

Guidelines for Online Courses in the Language Centre



Information for students

We are delighted that you have decided to take one of the online language courses offered by the SZHB. We have put together some useful information about technical requirements, netiquette and exams. We ask you to pay attention to and observe these guidelines so that you can enjoy and successfully complete your course.

We thank you for your cooperation, and wish you lots of fun and every success with your language learning.

The SZHB team

Technical requirements for language courses at the SZHB

- PC, headset and microphone (Note: tablets are not suitable for use in exams/tests)
- Webcam / smartphone camera, etc., which can be used online
- If you are learning a language which does not use the Latin alphabet, you must have the correct keyboard (change the keyboard in Windows; use adhesive stickers on the keys, ...)
- Test your technology in good time before the course begins (Internet connection, camera, PC)
- Good Internet connection, (look for alternatives if necessary, e.g. library, study spaces, use the Centre for Independent Language Learning (SLZ) in the SZHB, WLAN repeater/amplifier).

Netiquette to be observed during online language courses at the SZHB

General rules: Be friendly and show respect to the teaching staff and the other members of the course. Lots of things are new, some things might not run smoothly straight away, and new developments/changes are likely to be introduced as the semester progresses. Please be tolerant with others.

General rules for synchronous courses

- Please be punctual and enter the meeting a few minutes before it actually begins, so you can check your audio and video connections. The instructor will set up the room in the learning portal so that you can enter it a little before the meeting commences.
- Please switch your camera on. We see this as an integral part of polite communication.
- Switch your microphone on only when you want to say something. Further rules on using microphones during the meeting will be agreed in the course. Ensure there is no background noise as long as your microphone is switched on.

- When you wish to say something, please use the features offered by your platform (e.g. raise your hand, etc.).
- Use the Chat Function (Group Chat or Private Chat), for example, to send a quick message to everyone else in the meeting or to the instructor/ individual members.
- If you experience transmission problems, it may help to conserve bandwidth if you switch off your camera, switch off the VPN connection, close any programmes connected to other servers, use cable-based Internet connections.
- An online language course is still a language course and not an audio podcast. Please focus on the lesson and make an active contribution, just as you would in a normal classroom situation. Please behave towards the others as you expect them to behave towards you.

Your performance will be measured as usual by means of your active participation and contributions during the course. To safeguard the quality of language courses which involve spoken communication, the following, supplementary rules apply:

1. Audio and video recordings of the lessons are permitted only when the instructor and the members of the course expressly agree.
2. Cameras should always be switched on. Your camera should be switched on when you wish to say something and when your contribution forms part of the exam (e.g. presentations). In exceptional circumstances, it may be advisable to switch the camera off to conserve bandwidth. The course instructor will decide on the binding rules which shall apply.
3. If you do not wish the other members of the course to see your surroundings when your camera is switched on, you can use the virtual background feature in ZOOM, for example. Other platforms also offer the option of blurring the background.
4. To make it easier for the instructor to manage the course, please enter your first name and the first 2 letters of your surname into the input field when you enter the video conference. Alternatively, you can provide your full real name.

General requirements to take an exam at the SZHB

- As a general rule: You may take the exam if you are registered for the course (special provisions apply to UNICert® exams, see below).
- The following rules apply at the universities of applied sciences: If you are registered in the system (registered for the module), you may take the exam (please note the examination regulations of your faculty).
- Identity checks are usually required for online exams which are held via video. You should have official photo ID at the ready.

Technical requirements to take an exam at the SZHB

- Test your equipment in plenty of time for the exam: PC, Internet connection, camera, headset and microphone (Note: tablets are not suitable for exams/tests)
- Webcam/smartphone camera, etc., that can be used online
- if the language you are learning does not use the Latin alphabet, set up the correct keyboard (change the keyboard in Windows; use adhesive stickers on the keys, ...)
- Good Internet connection, look for alternatives where necessary, WLAN repeater/amplifier).

Examination regulations – General comments on synchronous exams

As a general rule: Be friendly and respectful to the other members of the course and the teaching staff.

1. Make sure you are present in the online meeting in good time.
2. Your camera must be switched on at all times.
3. Examinations may not be recorded.

Special provisions for UNlcert® for students and instructors

Rules for our UNlcert® courses:

To be eligible for a UNlcert® certificate, you must have successfully completed the highest course for that particular level.

- You must have successfully completed all the individual parts of the end of course exam (be it a portfolio, final test or a combination of both);
- You must have submitted documentary proof of your independent study
- and have completed 80% of the tasks or one longer task per meeting (an exercise relating to one of the four skills or the use of the language, in Moodle or StudIP) (the workload depends on the learning outcomes defined in the module description).