

## Information on Language Training (Exam Registration)

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## 1. General information and support

**LSKonline**, the previous Language Training management platform, was shut down on 01 October 2022. The processes are transferred into **OPAL** (general enrolment for language courses) and **Selma** (exam registration).

### What is new?

- Course registration and exam registration are two independent processes. When you enrol for a course, you do not automatically register for the corresponding exam. It is therefore necessary that you also register specifically for the exam.
- As a rule, you can take each exam three times.
- If you do not show up for an exam you signed up for, it will count as a failed attempt and you earn grade 5.0 (failed).

Please find information about currently offered language courses and enrolment on the web pages of the [LSK](#) and of [TUDIAS](#).

Please note the **registration deadlines** for the individual language courses. Each language course has a **limited capacity**.

Registration for language courses via OPAL secures a place on the course only if you attend the 1<sup>st</sup> class of the course in person. In exceptional but reasonable circumstances it is accepted that information shall be made to the teacher in good time. Students who do not show up at the first class of a 2-SWS-course or by the second class of a 4-SWS-course, respectively, will be dropped out of the course, students on the waiting list automatically move up.

**Important notice:** The exam management system Selma absolutely requires that you **independently** register in the system for a language exam **before** you take it. There is no **automatic exam registration**. Registration for a language course via OPAL does **not** replace or include exam registration in Selma. Before taking the exam, register for the language exam at the level 'Certificate of Attendance' (K3010-T) at least. Even though your exam data is managed in HISQIS or jExam, you need to register for the Certificate of Attendance in Selma. This registration ensures that you are on the exam list and are allowed to take the exam.

**contact:** *LSK-TUDIAS-Studienorganisation* (Manuela Funke & Gina Seltmann)

[tudias.studienorganisation@mailbox.tu-dresden.de](mailto:tudias.studienorganisation@mailbox.tu-dresden.de)

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## 1.1. Short guide

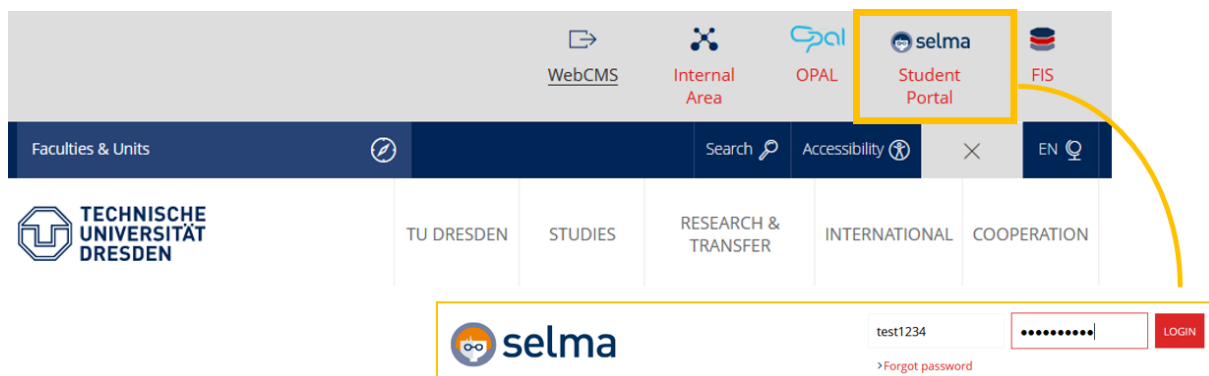
1. Registration in OPAL for the language course
  - a. Start of enrolment for the winter semester (WiSe): always on 1st October
  - b. Start of enrolment for the summer semester (SuSe): always on 1st April
2. Register for the language exam with Certificate of Attendance in Selma within the registration period. → **This is mandatory.**
  - a. registration period for the WiSe: 2nd + 3rd calendar week (CW)
  - b. registration period for the SuSe: 25<sup>th</sup> – 27<sup>th</sup> calendar week (CW)
3. If you wish the exam to count towards **required (elective) courses or Aqua**, registration for the exam shall be made digitally (not on paper/Certificate of Attendance). It is necessary that you **also** register for the exam in the system that is appropriate for your degree programme (Selma, jExam or HISQIS).
4. Grades will be announced in Selma approximately six weeks after you took the exam.
5. By the end of the semester Selma provides you with the Certificate of Attendance (without signature and stamp). If you need to submit the Certificate of Attendance to your Examination Office with signature and stamp, please send it to TUDIAS via email ([sprachen.zentrum@tu-dresden.de](mailto:sprachen.zentrum@tu-dresden.de)), and you will receive the completed certificate via email.

