

# HELP

## *A Guide to English Studies at the University of Bern for BA Students*



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## Contents

<i>Welcome</i> .....	3
<i>Who to Ask</i> .....	4
<i>Buildings</i> .....	4
<i>The Department</i> .....	4
<i>Lecture halls and seminar rooms</i> .....	5
<i>The Library</i> .....	5
<i>Contact</i> .....	6
<i>Loan procedure</i> .....	6
<i>Main Libraries in Bern</i> .....	8
<i>Conduct in the Department</i> .....	9
<i>Writing Academic Papers</i> .....	11
<i>Form and Content</i> .....	11
<i>Plagiarism: Academic Deceit and Dishonesty</i> .....	11
<i>Study Plan (aka curriculum)</i> .....	12
<i>General Information for BA Students</i> .....	12
<i>BA Study Programmes</i> .....	14
<i>Course Overview</i> .....	18
<i>Stay Abroad</i> .....	23

## Welcome

Dear Student

We are pleased that you have decided to study English with us and we welcome you to the 2017/2018 academic year.

To help familiarise you with the Department of English, the staff and Students' Committee (*Fachschafsvorstand*) have compiled this HELP booklet with key information about various rules and regulations, as well as some more general advice concerning your studies. For example, HELP offers information about: the department and its library, the BA curriculum, academic papers and plagiarism rules, studying and staying abroad, and grants.

Of course, HELP cannot answer all of your questions, especially at the beginning of your studies. For this reason we really recommend making direct, one-on-one contact with the teaching staff and with more senior students.

**NOTE: It is vital that you sign up for the BA mailing list immediately. This is our main means of communication with our students, and you will receive important information about the department and your studies. The links to the mailing lists are published on our homepage ([www.ens.unibe.ch](http://www.ens.unibe.ch)).**

For further information and for departmental news, please also consult the departmental website and especially the FAQ section regularly. The Students' Committee is also here to help you with queries (see below).

Kind regards and welcome again.

The Staff and the Students' Committee

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Please do not hesitate to get in touch with the Students' Committee:

Facebook: [www.facebook.com/StudentsCommittee](http://www.facebook.com/StudentsCommittee)

Email: [fsanglistik@sub.unibe.ch](mailto:fsanglistik@sub.unibe.ch)

## **Who to Ask**

Please note that this information is subject to change. Consult the “Who to Ask” list on the Department’s website to see who holds the offices at the moment:

[http://www.ens.unibe.ch/studies/who\\_to\\_ask/index\\_eng.html](http://www.ens.unibe.ch/studies/who_to_ask/index_eng.html)

### ***Study Counselling for BA Students***

Study Counsellor 1: for students with surname A-K

Study Counsellor 2: for students with surname L-Z

### ***Stay Abroad***

International Coordinator 1: for students with surname A-K

International Coordinator 2: for students with surname L-Z

### ***Independent Studies***

Independent Studies proposals: contact any member of staff

Independent Studies Coordinator

### ***KSL Enquiries***

Secretary for student administration

Directors’ Assistant

### ***Diploma Supplements BA/MA***

Studienleitung

### ***Enrolment for Theses and Exams***

Secretary for student administration

### ***Library Enquiries***

Librarian

## **Buildings**

### ***The Department***

The Department of English is located on the second floor at Unitobler, Länggassestrasse 49.

**Address** Department of English / Institut für Englische Sprachen und Literaturen  
Universität Bern  
Länggassestrasse 49  
3000 Bern 9

**Telephone** 031 631 82 45 (secretariat)

**Website** [www.ens.unibe.ch](http://www.ens.unibe.ch)

**Opening Hours** The department is open Mondays to Fridays from 8 a.m. to 6 p.m.

The administration office (D 201) is open for student enquiries:

