

Study Guide for the Bachelor and Master Study Programmes of the Department of English Languages and Literatures

from December 12th 2016.

Disclaimer:

This English translation of the study regulations is offered merely for informational purposes for non-native German speakers. Full legal validity is assigned exclusively to the study regulations issued in German (authenticated on December 12th 2016).

I. General Information

AREA OF APPLICATION

Art. 1 This study plan applies to students either studying English at the Faculty of Humanities or attending courses at the Department of English Languages and Literatures as a part of other study programmes.

STUDY PROGRAMMES

Art. 2 In the framework of the discipline English Languages and Literatures offered by the Faculty of Humanities the following study programmes are offered:

- a* Bachelor Degree Programme English (Major 120 credit ECTS),
- b* Bachelor Degree Programme English (Minor 60 credit ECTS),
- c* Bachelor Degree Programme English (Minor 30 credit ECTS),
- d* Master Degree Programme English (Major 90 ECTS),
- e* Master Degree Programme English (Minor 30 ECTS).

DEGREES

Art. 3 The following degrees can be acquired:

- a* Bachelor of Arts (BA) in English, University of Bern,
- b* Master of Arts (MA) in English with special qualification in Language and Linguistics, University of Bern,
- c* Master of Arts (MA) in English with special qualification in Literary Studies, University of Bern.

STUDY COUNSELLING	Art. 4 Students have the right to receive regular study counselling. The study counselling is to be secured by the directors and offered by members of staff assigned a teaching function.
MODULES	Art. 5 ¹ Modules consist of one or more study requirements (courses, written papers, independent studies). All components of a module will be tested either through a joint assessment of academic achievements (module exam) or through singular assessments of academic achievements. ² In case the type and extent of a module exam is not fixed by the study plan, the course instructor will decide on these matters.
CREDIT POINTS (ECTS) AND LEARNING OUTCOMES	Art. 6 The number of credit points (ECTS) for each course are listed in the appendix.
ASSESSMENTS OF ACADEMIC ACHIEVEMENT	Art. 7 ¹ All courses or modules are subject to assessments of academic achievement. ² The course instructors will announce aims, contents, and types of assessments of academic achievement before the course starts. ³ Material students will have to cover in preparation for the passing of assessments of academic achievement needs to be in keeping with the descriptions and learning outcomes published before the beginning of the course. The same applies to module exams.
GRADING	Art. 8 ¹ Grading follows article 21, sections 1 and 2 of RSL 05. Non-graded assessments of academic achievement are rated with “pass”, applied to satisfactory performance, and “fail” applied to unsatisfactory performance. ² Appendices list which assessments of academic achievement are graded. ³ The maximally allowed total sum of credit points received from non-graded assessments of academic achievement listed in RSL 05 is not to be exceeded (Art. 21 section 4 RSL 05).
RETAKES AND COMPENSATION	Art. 9 ¹ Failed assessments of academic achievement can be retaken once; retakes take place at the discretion of the course instructor. ² Insufficient grades cannot be compensated.
EXPULSION/NON-ADMISSION	Art. 10 ¹ In case the assessment of academic achievement remains unsatisfactory also after a retake, there ensues expulsion or non-admission, respectively, from all study programmes for which said achievement is mandatory.

² In case the mandatory achievement is only mandatory for one specialisation of the Master study programme, expulsion ensues only for the specialisation in question.

II. Bachelor Study Programmes

STANDARD STUDY PERIOD **Art. 11** The standard study period is six terms. Prolongations are possible according to Article 13 RSL 05.

ANNUAL RHYTHM **Art. 12** ¹ As a rule, studies start in the autumn term.

² As a general rule, modules should be passed within one single academic year. Focus modules should be passed within a single term.

1. Bachelor Degree English (Major 120 ECTS)

LEARNING OUTCOMES **Art. 13** Graduates of the study programme acquire the following skills:

- Advanced competence in the English language.
- Knowledge of the major linguistic and literary historical periods and their impact.
- Skills in analysing texts and other media from an academic linguistic and literary point of view and the necessary basic knowledge and theoretical basis for such an analysis.
- Skills in independently developing, presenting, communicating, and evaluating such an analysis.
- Skills in applying their knowledge within a broad working environment.

CHOICE OF MINOR **Art. 14** ¹ The Bachelor study programme English consists of a total of 180 ECTS and comprises the Major English (120 ECTS) and one or more of the Minors listed in section 2.