## 1.2. Registration in the Selma portal

Link to the portal: <https://selma.tu-dresden.de>

Login with your ZIH login and password (you find them in your enrolment documents).

You will find the registration page for the portal in the top area (*Intern*) of all TU Dresden web pages. (cf. Figure 1)

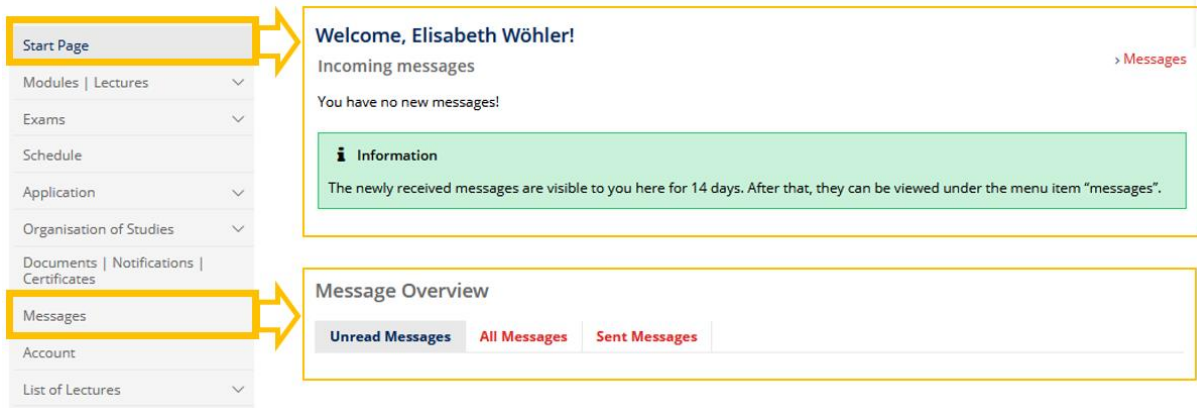


## 1.3. Message function in SELMA

New messages are displayed on your Start Page for 14 days. Afterwards you will find your messages under the menu item 'Messages'.

Messages can be sent to you by teachers, members of *LSK-TUDIAS-Studienorganisation* or by the system, (e.g. reminders).

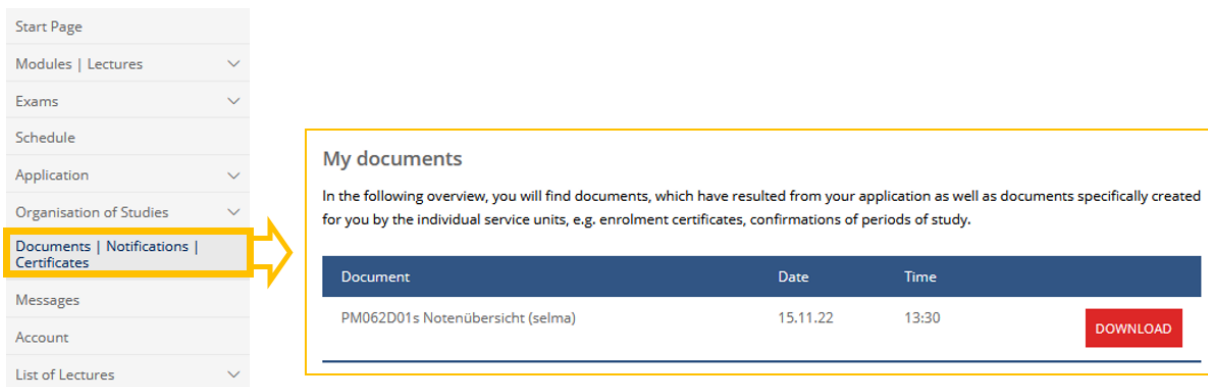
Please check your account for new messages on a regular basis!



## 1.4. Document box in SELMA

From this box you can download documents which are provided to you by the service units of TUD. By the end of the semester you will find the Certificate of Attendance (without signature and stamp) for the language course you successfully completed under the menu item 'Documents | Notifications | Certificates'.

Please contact the *LSK-TUDIAS-Studienorganisation* directly via email ([sprachen.zentrum@tu-dresden](mailto:sprachen.zentrum@tu-dresden)) for official documents (with signature and stamp) and certificates.



## 2. Registration for modules, lectures, seminars etc. and examinations

### 2.1. General registration for language courses in OPAL

There is staggered registration for the language courses in OPAL beginning on 01 Oct. (WiSe) and 01 April (SuSe), respectively. You will find timetables for the individual languages in good time on the website of [TUDIAS](#).

