

StudIP: The Language Centre's Registration System

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. Its use is not recommended.

Below you will find some information about the registration process regarding StudIP, the registration process for our courses and placement tests, information as to how to find about your grades at the end of a semester, and how to access and print an attendance certificate. If you have any problems or questions, please contact us by email: sprachenzentrum@uni-weimar.de

Before you register for a placement test or language course, we kindly ask you to consult the Language Centre's website at www.uni-weimar.de/sz to find out about the current course programme, entry requirements, dates, etc. This is where you can find the most current information.

We wish you a successful and enjoyable time in our courses.

1. How to register and log on

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. How to choose the language of your settings

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. How to view levels you have already completed

If you have already successfully completed language courses offered by the Language Centre, you can find them by clicking on your *Profile* and choosing (1) *Personal details* and (2) *study details*.

4. How to find out about your placement test result

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 test before it takes place.** Your result will be published in the system under your profile.

5. How to register for a course, placement test, etc.



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.

6. How to cancel or change a registration

Sometimes there may be changes in your timetable after you have registered for a language course. Hence 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.

7. How to find out about your grades

On the start page (1) under *Notenverwaltung* (2) = grades) you will find an overview of all the courses you have successfully attended.

8. Certificate of attendance

Choose under (1) **Courses – My courses**, under (2) the **semester**, and under (3) the **course** you have attended.

Name	Content
Englisch Grundkurs	[Info] [Messages] [Calendar] [Download] [More]
Französisch Grundkurs	[Info] [Messages] [Calendar] [Download] [More]

After that, you choose *Notenverwaltung* (1 = grades) and *Teilnahmebestätigung herunterladen* (2 = download attendance certificate)

Language course: Englisch Grundkurs - Notenverwaltung

 s-Universität

Notenverwaltung

Actions

 Teilnahmebestätigung herunterladen (2)

Noten für: ~~XXXXXXXXXX~~

- 1. HV (25%): 2
- 2. LV (25%): 3
- 3. MK (25%): 2
- 4. SK (25%): 4

Gesamtnote: 2.8

- HV = Hörverstehen (Listening)
- LV = Leseverstehen (Reading)
- MK = Mündliche Kommunikation (Speaking)
- SK = Schriftliche Kommunikation (Writing)
- Gesamtnote = overall grade

Grading system:

1 = very good | 2 = good | 3 = satisfactory | 4 = sufficient | 5 = fail