Monday, Tuesday: 9 - 10 am and 2 - 3.30 pm

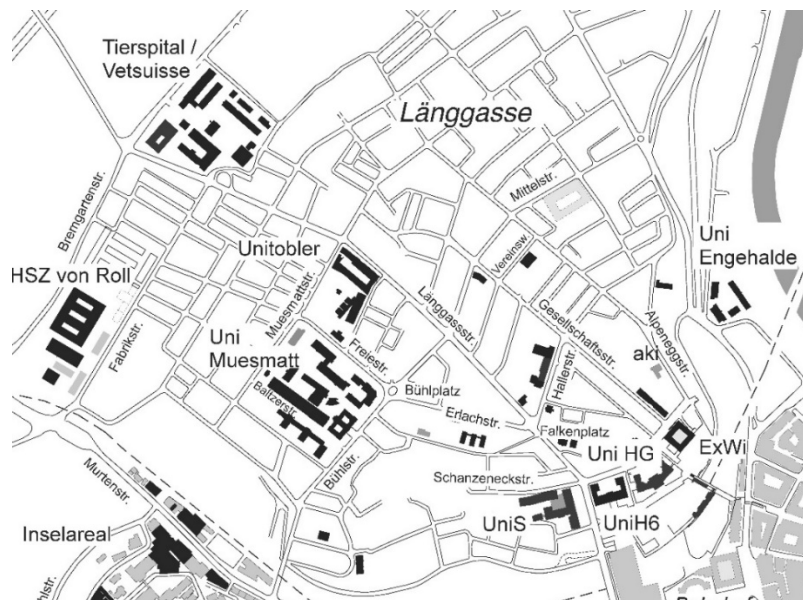
Wednesday: 9 - 10 am

Thursday: 2 - 3.30 pm

### ***Lecture halls and seminar rooms***

The lecture halls and seminar rooms are in the adjoining building at Lerchenweg 36. Some courses take place in other university buildings, namely:

- in the university's Hauptgebäude, Hochschulstrasse 4;
- in the von Roll buildings at Fabrikstrasse 2E and 6;
- at UniS at Schanzeneckstrasse 1;
- in the ExWi building, Sidlerstrasse 5.



*Map of University of Bern buildings*

### **The Library**

The library is a specialist academic library available to staff and students of the Department of English and other interested persons. Items in the loan section can be borrowed by means of RFID- loan using an IDS library card or the student ID card of the University of Bern. Items

not available from shelves must be reserved via the library catalogue Swissbib Basel Bern and can be collected from the BTO (Basisbibliothek Unitobler).

### **Contact**

The English department library is located on the second floor of the Unitobler building:

Bibliothek Anglistik  
Länggassstrasse 49  
3000 Bern 9

**Librarian:** Ms Nina Müller (room B271)

**Telephone:** +41 (0)31 631 83 72

**Email:** [anglistik@ub.unibe.ch](mailto:anglistik@ub.unibe.ch)

**Web:**

[http://www.unibe.ch/universitaet/dienstleistungen/universitaetsbibliothek/teilbibliotheken/philosophisch\\_historische\\_faecher/anglistik/index\\_ger.html](http://www.unibe.ch/universitaet/dienstleistungen/universitaetsbibliothek/teilbibliotheken/philosophisch_historische_faecher/anglistik/index_ger.html)

### **Library opening times**

Self-loan Monday to Friday 08:00-18:00.

### **Information/support (library office, B 271)**

Monday – Wednesday 08:30-11:30 13:30-15:30

Thursday 09:00-12:30

### **Loan procedure**

Books from the open access book stock of the English department library can be checked out via RFID self-loan.

### **Registration (IDS user card)**

For the loan of books and other library services users must be in possession of an IDS user card. Registration is not possible at the Department of English. Please apply to the Basisbibliothek BTO in the basement of the Unitobler building.

### **Loan period/renewal**

The loan period is four weeks. Provided an item is not reserved by another user, the loan period is automatically renewed once for a further period of four weeks. The loan period for electronic media is 14 days.

### **Return of items**

Returned items should be placed carefully in the returns box in the corridor or returned to the BTO. Users are advised to check their online account within three days to see that the return has been processed.

## **Reminders**

The prompt return of items is requested. Charged reminders are sent 5 days after the first reminder.

## **Loss**

In the case of lost items the cost of replacement plus an administrative fee of 50.- CHF per item will be charged.

## **Workstations, cabinets and lockers**

Workstations and a number of drawers are available in the library for use by major students of the Department of English. As these are heavily in demand and there is often a waiting list, a time limit may be imposed. Please contact the library staff for further information.

## **Wireless Access**

The University's WLAN network is available in the library for laptop computers.

## **Access from home: Virtual Private Networking (VPN)**

The VPN client allows entitled persons (university students and staff) to access the IT-resources of the University of Bern off-campus. Check the university's website for further information.

## **The Electronic Library Catalogue (IDS Basel/Bern)**

The stock of the English department library is fully integrated into the online catalogue of IDS Basel/Bern: <http://aleph.unibas.ch> and <http://swissbib.ch> (Swiss university libraries and Swiss National Library catalogue).

## **Presence shelf books (on-site consultation only)**

Books relating to the current semester's courses can be found on the presence shelves in the corridor and cannot be borrowed.

## **Reference Section (on-site consultation only)**

Reference books, handbooks and dictionaries are located on the shelves in the English department corridor.

## **Journals, DVDS, books before 1950 and Rara**

Books published before 1950, Rara, journals and DVDs are stored in the Compactus and in cupboards. Please order online from the IDS catalogue and allow two days for the order to be processed.