If the language course you wish to attend is already booked up, you will be put on the waiting list. At the end of the registration period, remaining places are filled in the clearing process.



Your registration for language courses is transferred from OPAL to Selma and is found under **'Additional Courses'** of your programme before the registration period for language exams starts.

Additional courses cover additional modules or assessments that are not allocated to a module or assessment listed in the examination regulations (curricular courses) that apply to your programme. Language modules/language courses are treated as additional courses.

## 2.2. Registration for Certificate of Attendance in Selma (mandatory)

You can see your registered exams under **Modules|Lectures**. The **number T3010** helps you identify language modules in the 'Additional Courses' section, language courses are classified by **number K3010-T** and the addition 'Certificate of Attendance'.

The screenshot shows the Selma system interface. On the left is a navigation menu with 'Modules | Lectures' highlighted. The main content area is divided into two sections:

- Accepted registrations:** A table with columns 'Course offering', 'Instructors', 'Time period', 'Max. | Reg. part', and 'Credits'. It lists three courses:
  - K0605-020022S Einführung in die Bildkünste (S) by Prof. Dr. phil. Jürgen Müller (17 credits)
  - K0601-EP2021V Einführung in die Logik (V) by Dr. habil. Uwe Scheffler (31 credits)
  - K3010-TSV3011K Swedish A2 Certificate of Attendance** (N.N., 25 | 1 credit) - highlighted with a yellow box.
- Accepted module registrations:** A table with columns 'No.', 'Module name', 'Module Owner', and 'Credits'. It lists one course:
  - T3010-SW102 Swedish A2** (N.N.) - highlighted with a yellow box.

Register for your language exam within the exam registration period (WiSe 2nd+3rd CW and SuSe 25-27 CW) in Selma under **Examinations Register | Deregister**.

The number above the language exam always starts with K3010-T and has the addition 'Certificate of Attendance' in the course name.

The screenshot shows the Selma system interface for exam registration. The left navigation menu has 'Register | Deregister' highlighted. The main content area is titled 'Exams offered for registration' and includes a dropdown for 'Choose a semester: WiSe 2022/23' and a 'REFRESH' button.

The exam details are shown in a table with columns 'Module/Course', 'Exam', and 'Date':

- Module/Course:** K3010-TSV3011K Swedish A2 Certificate of Attendance (T3010-SW102, K3010-TSV3011K) - highlighted with a yellow box.
- Exam:** Written Examination
- Date:** Th, 2. Feb. 2023 14:30-16:00 (with a 'REGISTER' button)
- Exam:** Oral Examination
- Date:** Time tbd

**Registered Exams**

Choose a semester: WiSe 2022/23 REFRESH

Course/module	Name	Date
K0605-0200225	Einführung in die Bildkünste (S) (M0605-B1K03 Introductory Module II: Introduction to Visual Arts, K0605-0200225 Einführungsmodul II: Einführung in die Bildkünste (S))	
	> Examination Introduction to Visual Arts	Time tbd
	<span>DEREGISTER</span>	
K3010-TSV3011K	Swedish A2 Certificate of Attendance (T3010-SW102 Swedish A2, K3010-TSV3011K Schwedisch A2 Teilnahmeschein)	
	> Written Examination	Th, 2. Feb. 2023 14:30-16:00
	<span>DEREGISTER</span>	

Please note that registration for the Certificate of Attendance is **mandatory** if you wish to take a language exam. This registration ensures that the language course instructors will receive a list of all students who will take the graded language exam.

**Therefore, make sure before the examination date that you have registered for the exam in the language course with the addition 'Certificate of Attendance'!**

### 2.3. Registration for compulsory (elective) courses in Selma

There are two cases where you need to register for the exam **a second time**:

- if, pursuant to the Study Regulations for your programme, you can or must enter the exam also for required (elective) modules,
- or if you do not enter the exam afterwards by submitting the Certificate of Attendance.

After you have registered for one or more language courses in OPAL, you can register for the module in the required (elective) section of your programme in Selma within the registration period. In the overview of your registered modules you will then **also** see the required (elective) module (M number).

**Accepted registrations**

Course offering Instructors Time period	Max.   Reg. part Credits
> K3010-TFR4030K French B2+ - EBW 1: Introduction to Professional and Academic Language Certificate of Attendance Odile Francois	25   1

**Accepted module registrations**

No. Module name Module Owner	Credits
> M1400-B502X Introduction to Language for Professional and Academic Purposes in Civil Engineering Prof. Dr.-Ing. Jens Otto	5,0
> T3010-FR401 French B2+ - EBW 1: Introduction to Professional and Scientific Language N.N.	

Register your language exam in the required (elective) courses section in Selma under **Examinations Register | Deregister**.

