

Application procedure for language courses at the Language Centre Krefeld

We only accept applications from the LSF online portal.

Please note that there are different application procedures depending on your situation:

You have attended and successfully completed courses at the Language Centre Krefeld in the two previous semesters:

- Apply for a place in a suitable follow-up course on LSF.
- The Language Centre team will check whether you meet the criteria for the desired course. We might email you if there are any issues with your application. Please note that we use your **@stud.hn.de** address to contact you.
- If there are enough places available, you will be able to attend the course.

You are attending a course with the Language Centre Krefeld that is not yet over:

- Apply on LSF for a place in a suitable follow-up course.
- As soon as we have the result of your final exam, we will approve or cancel your registration for the follow-up course.

You have not attended ANY courses with the Language Centre Krefeld in the two previous semesters:

- a. Take a placement test at the Language Centre Krefeld if you have **NEVER** attended a language course organised by the Language Centres at the Hochschule Niederrhein. Based on the result, choose a suitable course and apply for a place on LSF.
- OR**
- b. In case you have successfully completed language courses that date back more than two semesters and/or took place at the Language Centre Krefeld, apply for a place in a suitable follow-up course on LSF. Submit the certificate of the last successfully completed course at the Language Centre Krefeld within 3 business days (per e-mail at sprachenzentrum-kr@hs-niederrhein.de or in a paper form).
- If there are enough places available, the Language Centre team will accept your registration in both cases.

All students should note the following procedure: Cancel your application immediately if you know prior to the course start that you will not be able to attend the selected course. This way we can offer the vacant place to another participant.

LSF – Instructions

Login on LSF

You can view the courses of the Language Centre Krefeld in the **electronic course overview** by using the following link:

<https://studinfo.hsnr.de/lfs/rds?state=wtree&search=1&trex=step&root120191=35819%7C39071&P.vx=kurz>

The screenshot shows the 'Course Overview (SoSe 2019)' page. At the top, there is a navigation bar with links: Home | Login | Summer 2019 | [German Flag] | Help | Sitemap. Below this is a secondary navigation bar with tabs: Student's Corner, Courses (selected), Facilities, and Members. A breadcrumb trail indicates: You are here: Home → Courses → Course Overview. On the left, a sidebar menu lists: Course Overview (selected), Search for Lectures, Curricula Timetable, Curricula Timetable (List), and Hide menu. The main content area is titled 'Course Overview (SoSe 2019)' and includes a 'View:' selector with options: short, medium, long. The content is organized into a tree structure under the heading '① Vorlesungsverzeichnis'. It starts with '→ ① Sprachenzentrum KR', followed by a list of courses: '→ ① Ferienkurse im Juli und September 2019', '→ ① FB-übergreifende Einstufungstermine', '→ ① FB-übergreifende Brückenkurse Technisches Englisch', '→ ① Englisch: eLearning-Angleichmodul Technisches Englisch B1/B2 (FB-übergreifend)', '→ ① Englisch: FB01 - Curriculare Lehrveranstaltungen, Bachelor', '→ ① Englisch: FB02 - Curriculare Lehrveranstaltungen, Master', '→ ① Englisch: FB03 - Curriculare Lehrveranstaltungen, Bachelor', '→ ① Englisch: FB04 - Curriculare Lehrveranstaltungen, Bachelor', '→ ① Englisch: FB04 - Curriculare Lehrveranstaltungen, Master CAPE und PRIMA', '→ ① Englisch: FB09 - Curriculare Lehrveranstaltungen, Bachelor', '→ ① Englisch: FB09 - Curriculare Lehrveranstaltungen, Master Produktion und Logistik', '→ ① Englisch: Allgemeines Englisch und Business English für alle Fachbereiche', '→ ① Italienisch', '→ ① Spanisch', '→ ① Niederländisch', '→ ① Chinesisch', '→ ① Japanisch', '→ ① Russisch', and '→ ① Deutsch als Fremdsprache (DaF)'.

Before you log in, do not forget to change the language settings by selecting the flag symbol.
(German is the default language!)

Now select **Login** and sign in with your user account and your password for online services (e.g. for registration for exams, Wi-Fi or for your performance record).

The screenshot shows the login page of the LSF Online-Portal. At the top, the navigation bar is identical to the previous screenshot: Home | Login | [German Flag] | Help | Sitemap. The secondary navigation bar also remains the same. The breadcrumb trail is: You are here: Home → Courses. The sidebar menu on the left is identical. The main content area features a large blue box with the text: 'Welcome on LSF Online-Portal - the university portal for students, guests, teachers and employees'. Below this text are two input fields: 'User-Account (HN-Account)' and 'Password'. A 'Login' button is positioned below the password field.

Choose the desired course area (*here: Semester break courses in July and September 2019*) in the list of offered languages.

