Universität Marburg
Sprachenzentrum / Language Center

Checklist for Teachers at the Modern Language Center (for face-to-face classes)

Before the semester start	Please check!
I have carefully read the information for teachers on course rules and computer access (https://www.uni-marburg.de/de/sprachenzentrum/service/info-lehrer).	☐
I have **a transponder** for the classrooms in the language center and the lecturers' room (00/021).	☐
I have **a copy card** and know where the copiers are located (lecturers' room, copy room on the 1st floor of Biegenstr. 12).	☐
I have a valid **staff account** for e-mail traffic and access to the PCs outside of the language center as well as an **institute account** for access to the PCs in the classrooms of the language center.	☐
I am a member of the **ILIAS course platform** for the lecturers of my language area and have activated the messaging function.	☐
I know my password to access the **course admin tool** of the language center (KuBuS).	

At the beginning of the semester	Please check!
I received the **teaching assignment**, **signed it** and gave one copy of it to Annett Vömel (room 027, or letter box outside of room). I have noted any changes in my address or bank details.	☐
I have checked the personal data on the **list of participants** for accuracy.	☐
New participants who are not on the **attendance list** can register if course capacities are available and must register regularly at the Service Center after the 1st session.	☐
I have returned the corrected and supplemented lists to the Service Center (room 023).	☐
I printed out the corrected attendance list myself via KuBuS (*Self-Service* function).	☐

During the semester	Please check!
In case of **being late**, **illness** or **absence**, I will inform the **Service Center** (sz@staff.uni-marburg.de, +49(0)6421 28-21357) and **Annett Vömel** (voemel@uni-marburg.de; Tel. +49(0)6421 28-21325) and my **language coordinator**.	☐

At the end of the semester	Please check!
In one of my last class sessions, I have conducted the final **evaluation**. (via link or QR-code)	☐
I have submitted the **attendance lists** (or copies thereof) with the participants' **grades** as well as the exams to the Service Centre (Room 023).	☐
I have signed the certificates and handed them over to the participants or handed them in at the Service Center to be collected by participants who were not present in the last session.	☐
I have given the **signed fee declaration** to the language coordinator or to Annett Vömel (room 027).	☐
I have returned all **borrowed teaching materials** that I will no longer need in the coming semester to the Service Center or to the language coordinator.	☐

Stand: 02.07.2026