have been allocated a course place, you will see the LSF status ZU (*zugelassen = admitted*).

If no course place has been allocated to you, you will see the LSF status AB (*abgelehnt = rejected*).

### **After the allocation of places**

In some cases, the check whether you meet the requirements for participating in a certain class (see point 2: valid placement test results/IwiS-language-course-certificates) can also take place after the places have been allocated.

**Make sure that you double check your LSF status between the allocation of places and the start of the class!**

If you do not meet the participation requirements, the LSF status ZU can still change to status ST.

### **Until the start of classes**

It is possible to (automatically) get permission to attend a class.

**Make sure that you check your LSF status regularly until the class starts!**

If you can attend a class, your LSF status will change from status AB to status ZU.

### **Start of classes**

Only students who are admitted in LSF (status ZU) can take part in a class.

**Make sure that you attend the first session in order not to lose your place in the class!**

Participation in the first session is mandatory. Free places will be allocated anew immediately!

### **Regular attendance**

Regular attendance is mandatory in IwiS language classes - even in distant teaching formats!

85% of the class must be completed in online presence (moodle / video conferencing).

**Make sure that you do not miss more than 4x90 minutes (for 4 SWS) or 2x90 minutes (for 2 SWS).**

This is the only way you will be admitted to the final examination!

### **Final examinations**

All final exams must be attended in person (presumably at Campus Essen).

Separate registrations for examinations (via the examination office/LSF) are not necessary:

**Regular attendance (see above) = admission to final examinations (in person)!**