² The Major can be completed with any Bachelor Minors offered at the University of Bern, according to Article 16 RSL 05.

³ Responsibility for the possibility of continuing the selected Minor Degree Courses on the Master level lies with students.

CURRICULAR DESIGN **Art. 15** The study programme is divided into the following phases:

a Induction phase:

- Acquiring discipline-related and methodological foundations, including the basics of academic language.
- In the induction phase, all foundational modules are to be completed (Language Module, Core

Curriculum). Successful completion of the propaedeutic is required for an entry into the focussing phase.

b Focussing phase:

- Focussed and specialised education in literary, and language and linguistic studies.
- Deepening of methodological and linguistic competences
- Further deepening of the specialisation/research focus
- Guided scientific work

c Completion phase:

- Confirmation of acquired competencies by writing a Bachelor thesis and attending the Bachelor colloquium

d Extensions:

- Stay abroad
- Independent work by taking elective courses in English Languages and Literatures

e External courses from other departments (Art. 14 section 3 RSL 05).

REQUIREMENTS

Art. 16 ¹ The study programme entails the following requirements:

a Compulsory requirements:

- Foundation modules (Language Module, Core Curriculum).
- Examination of Reading List (Advanced Readings in Linguistics and Literature)
- Research module (containing 2 Bachelor colloquia and a Bachelor thesis)
- Stay abroad (requires approval)

b Compulsory-elective requirements:

- 1 focus module
- 3 seminars
- 2 lectures

c Elective requirements (Extensions):

- Internal elective requirements (Wahlleistungen) in the Department of English Languages and Literatures (optional courses taken within the department, s. Extensions)
- External courses (Wahlbereich) from other departments (Art. 14 section 3 RSL 05)

² The exact allotment and composition of the modules are presented in more detail in Appendix 1.

STAY ABROAD

Art. 17 ¹ During the period of studies a stay abroad of 24 weeks in total in an English-speaking country needs to be completed. As a general rule, the stay abroad can be interrupted twice.

² It is absolutely mandatory that before departure the stay abroad is discussed with and approved by the department's international coordinator.

³ The stay abroad is completed with an oral or written report. Credit points will be accredited only if at the time of the stay abroad, students are enrolled at the University of Bern.

⁴ In principle, the stay abroad consists of studying and/or paid or unpaid work in an English-speaking country. If the stay abroad is spent at an English-speaking university, only achievements will be recognized which beforehand were listed in a BA study abroad agreement and were validated by the foreign university.

⁵ Petitions for exemptions from stays abroad are to be made by letter, addressed to the Head of the Department.

ELECTIVE SECTION MAJOR (WAHLBEREICH)

Art. 18 ¹ Students can choose to acquire ECTS through courses offered by any other faculty at the University of Bern, provided they are, in accordance with article 14 section 3 RSL 05, listed as free electives ("freie Leistungen").

² When selecting courses for the elective section Major it needs to be ensured that the maximally allowed sum of ungraded assessments of academic achievement (Art. 21, section 4 RSL 05) is not exceeded.

ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY

Art. 19 Prior to a study stay at a university abroad, a BA study abroad agreement needs to be signed between the international coordinator and the student. It lists which achievements will be recognized after the stay is completed. In total, achievements adding up to a maximum of 30 ECTS can be accredited.

BACHELOR THESIS

Art. 20 ¹ The topic of the Bachelor thesis needs to be decided with the supervisor. In case there is uncertainty regarding the suitability of the topic, the decision about admissibility is to be made by the institution listed in the faculty regulations.

² The Bachelor thesis amounts to 10 ECTS. It needs to be written during the completion phase.

³ The aim and scope of the Bachelor thesis should be decided in a way which allows students to conduct the work within three months.

⁴ Before registering for the Bachelor thesis, the student requires a written confirmation that all requirements in the compulsory

and compulsory-elective modules, with the exception of the Bachelor module, have been completed.

RULES FOR FULFILLING THE STUDY PROGRAMME

Art. 21 The study programme is completed if:

- a all the requirements according to Art. 16 are fulfilled and
- b the Bachelor thesis has been passed with a grade 4.0 or higher.

FINAL GRADE BACHELOR

Art. 22 ¹ The final grade of the Major will be calculated according to Art. 32, Section 1 RSL 05.

²The final grade for the Bachelor degree is calculated according to Art. 32, Section 2 RSL 05. The rounding of grades and the degree classification is regulated by Art. 22 RSL 05.