## **E-Library**

The network of the University Library (UB) offers a great variety of electronic resources, such as online databases for bibliographic information and journal articles in full text. The MLA International Bibliography, JSTOR and Project MUSE are useful repositories for the study of



languages and literatures.

### **Library Tutorials**

Library tutorials for new students are offered every autumn semester. Please check the notice boards in the department for further information.

### ***Main Libraries in Bern***

Apart from an immense selection of books, these libraries also provide desks and computer rooms for students, as well as services for interlibrary loans.

#### **Basisbibliothek (BTO)**

Länggassstrasse 49a, 3000 Bern 9 | [www.ub.unibe.ch/bto](http://www.ub.unibe.ch/bto)

Texts for the study of English are also available at the Basisbibliothek (BTO) in the basement of Unitobler, under the section ANGLISTIK (open access shelves).

#### **Bibliothek Münsterergasse (ZB)**

Münstergasse 61/63, 3000 Bern 8 | [www.ub.unibe.ch/zb](http://www.ub.unibe.ch/zb)

Further books and periodicals can be ordered online from the ZB via the IDS Basel/Bern catalogue. They can be ordered online and picked up at the BTO within 24 hours. Books from the ZB can also be returned at the BTO.

#### **Schweizerische Nationalbibliothek (NB)**

Hallwylstrasse 15, 3003 Bern | [www.nb.admin.ch](http://www.nb.admin.ch)

Schweizerische Nationalbibliothek is not part of the IDS Basel/Bern. However, it covers material relating to Switzerland, i.e. everything published in the country or written by Swiss authors. With the help of your library card you can open an NB account and access the stock.

#### **Bibliothek vonRoll**

Fabrikstrasse 8, CH-3012 Bern | [vonroll@ub.unibe.ch](mailto:vonroll@ub.unibe.ch)

Books and periodicals can be ordered online from the vonRoll Bibliothek via the IDS Basel/Bern catalogue. Ordered items may be picked up at the BTO twice a day. Books from the vonRoll Bibliothek can also be returned at the BTO.

## Conduct in the Department

These guidelines we created to help you conduct formal correspondence with members of staff in the department. We invite you to observe the following principles when engaging with university staff. Thank you for your cooperation!

### *Preliminary notes*

- Please note that you are not on first-name basis with staff unless you are specifically invited to address members of staff by their first name.
- Being on a first-name basis with members of staff, however, does not mean that common sense politeness rules cease to apply.
- In face-to-face interaction, students of the Department of English are commonly addressed by their first name. Please advise staff to address you by your family name, if you so wish.
- Please try to keep the noise down in the corridors and in the tea corner. The department is first and foremost a workspace.

### *Letters and Emails*

Letters and emails addressed to members of staff follow a formal style. Please observe the following principles.

#### **Forms of address and signing off in emails and letters**

Please address members of staff by their academic title and sign off your email or letter appropriately. If you do not know the title of a member of staff, consult the website. Here are some examples of how to begin and end emails and letters in English.

OPENING LINE	CLOSING LINE
Dear Professor Smith, Dear Dr Brown,	Yours sincerely, Sincerely, Best wishes,
Dear Ms Jones, Dear Mr Jones,	With kindest regards, Best wishes, Kind regards,
Dear Alison,	Best wishes, Kind regards, All the best,

#### **Introducing yourself and stating your problem/question**

Members of staff might not immediately know who you are or why you are writing to them. Therefore, it is helpful if you introduce yourself and state what issue, seminar or lecture your email relates to. It is also common courtesy to acknowledge emails from members of staff, for example, by thanking them for their assistance or by confirming that the issue in question has been resolved.

### **Formality in emails and letters**

Emails and letters sent to members of staff are regarded as formal. This means that you should adhere to the rules of formal writing with regard to capitalisation, punctuation and word choice.

### ***Consultations***

Your instructors and counsellors are available for consultation during the hours indicated on their office doors or on their personal staff pages on the website, otherwise by appointment.

Additionally, it is recommended that all students meet with a study counsellor at least once during their BA studies. To find out who to contact, please consult the 'Who to Ask' section on our website.

### ***Website, Mailing Lists and Notice Boards***

Students should consult the notice boards in the corridor and the department's website on a regular basis for course details and important announcements.

It is vital that students sign up to the BA mailing list when they begin their studies. The mailing list is our primary means of communication with the student body. On our website ([www.ens.unibe.ch](http://www.ens.unibe.ch)) you find a link to the mailing list.

### ***Other***

#### **Photocopying**

The photocopying machine in the department is for the use of staff only. Students may use the machine downstairs in the BTO (the main library). A card for photocopies and printing can be purchased from the BTO.