In the overview of your registered exams you can see the registration for the language exam in the required (elective) courses section (M number) **and** for the Certificate of Attendance (K3010-T number).

Course/module	Name	Date
K3010-TFR4030K	French B2+ - EBW 1: Introduction to Professional and Academic Language Certificate of Attendance (T3010-FR401 French B2+ - EBW 1: Introduction to Professional and Scientific Language, K3010-TFR4030K Französisch B2+ - EBW 1: Einführung in die Berufs- und Wissenschaftssprache Teilnahmeschein)	
	> Written Examination	Time tbd
M1400-B502X	Introduction to Language for Professional and Academic Purposes in Civil Engineering	
	> Written Examination French Introduction to Language for Professional and Academic Purposes in Civil Engineering	Time tbd

## 2.4. Registration for an exam in other examination systems (HISQIS, jExam)

If the exams in your programme are still managed in HISQIS, **additionally** register for language exams in the required (elective) courses section in HISQIS within the registration period. **Nevertheless, registration for the language exam for the Certificate of Attendance in Selma is also mandatory.** Grades will be announced in Selma and HISQIS approximately six weeks after you took the exam.

If you can enter language exams only as Certificates of Attendance, you are not required to register the exams in HISQIS.

Students in jExam can enter language exams only as Certificates of Attendance.

## 2.5. Registration for certificates

Please choose the certificate you want (depending on what is offered: UNICert or TU Certificate) in OPAL under 'type of course credit' ('Art der Einbringung der Prüfungsleistung'). The registration for the certificate is transferred to Selma into the appropriate certificate module. After the exams have been passed and published, the grades are entered into the module.

For more information on the various certificates please visit the [Webseite des LSK](#).

## 2.6. Deregistration | Withdrawal | Illness

Within the registration period for language exams (WiSe 2nd+3rd CW and SuSe 25-27 CW) you can deregister from the language exam (K3010-T) directly in Selma. If you fall ill after the deregistration period, please inform your instructor via email and send a digital copy of your medical statement to [LSK-TUDIAS-Studienorganisation \(sprachen.zentrum@tu-dresden.de\)](mailto:sprachen.zentrum@tu-dresden.de). **The original shall be sent to your Examination Office.**

For examinations in the required (elective) courses section or in the AQua section, the deregistration deadlines of the respective examination regulations shall apply. Please contact your Examination Office if you wish to deregister from an exam.

Please note: if you have registered for an exam in the additional courses section and in the required (elective) courses section or in the AQua section, respectively, you must deregister from **both sections**.

### 3. Examination results

Exam results will be announced in Selma approximately six weeks after you took the exam. The transfer of grades in modules of the required (elective) courses section or the AQua section in Selma and HISQIS is done later.

The first screenshot shows the 'Exam Results' page for the semester 'WiSe 2022/23'. The 'Results' menu item is highlighted in yellow. The table below shows the results for two exams:

Name	Date	Grade
M1400-B502X Introduction to Language for Professional and Academic Purposes in Civil Engineering Written Examination French Introduction to Language for Professional and Academic Purposes in Civil Engineering		2,00 gut
K3010-TFR4030K French B2+ - EBW 1: Introduction to Professional and Academic Language Certificate of Attendance Written Examination		2,00 gut

The second screenshot shows the 'Study Results' page for a course of study. The 'Study Results' menu item is highlighted in yellow. The table below shows the results for a course of study:

- Zusatzbereich		
- Sprachausbildung TU Dresden (TUDIAS)		
- Französisch		
T3010-FR401	> French B2+ - EBW 1: Introduction to Professional and Scientific Language	be bestanden
Sum Französisch		
Sum Sprachausbildung TU Dresden (TUDIAS)		

If you notice lacking grades or other irregularities, please contact the *LSK-TUDIAS-Studienorganisation* first ([sprachen.zentrum@tu-dresden.de](mailto:sprachen.zentrum@tu-dresden.de)).

### 4. Certificate of Attendance | Certificates

For each language course you are issued a Certificate of Attendance for the exams you passed. You can download the Certificate of Attendance in the document box in Selma by the end of the semester.



If you need to submit the Certificate of Attendance to your Examination Office with signature and stamp, please send it to TUDIAS via email ([sprachen.zentrum@tu-dresden.de](mailto:sprachen.zentrum@tu-dresden.de)), and you will receive the completed certificate via email.

You can make an appointment with *LSK-TUDIAS-Studienorganisation* to pick up certificates at the beginning of the following semesters (April/October).

Certificates for East Asian Regional Studies are exclusively issued by the Centre for East Asian Studies.