2. ***Bachelor Study Programme English (Minor 60 ECTS)***

STUDY OBJECTIVES AND QUALIFICATIONS

Art. 23 Graduates of the study programme acquire the following skills:

- Advanced competence in the English language.
- Knowledge of the major linguistic and literary historical periods and their impact.
- Skills in analysing texts and other media from an academic linguistic and literary point of view and the necessary basic knowledge and theoretical basis for such an analysis.
- Skills in independently developing, presenting, communicating, and evaluating such analyses.
- Skills in applying their knowledge within a broad working environment.

CURRICULAR DESIGN

Art. 24 The Bachelor study programme consists of the following:

a Induction phase:

- Acquiring discipline-related and methodological foundations, including the basics of academic language.
- In the induction phase, all foundational modules are to be completed (Language Module, Core Curriculum). Successful completion of the propaedeutic is required for an entry into the focussing phase.

b Focussing phase:

- Focussed and specialised education in literary and language and linguistic studies.
- Deepening of methodological and linguistic

competences

c Extensions:

- Stay abroad
- Independent work by taking elective courses in English Languages and Literatures

REQUIREMENTS

Art. 25¹ The study programme entails the following requirements:

a Compulsory requirements:

- Foundation modules (Language Module, Core Curriculum)
- Stay abroad (requires approval)

b Compulsory-elective requirements:

- 1 focus module
- 1 seminar

c Elective requirements (Extensions)

- Internal elective requirements in the Department of English Languages and Literatures

² The exact allotment and composition of the modules are presented in more detail in Appendix 1.

STAY ABROAD

Art. 26

¹ During the period of studies a stay abroad of 12 weeks in total in an English-speaking country needs to be completed. As a general rule, the stay abroad can be interrupted once.

² It is absolutely mandatory that before departure the stay abroad is discussed with and approved by the department's international coordinator.

³ The stay abroad is completed with an oral or written report. Credit points will be accredited only if at the time of the stay abroad, students are enrolled at the University of Bern.

⁴ As a principle, the stay abroad consists of studying and/or paid or unpaid work in an English-speaking country. If the stay abroad is spent at an English-speaking university, only achievements will be recognized which beforehand were listed in a BA study abroad agreement and were validated by the foreign university.

⁵ Reasonable applications for exemptions from stays abroad are to be made by letter, addressed to the Head of the Department.

ACADEMIC ACHIEVEMENTS AT
ANOTHER UNIVERSITY

Art. 27 Prior to a study stay at a university abroad, a BA study abroad agreement needs to be signed between the international coordinator and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to a maximum of 15 ECTS can be

	accredited.
RULES FOR FULFILLING THE STUDY PROGRAMME	Art. 28 The study programme is completed if all the requirements according to Art. 25 are fulfilled.
FINAL GRADE MINOR	Art. 29 The final grade of the Bachelor degree is calculated according to Art. 32 Section 1 RSL 05. The rounding of grades and the degree classification is regulated by Article 22 RSL 05.
	3. Bachelor Study Programme English (Minor 30 ECTS)
STUDY OBJECTIVES AND QUALIFICATIONS	<p>Art. 30 Graduates of the study programme acquire the following skills:</p> <ul style="list-style-type: none"> - Competence in the English language. - Knowledge of the major linguistic and literary historical periods and their impact. - Skills in analysing texts and other media from an academic linguistic and literary point of view. - Skills in developing, presenting, communicating, and evaluating such analyses.
CURRICULAR DESIGN	<p>Art. 31 The study programme consists of the following:</p> <p><i>a</i> Induction phase:</p> <ul style="list-style-type: none"> - Acquiring discipline-related and methodological foundations, including the basics of academic language <p><i>b</i> Extensions:</p> <ul style="list-style-type: none"> - Independent work by taking elective courses in English Languages and Literatures
REQUIREMENTS	<p>Art. 32 ¹ The study programme entails the following requirements:</p> <p><i>a</i> Compulsory requirements:</p> <ul style="list-style-type: none"> - Foundation modules (Language Module, Reduced Core Curriculum) <p><i>b</i> Elective requirements (Extensions):</p> <ul style="list-style-type: none"> - Internal elective requirements in the Department of English Languages and Literatures <p>²The exact allotment and composition of the modules are presented in more detail in Appendix 1.</p>
ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY	Art. 33 Prior to a study stay at a university abroad, a BA study abroad agreement needs to be signed between the international coordinator and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to a maximum of 7 ECTS can be

accredited.