My Functions

Student's Corner

Courses

Facilities

Members

you are here: [Home](#) → [Courses](#)

Course Overview

[Search for Lectures](#)

[Curricula Timetable](#)

[Curricula Timetable \(List\)](#)

[Schedules](#)

[Schedules](#)

[Hide menu](#)

Course Overview (SoSe 2019) View: → [short](#) → [medium](#) → [long](#)

① **Vorlesungsverzeichnis**

→ ① **Sprachenzentrum KR**

→ ① **Ferienkurse im Juli und September 2019**

→ ① FB-übergreifende Einstufungstermine

→ ① FB-übergreifende Brückenkurse Technisches Englisch

→ ① Englisch: eLearning-Angleichmodul Technisches Englisch B1/B2 (FB-übergreifend)

→ ① Englisch: FB01 - Curriculare Lehrveranstaltungen, Bachelor

→ ① Englisch: FB02 - Curriculare Lehrveranstaltungen, Master

→ ① Englisch: FB03 - Curriculare Lehrveranstaltungen, Bachelor

→ ① Englisch: FB04 - Curriculare Lehrveranstaltungen, Bachelor

→ ① Englisch: FB04 - Curriculare Lehrveranstaltungen, Master CAPE und PRIMA

→ ① Englisch: FB09 - Curriculare Lehrveranstaltungen, Bachelor

→ ① Englisch: FB09 - Curriculare Lehrveranstaltungen, Master Produktion und Logistik

→ ① Englisch: Allgemeines Englisch und Business English für alle Fachbereiche

→ ① Italienisch

→ ① Spanisch

→ ① Niederländisch

→ ① Chinesisch

→ ① Japanisch

→ ① Russisch

→ ① Deutsch als Fremdsprache (DaF)

Now all available courses in the selected course area are listed. Choose the course level corresponding with your placement test level or previous course. (*here: General language courses > Business Skills B2/C1 (Ferienkurs)*).

My Functions

Student's Corner

Courses

Facilities

Members

you are here: [Home](#) → [Courses](#) → [Course Overview](#)

Course Overview

[Search for Lectures](#)

[Curricula Timetable](#)

[Curricula Timetable \(List\)](#)

[Schedules](#)

[Schedules](#)

[Hide menu](#)

Course Overview (SoSe 2019) View: → [short](#) → [medium](#) → [long](#)

① **Vorlesungsverzeichnis**

→ ① Sprachenzentrum KR

→ ① Ferienkurse im Juli und September 2019

→ ① Englisch: Allgemeines Englisch und Business English für alle Fachbereiche

Lect.-No.	Lecture	Type	Activity
	Business Skills B2/C1 (Ferienkurs) - Dembo	Kurs	apply / cancel application

You will now see some further information about the selected course such as day, time, requirements for attendance and required study books. Some courses are listed several times; they are marked with various groups in LSF. Click on **[apply/cancel application](#)**.

Business Skills B2/C1 (Ferienkurs) - Single View

[Go Back](#)




Functions: [Schedule preselected](#) [apply / cancel application](#)

Page contents: [Basic Information](#) [Dates/Times/Location](#) [Responsible Instructor](#) [Departments](#) [Contents](#) [Structure Tree](#)

Basic Information

Type of Course	Kurs	Remark	
Number		Term	SoSe 2019
Hours per week in term		Expected no. of participants	
Max. participants	20	Frequency	
Study Year		Credits	
Assignment	enrollment	Hyperlink	
application period	SPZ KR - Anmeldung nach Ablauf nur noch im SPZ KR 15.05.2019 - 04.07.2019 active		

Dates/Times/Location Group: [no name]

	Day	Time	Frequency	Duration	Room	Room-plan	Lecturer	Lecturer-plan	Status	Remarks	Cancelled on	Max. participants
 	-.	09:00 bis 14:15	Block	22.07.2019 to 26.07.2019			Dembo, K.			Klausur am letzten Kurstermin!		20

Group [no name]: ☐ preselect → [apply now / cancel application](#) → [application info](#)

[Schedule preselected](#)

Choose a specific group. To complete the application, click on **apply**.

Please check your selection:

application period: SPZ KR - Anmeldung nach Ablauf nur noch im SPZ KR - 15.05.2019 - 04.07.2019

voucher-requiring lectures:

→ **Business Skills B2/C1 (Ferienkurs)**

☒ **apply** [application info](#)

Day	Time	Frequency	Duration or Date	Room	Lecturer
keine Angabe.	09:00 bis 14:15	Blockveranstaltung	lectures from 22.07.2019 to 26.07.2019		Dembo

[apply](#)

Your application for the course will be **confirmed**.

DISCLAIMER:

This confirmation refers only to the electronic application on LSF!!! You can attend the selected course, only after you have been admitted for it by the Language Centre team (see below).

Personal Timetable

In your personal timetable the course appears with the abbreviation **AN** (for applied).

As soon as your application has been approved by the Language Centre team, your status will change to **ZU** (for approved).

If you are put on the waiting list for a course, your status will be marked with **WL**.

In the case that we cancel your application, you will see the status **ST** (for cancelled) next to your selected course.

If you click on the option **long** at the top of your personal timetable, you will see further information about the course such as room number etc.

Cancel a course application

Click on the option “Schedules” in the left-hand menu (see above).

To confirm your cancellation, tick off the box and click on **cancel**.

Then click on **apply/cancel application**.

Your course cancellation will be confirmed.

The course will remain in your personal timetable with the status V (for “marked down”). By clicking on the x on the right you can completely remove the course from your personal timetable.

Switch to another course

Check first if there are free places in your desired course by clicking on **application info** (*here: English: curricular lectures Faculty 04 > Technical English for Faculty 04 > Technical English B1/B2 / Group 01*).

Make sure you check whether specific target groups have priority for the course places. You’ll find this indication in the field **remarks**.

You can see now how many participants’ application has already been approved i.e. how many before you have applied for a place in the course.

In case you want to apply for the course, click on **apply/cancel application**. The procedure is the same as the one described in the section **apply for a course**.

Don’t forget to cancel your application for the originally planned course so we can let another student attend the course (> **cancel application**).