#### **Desks and storage cabinets**

Students can reserve the use of a desk and/or a set of drawers in the library for the period of one semester. Apply at the library office for allocation and keys (Room B 271). Locked cupboard space is also available at the BTO.

#### **Tea corner**

The department's tea corner is open to all staff and students. Equipped with a fridge and microwave, plates, cups and cutlery, the tea corner is a space for spending your lunch hour and study breaks. Please adhere to the terms of use, which you will find in the tea corner, and keep in mind that the department is a workspace. The tea corner closes at 6:00 pm.

#### **Mobile Phone Use**

Speaking on mobile phones is not permitted in the hallways of the department, as it is disruptive.

## Writing Academic Papers

### *Form and Content*

In the course of your studies, you will be required to write a number of papers. Academic papers belong to a specific type of text that is defined in terms of form and content. Hence, there are formal conventions that should be observed when writing papers in Literature and Language and Linguistics. Students of the Department of English are asked to follow the rules on format outlined in the *Style Sheets for Literature and for Language and Linguistics*, which can be found on the website at

[http://www.ens.unibe.ch/studies/learning\\_resources/writing\\_papers/index\\_eng.html](http://www.ens.unibe.ch/studies/learning_resources/writing_papers/index_eng.html).

The rules concerning the content of a paper differ from one case to another, depending on the material, the topic, and the method you choose, as well as whether you are writing a paper in Language and Linguistics or in Literature. This is why we ask you to consult your instructor before you start writing an academic paper. You may also find it helpful to consult the manual on writing papers that is available on the same website.

You must hand in all papers apart from your BA and MA theses with a **submission sheet**, which can be found online at

[http://www.ens.unibe.ch/studies/learning\\_resources/submitting\\_assessments/index\\_eng.html](http://www.ens.unibe.ch/studies/learning_resources/submitting_assessments/index_eng.html)).

All papers must also have:

- a **title page** containing the following information: University of Bern, Department of English; the title of the paper; the name of the supervisor; the type of paper (BA/MA thesis, BA/MA seminar paper, etc.); the author's full name, address, email and matriculation number; and the date;
- a **table of contents**;
- a **references / works cited** section.

### ***Plagiarism: Academic Deceit and Dishonesty***

Plagiarism is one of the most flagrant violations of academic standards. The consequences of plagiarism are accordingly drastic and may lead to the exclusion from the study programme. It must therefore be absolutely clear to you what plagiarism means. **It is imperative that you read the document 'What is Plagiarism?'**, to be found on our website at [www.ens.unibe.ch/studies/learning\\_resources/writing\\_papers](http://www.ens.unibe.ch/studies/learning_resources/writing_papers), and make sure to include a signed non-plagiarism declaration for **every** paper you hand in. A non-plagiarism declaration is included in the submission sheet.

## Study Plan (aka curriculum)

This section is based on Study Plan 2017 (*Studienplan für die Bachelor- und Masterprogramme des Instituts für Englische Sprachen und Literaturen vom 12. Dezember 2016*) and its appendix, which provide detailed information specifying course requirements and credits, papers, exams, attendance and possible study at other universities. **It is imperative that you download *Study Plan 2017* and the appendix from the website and read them thoroughly as they represent the legal basis of your studies. You can find them at:**

[http://www.ens.unibe.ch/studies/study\\_programmes/index\\_eng.html](http://www.ens.unibe.ch/studies/study_programmes/index_eng.html).

Please note that it is also advisable to read *Reglement der Studien und Leistungskontrollen* (RSL 05), to be found at:

[http://www.philhist.unibe.ch/about\\_us/regulations\\_and\\_guidelines/index\\_eng.html](http://www.philhist.unibe.ch/about_us/regulations_and_guidelines/index_eng.html)

## General Information for BA Students

### The Study Programmes

The Department of English offers the following degree programmes:

- A **BA (Bachelor of Arts) in English**: tending as a rule over 6 semesters (3 years). The degree can be pursued as a major (*Hauptfach*, 120 ECTS) or a minor (*Nebenfach*, 60 or 30 ECTS), and it covers the fields of both English Language and Linguistics, and Literatures in English.

### Course Types

There are three main types of courses: lectures, seminars and workshops.

- **Lectures** work mainly on a frontal input principle, but students are expected to have familiarised themselves with the material for the session and to contribute to discussions.
- **Seminars** are based on student discussion, either in the plenum or in smaller groups. Students are expected to actively contribute in each session, to be well prepared and to be able to critically engage with the material for the session.
- **Workshops** are courses that focus on application and practice. Students are expected to do some tasks for each session.