RULES FOR FULFILLING THE STUDY PROGRAMME

Art. 34 The study programme is completed if all the requirements according to Art. 32 are fulfilled.

FINAL GRADE MINOR

Art. 35 The final grade of the Bachelor degree is calculated according to Art. 32 Section 1 RSL 05. The rounding of grades and the degree classification is regulated by Article 22 RSL 05.

III. Master Study Programmes

STRUCTURE AND CONTENTS

Art. 36 The master study programmes comes in two specialisations, either Language and Linguistics or Literary Studies. Either of those can be chosen.

STANDARD STUDY PERIOD

Art. 37 The standard study period is four terms. Prolongations are possible according to Article 13 RSL 05.

1. Master Study Programme English (Major 90 ECTS)

STUDY OBJECTIVES AND QUALIFICATIONS

Art. 38 Graduates of the study programme acquire the following skills:

- A broad and in-depth knowledge of the major linguistic and literary historical periods and regions, and their impact.
- Advanced and broad knowledge of academic linguistic and literary studies, as well as a critical understanding of their theoretical and methodological foundations.
- Advanced skills in analysing texts and other media from an academic linguistic and literary point of view, as well as in independently developing and working with critical questions and concepts.
- Skills in professionally developing, presenting, communicating and evaluating such analyses.
- Skills in composing academic papers.

ADMISSIONS CONDITIONS

Art. 39¹ In addition to the general admission conditions for studies at the University of Bern, the admission conditions for the Master study programme in English as a Major are:

- a BA (Major) in English from a Swiss tertiary education institution or an equivalent degree, if necessary with additional qualifications which will, according to section 2, be specified on the basis of the student's past record,

or:

- b* BA (Minor) in English from a Swiss tertiary education institution or an equivalent degree, if necessary with additional qualifications which will, according to section 2, be specified on the basis of the student's past record.

² Additional qualifications in the form of conditions and/or requirements that must be satisfied according to Article 5 and 5a RSL 05 are to be specified on the basis of the student's past record.

³ When signing up for the MA study programme, applicants with foreign educational qualifications must present a minimum test score on one of the language tests listed below. Accepted are a valid TOEFL or IELTS certificate, respectively, which at the time of application is not older than six months. Exam results older than this will not be accepted.

Language test	Minimum result
TOEFL Paper (PBT)	600
TOEFL Internet (iBT)	100
IELTS	7

⁴ Exemptions from the language test can be made for students who acquired previous degrees within a language community in which English is the dominant language.

CURRICULAR DESIGN

Art. 40 In the first three semesters students deepen their academic and methodical skills through attending courses and completing independent studies projects. The Master thesis is to be written in the fourth semester.

CHOICE OF MINOR

Art. 41 ¹ The Major can be completed with any Master Minor offered at the University of Bern according to Article 16 RSL 05.

² The Master study programme English as a Major can be combined with the Master study programme in English as a Minor. If this is the case, the specialisation of the Major should be different from the one of the Minor (see Article 36).

REQUIREMENTS

Art. 42 ¹ The study programme consists of the following requirements:

a Compulsory requirements:

- 2 Foundation lectures
- Research Module (containing 3 Master colloquia and a Master thesis) within chosen specialisation

b Compulsory-elective requirements:

- 4 seminars
- 1 lecture
- 3 confirmed guest lecture attendances

c Elective requirements (Extensions):

- Internal elective requirements in the Department of English Languages and Literatures

² More detailed information can be found in Appendix 2.

COMBINATION RULES
MASTER

Art. 43 A minimum of 72-76 ECTS is to be gathered in the specialisation, an additional 14-18 ECTS in the other field of specialisation. The Master thesis, a foundation lecture, the Master colloquia and at least three seminars need to be completed within the chosen specialisation.

ACADEMIC ACHIEVEMENTS AT
ANOTHER UNIVERSITY

Art. 44 Prior to a study period at a university abroad, a MA study abroad agreement needs to be signed between the international coordinator and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to a maximum of 30 ECTS can be accredited.

MASTER THESIS

Art. 45 ¹ The Master thesis has to be written within the chosen specialisation.

² The topic of the Master thesis needs to be decided with the supervisor. In cases of uncertainty regarding the suitability of the topic, a decision on its admissibility is to be made by the institution listed in the faculty regulations.

³ The Master thesis amounts to 30 ECTS.

⁴ The Master thesis has to be completed within six months of registration.

⁵ Before registering for the Master thesis, all other graded modules have to be completed.