## The Credit Point System

Students are awarded credit points (ECTS) on the successful completion of a module or course. The total numbers of credit points required for completion are:

BA Major: 120 ECTS

BA Minor: 60 or 30 ECTS

## Graded Courses

The final mark awarded for the BA major or minor is cumulative, i.e. each mark acquired for each of the graded modules and courses is counted towards the final mark. The final mark is an average of each mark weighted according to the number of credit points for that module. Marks can be given for different kinds of assessment, ranging from written examinations through seminar papers, project reports to oral presentations etc. You will be informed by the course instructor what work you are expected to do for a mark.

None of the graded modules that count towards the final mark may be insufficient. In other words, you cannot compensate insufficient marks.

Furthermore, BA students must successfully complete the *Propädeutikum*, i.e. the Language Module and the Core Curriculum, in order to enter the next phase of their studies (please see below). **An insufficient assessment can be repeated only once and must result in a sufficient mark.**

## Ungraded Courses

Study units that are ungraded are evaluated on a pass/fail basis. In order to pass, you have to complete all the work required in a satisfactory manner. This may include, among others, written assignments, lecture notes or presentations specified by the course instructor.

## Completion of Studies

Once you have completed your major or minor studies you need to fill in the form *Bescheinigung des zuständigen Instituts*, which can be found on the faculty homepage ([www.philhist.unibe.ch/studium/bachelor\\_master](http://www.philhist.unibe.ch/studium/bachelor_master)), and have it signed by the department's *Studienleitung* (see the department's 'Who To Ask' list for the current holder of that office). He or she will confirm that all study requirements have been met. Check the faculty's website for further information.

## Taking Courses at a Different University

You may take a certain number of courses at other universities as long as those universities have a comparable study programme (for details see Study Plan 2017, articles 17, 19, 26, 27, 33, 44 and 52). Students wishing to take courses at another university need to consult a study counsellor **before** taking this step and make sure they complete a learning agreement.

## **BA Study Programmes**

The **BA major programme** develops in three consecutive phases. The BA minor programmes deviate slightly from this structure (see Study Plan 2017 Appendix).

- 1. Induction Phase:** These are the *Propädeutikum* courses. The main focus lies on the acquisition of methodological competences in the areas of language and linguistics, history of English, literature and academic language use.
- 2. Focussing Phase:** This phase develops subject expertise, which is deepened within a selectable thematic focus and a choice of lectures and seminars.
- 3. Completion Phase:** The research focus is developed further and students explore their academic interests in their BA thesis.

In their first year, major students have to complete all parts of the Core Curriculum as well as the Language Module (*Propädeutikum* courses/Induction Phase). Minors are also advised to complete the Language Module and the Core Curriculum in their first year of studies. Students have to complete and pass all *Propädeutikum* courses before they can move on to other courses. When planning your studies, please note that *Propädeutikum* courses are only offered in one semester (some in autumn, some in spring). The rest of the programme is less strictly structured and offers students more freedom of choice and flexibility. For more information please have a look at the sample timetables for new students at [http://www.ens.unibe.ch/studies/learning\\_resources/index\\_eng.html](http://www.ens.unibe.ch/studies/learning_resources/index_eng.html).

After the *Propädeutikum*, students pursue their own interests by attending lectures, seminars and workshops of their choice, or by doing independent study. Furthermore, students must pass an exam based on a reading list of both literary and linguistic works (see [www.ens.unibe.ch/studies/course\\_types\\_and\\_modules](http://www.ens.unibe.ch/studies/course_types_and_modules) for more details), and experience life in an English-speaking country on a stay abroad (only applicable to BA major and 60-minor students). In addition, there is a *Freier Wahlbereich* (electives) for BA majors, in which students are expected to acquire 15 credit points within **other** study programmes offered by the university. All 15 credit points in your *Wahlbereich* (electives) need to be graded.

### **Curriculum structure**

#### **Language Module**

The **Language Module** provides the necessary language training and training in academic writing to equip students for their studies. The module consists of four courses (Writing Skills I/II and Grammar I/II), which are taken during the first year of studies.

#### **Core Curriculum**

The **Core Curriculum** provides students with the basic knowledge and skills necessary to study the two disciplines, Language and Linguistics, and Literature. It consists of four lectures and two seminars and are taken within the first year of studies.

#### **Focus Module**

**Focus Modules** cover thematic foci of academic interest to your studies. A Focus Module

consists of one lecture and a choice of connected seminars. Usually, two Focus Modules are offered each semester, one in Language and Linguistics and one in Literature. All students attend the lecture and one seminar of their choice, plus they write a graded seminar paper. During their studies, BA major and minor (60 ECTS) students complete one Focus Module. Students may only attend Focus Modules once they have completed the Language Module and the Core Curriculum.