RULES FOR FULFILLING THE
STUDY PROGRAMME

Art. 46 The study programme is completed if

- a all the requirements according to Art. 42 are fulfilled,
- b the Master thesis has been passed with a grade 4.0 or higher,
- c all additional requirements (according to Art. 39) have been passed with a grade 4.0 or higher.

FINAL GRADE MASTER

Art. 47 ¹ The grade of the Major will be calculated according to Art. 44 section 1 RSL 05.

² The final grade of the Master degree will be calculated according to Art. 44 section 3 RSL 05. The rounding of grades and the degree classification is regulated by Article 22 RSL 05.

2. ***Master Study Programme English (Minor 30 ECTS)***

STUDY OBJECTIVES AND
QUALIFICATIONS

Art. 48 Graduates of the study programme acquire the

following skills:

- A knowledge of the major linguistic and literary historical periods and their impact.
- Advanced and broad knowledge of academic linguistic and literary studies, as well as a critical understanding of their theoretical and methodological foundations.
- Advanced skills in analysing texts and other media from an academic linguistic and literary point of view, as well as in independently developing and working with critical questions and concepts.
- Skills in professionally developing, presenting, communicating and evaluating such analyses.

ADMISSIONS CONDITIONS

Art. 49¹ In addition to the general admission conditions for studies at the University of Bern, the admission conditions for the Master study programme in English as a Minor are:

- a Bachelor of Arts (Minor (60 ECTS) in English from a Swiss tertiary education institution or an equivalent degree, if necessary with additional qualifications which will, according to section 2, be specified on the basis of the student's past record.

² Additional qualifications in the form of conditions and/or requirements that must be satisfied according to Article 5 and 5a RSL 05 are to be specified on the basis of the student's past record.

³When signing up for the MA study programme, applicants with foreign educational qualifications must present a minimum test score on one of the language tests listed in the following. Accepted are a valid TOEFL or IELTS certificate, respectively, which at the time of application is not older than six months. Exam results older than this will not be accepted.

Language test	Minimum result
TOEFL Paper (PBT)	600
TOEFL Internet (iBT)	100
IELTS	7

⁴ Exemptions from the language test can be made for students who acquired previous degrees in English within a language community in which English is the language mainly spoken.

REQUIREMENTS

Art. 50¹ The study programme consists of the following requirements:

- a Compulsory requirements:
 - 1 Foundation lecture
- b Compulsory-elective requirements:
 - 1 seminar

- 3 lectures
- 3 confirmed guest lecture attendances

c Elective requirements (Extensions):

- Internal elective requirements in the Department of English Languages and Literatures

² More detailed regulations can be found in Appendix 2.

COMBINATION RULES
MASTER STUDY
PROGRAMMES

Art. 51 A minimum of 21 ECTS has to be taken within the chosen specialisation, an additional 9 ECTS in the other field of specialisation.

ACADEMIC ACHIEVEMENTS AT
ANOTHER UNIVERSITY

Art. 52 Prior to a study stay at a university abroad, a MA study abroad agreement needs to be signed between the international coordinator and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to a maximum of 10 ECTS can be accredited.

RULES FOR FULFILLING THE
STUDY PROGRAMME

Art. 53 The study programme is completed if

- a all the requirements according to Art. 50 are fulfilled,
- b all additional requirements (according to Art. 39) have been completed with a passing grade.

FINAL GRADE MAJOR

Art. 54 The final grade of the Master degree will be calculated according to Art. 44 section 2 RSL 05. The rounding of grades and the degree classification is regulated by Article 22 RSL 05.

IV. Transitional Regulations

CHANGE OF STUDY PLAN

Art. 55 The study plan change requires approval from the executive board of the University of Bern. The appendix is an exception from this, as changes are the responsibility of the faculty.

TRANSITIONAL REGULATIONS

Art. 56 ¹ This study plan applies to all students starting their studies at the Department of English from autumn semester 2017 onwards.

² Students who started their studies with the study plan "Bachelor and Master in English Languages and Literatures" from 1 August 2010 will have to finish their studies in said study plan by the end of spring semester 2020.

³ Students can, according to article 2, request to change into the current study plan while having all of their ECTS transferred to the new study plan. This request has to be submitted by 20 May 2017.

LEGAL VALIDITY

Art. 57 This study plan replaces the study plan Bachelor and Master in English Languages and Literatures from 1 August 2010 and will be legally valid as of 1 August 2017.