### Stay Abroad

The **Stay Abroad** provides students with an opportunity to use the practical and cultural skills acquired during their course of study in an English-speaking country (see also the Stay Abroad section below).

### Research Module

In the **Research Module**, BA major students apply their acquired skills in the writing of a thesis. This module consists of the thesis and two semesters of attending the Bachelor Colloquium. In the first semester of the colloquium, students will be able to collect ideas for a project and see how their more advanced peers go about planning and writing their theses. During the second semester of the colloquium, students get the opportunity to present their work in progress and get feedback from their peers. Students need to complete the Research Module in consecutive semesters.

### The BA Thesis

To complete the BA major programme, students are required to write a thesis of approximately 15,000 words in either Language and Linguistics or in Literature. In order to begin working on the BA thesis, students must have completed all compulsory modules with the exception of the Research Module. A reasonable number of optional ungraded credits may still be outstanding. This has to be confirmed by a study counsellor upon registration for the thesis.

**Registration deadlines:** Students must approach a supervisor for their thesis early on in the term before they plan to start writing. Students must have their supervisors sign their thesis registration form the semester before they intend to write their thesis. Students must also have their study counsellor sign their thesis registration form, showing that all necessary credits have been fulfilled, and hand in the form to the secretariat at the beginning of the semester in which they intend to write their thesis.

Submission in autumn

Supervisor deadline	30 April
Study counsellor and secretariat deadline	30 September
Submission deadline	Date on registration form*



#### Submission in spring

Supervisor deadline	15 November
Study counsellor and secretariat deadline	1 March
Submission deadline	Date on registration form*

\*The deadline for submission is usually the last day of the semester, but please adhere to the specific submission deadline agreed on with your supervisor on the registration form.

Withdrawal from the BA thesis registration is possible only until the middle of the semester. Thereafter, a withdrawal is only granted on the basis of substantial and documented reasons (e.g. doctor's certificate), and failure to provide such will result in an insufficient mark. The writing of the thesis should take no longer than three months to complete.

#### Free-standing Lectures and Seminars

In the Focussing Phase, BA major students have to complete two lectures (ungraded) and three seminars (graded). While students can choose which lectures and seminars they attend, they are required to take one lecture in either field (Literature or Language and Linguistics) and at least one seminar in either field. BA minor (60 ECTS) students complete one graded seminar of their choice. Free-standing lectures and seminars are not thematically connected like a Focus Module.

#### Optional Ungraded Courses within the Department (*Wahlleistungen/Electives*)

BA students collect a certain amount of ungraded credits by completing courses offered within the Department of English or by doing independent study (see the Course Overview below).

#### Advanced Readings in Linguistics and Literature

All BA major students must pass an exam on essential reading. The Advanced Readings in Linguistics and Literature Exam (short 'Reading List Exam') covers a core list of works and a specialisation list of your choice. You must pass the reading list exam before you write your BA thesis.

The advanced reading list has three parts:

1. Four texts from North American Studies (one novel, one play, one short story, one group of poems)
2. Four texts from Medieval and Modern English Literature (one novel, one play, one piece of short fiction, one group of poems)
3. Four texts from Linguistics.

You must also choose a specialisation list, which is comprised of an additional eight texts, from one of the three domains above. For more information, visit our website at:

[http://www.ens.unibe.ch/studies/course\\_types\\_and\\_modules/index\\_eng.html](http://www.ens.unibe.ch/studies/course_types_and_modules/index_eng.html).

### **Independent Studies**

Optional ungraded credits (*Wahlleistungen/electives*) can also be acquired by doing independent work, such as attending an academic conference, organising a course or event (e.g. readings or reading groups), conducting linguistic fieldwork or archive research, attending a summer school, etc. Independent Studies projects have to be approved and supervised by both a member of the teaching staff and the Independent Studies Coordinator. Credit points will be allotted according to workload. For more information, visit our website:

[http://www.ens.unibe.ch/studies/course\\_types\\_and\\_modules/independent\\_studies/index\\_eng.html](http://www.ens.unibe.ch/studies/course_types_and_modules/independent_studies/index_eng.html)

### **BA Workshops**

Workshops are application and practice-oriented classes. They are evaluated on a pass/fail basis without a grade and can be taken optionally in order to acquire the necessary total number of optional credits (*Wahlleistungen/electives*).

### **Tutorials**

Tutorials are offered regularly for lectures and seminars. In tutorials, students can revise and expand on the content of the lecture, discuss open questions or explore a topic in more depth.

Students can attend as many tutorials as they like, but they can only take 2 tutorials for credit. Regular attendance of and participation in a tutorial can earn you 1 ECTS towards the total number of your optional credits (*Wahlleistungen/electives*).

### ***Freier Wahlbereich (Electives outside the Department) (15 ECTS)***

BA majors have to acquire 15 ECTS in the *Wahlbereich* (electives outside the department) by attending courses in other departments of our university or by taking additional courses associated with our department, e.g. with the *Collegium Generale* or the *Berner Mittelalter Zentrum (BMZ)*. Students should consult the study counsellor of the respective subject to find out whether a course is suitable and whether it is open to *Wahlbereich* students. All 15 ECTS of the *Wahlbereich* need to be graded and you must receive sufficient marks for all courses you take as *Wahlbereich* (the compensation of insufficient marks is not possible).

You are **strongly advised** to attend the Latin courses offered in the faculty. We consider it advisable within the framework of the Faculty of Humanities not only to acquire some knowledge of one of the classical languages, but also, more importantly, to learn more about the cultural and historical roots of European civilization. Especially for students with an interest in medieval and early modern English literature, Latin will prove invaluable for their further studies.

### ***Vorgezogene Masterleistungen***

If you are in **the last semester of your BA** and have earned at least **150 ECTS** but are still missing some credits for the completion of your BA, you may start taking MA courses from our department. *Vorgezogene Masterleistungen*, as they are called, can only be taken for the duration of one semester. However, before signing up for an MA course, please ask the course instructor for his or her approval.

### **Course Overview**

The next few pages provide an overview of the courses and modules that have to be completed in every BA programme. The following notes give additional information on combination possibilities and restrictions.

Notes on the BA major (120 ECTS):

- There is a total of 120 ECTS required in the BA major curriculum; of these, 85 ECTS must be graded.
- The Language Module and Core Curriculum must be completed and passed before moving on to Specialisations and Extensions courses (except elective courses / *Wahlbereich*).
- The Advanced Readings in Linguistics and Literature exam has to be completed and passed before the final registration for the BA thesis.
- The Focus Module (in the Focussing Phase) comprises both a lecture and a seminar.
- Optional credits (Extensions) have to be acquired either in any of the courses on offer within the department or by independent work (the latter is subject to approval), or outside of the department (elective courses / *Wahlbereich*, graded).
- **Combination rules:** Modules generally have to be completed within one academic year, Focus Modules within one semester. In exceptional cases (subject to approval), the Research Module can be done within three semesters.
- One of the lectures taken (either from Specialisations or Extensions) must be a lecture flagged as “pre-1800.”

Notes on the BA Minor (60 ECTS)

- There is a total of 60 ECTS required in the BA minor 60 curriculum; of these, 46 ECTS must be graded.
- The Language Module and Core Curriculum must be completed and passed before moving on to Specialisation and Extension courses.
- The Focus Module (in the Focussing Phase) comprises both a lecture and seminar.
- Optional credits (Extensions) have to be acquired in any of the courses on offer within the department or by independent work (the latter is subject to approval).
- **Combination rules:** Modules generally have to be completed within one academic year, Focus Modules within one semester.

### Notes on the BA Minor (30 ECTS)

- There is a total of 30 ECTS required in the BA minor 30 curriculum; of these, 26 ECTS must be graded.
- Optional credits (Extensions) have to be acquired in any of the courses on offer within the department or by independent work (the latter is subject to approval).
- **Combination rules:** The Language Module has to be completed within one year.

## BA Major (120 ECTS)

TIMELINE	FOUNDATIONS	ECTS	SPECIALISATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	<b>Language Module</b> <ul style="list-style-type: none"> <li>• Writing Skills I/II</li> <li>• Grammar I/II</li> </ul>	<b>12</b>				
	<b>Core Curriculum</b> <b>Intro to Literature (lecture)</b> <b>Intro to Language and Linguistics (lecture)</b> <b>Analysing Literature (seminar)</b> <b>Analysing Language (seminar)</b> Literary History (lecture) <b>Earlier Englishes (lecture)</b>	 <b>3</b> <b>3</b> <b>4</b> <b>4</b> 3 <b>3</b>				
Focussing Phase	Advanced Readings in Linguistics and Literature (independent preparation)		Lecture I – Literature	3	Stay abroad	10
			Lecture II – Lang. and Ling.	3		
			<b>Seminar I – Literature</b>	<b>7</b>	Optional ( <i>Wahlleistung</i> ) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials	9
			<b>Seminar II – Lang. and Ling.</b>	<b>7</b>		
			<b>Seminar III – Literature or Lang. and Ling.</b>	<b>7</b>		
			<b>Focus Module (Lit. or Lang. and Ling.):</b> <b>Lecture III + Seminar IV</b>	<b>10</b>		
Completion Phase	Advanced Readings in Linguistics and Literature (examination)	3	<b>Research Module</b>		Elective ( <i>Wahlbereich</i> ) graded courses taken outside of the department	<b>15</b>
			BA Colloquium (2 semesters)	4		
			<b>BA Thesis (15,000 words)</b>	<b>10</b>		
<b>TOTAL ECTS/ GRADED ECTS</b>		<b>35/29</b>		<b>51/41</b>		<b>34/15</b>
<b>120/85</b>						

**BA Minor (60 ECTS)**

TIMELINE	FOUNDATIONS	ECTS	SPECIALISATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	<p>Language Module</p> <ul style="list-style-type: none"> <li>• Writing Skills I/II</li> <li>• Grammar I/II</li> </ul> <p>Core Curriculum</p> <ul style="list-style-type: none"> <li>• Intro to Literature (lecture) 3</li> <li>• Intro to Language and Linguistics (lecture) 3</li> <li>• Analysing Literature (seminar) 4</li> <li>• Analysing Language (seminar) 4</li> <li>• Literary History (lecture) 3</li> <li>• Earlier Englishes (lecture) 3</li> </ul>	12				
Focussing Phase			<p>Focus Module (Literature or Lang. and Ling.): lecture + seminar</p> <p>Seminar</p>	10 7	<p>Stay Abroad</p> <p>Optional (<i>Wahlleistung</i>) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials, depending on Stay Abroad</p>	5-10 1-6
<b>TOTAL ECTS/ GRADED ECTS</b>		32/29		17/17		11/11
<b>60/46</b>						

**BA Minor (30 ECTS)**

TIMELINE	FOUNDATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	<p>Language Module Writing Skills I/II Grammar I/II</p> <p>Reduced Core Curriculum Intro to Literature (lecture) Intro to Language and Linguistics (lecture) Analysing Literature (seminar) Analysing Language (seminar)</p>	<p><b>12</b></p> <p><b>3</b> <b>3</b> <b>4</b> <b>4</b></p>		
Focussing Phase			Optional ( <i>Wahlleistung</i> ) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials	4
<b>TOTAL ECTS/ GRADED ECTS</b>		<b>26/26</b>		<b>4</b>
				<b>30/26</b>

## **Stay Abroad**

### ***The Stay Abroad in Brief***

For both BA English majors and minors a stay abroad in an English-speaking country is compulsory:

- Majors must spend 6 months abroad (24 weeks) for which they will be awarded 10 ECTS points.
- Minors must spend at least 3 months abroad (12 weeks) for which they will be awarded 5 ECTS points. Minors can also do a longer stay abroad and earn up to 10 ECTS points.
- Majors may split their stay abroad into two trips, neither of which is shorter than one month; minors may not split their 3-month stay abroad. Splitting the stay abroad requires majors to keep all necessary documentation secure over the course of both trips – this module is always accredited as a single six-month/10 ECTS whole.

NB. The PH Bern has changed its own stay abroad requirement for English students. Prospective English teachers must have spent at least 6 months abroad. Contact the PH Bern for further details.

Students can study or work abroad (mere travelling is not acceptable). For a selection of appropriate activities and advice on how to organise the stay abroad, see the slides from the most recent stay abroad meeting, which are regularly updated on the stay abroad section of the English department website.

All stays abroad must be approved in advance. You must discuss your choice with your International Coordinator (see the Who to Ask section on our website for the current holders of this office).

### ***Prior Recognition of a Stay Abroad***

ECTS points are not granted to students who are not matriculated at the university. This means that you may receive recognition of your stay abroad, however, you will have to gain the 5/10 ECTS points for the stay abroad by taking extra courses within the department. Each case is evaluated on an individual basis. Please send a formal letter of application and complete dossier to the Head of Department for recognition of this period along with the relevant proof (copies of plane tickets, transcripts, job confirmation, etc.). Be specific about when you were abroad and when you started studying with us. As of December 2014, students may seek prior recognition only for stays abroad that took place no more than two years prior to the beginning of studies.

### ***What is an English-Speaking Country?***

For our purposes, 'English-speaking' country refers primarily to the Anglosphere – those countries in which English is spoken by the majority as a first language (United Kingdom,



United States, Ireland, Canada, Australia, New Zealand), or as the main language of government/commerce, e.g. South Africa, Singapore). It does not generally extend to countries in which English is spoken as a second language (L2), or where it is 'official' but not so widely spoken (e.g. most former colonies of the United Kingdom, that is, countries such as India, Sri Lanka, Kenya, Tanzania and Bangladesh).

However, each stay abroad is approved on an independent basis. If you have an idea regarding a stay abroad in a post-colonial context, you are encouraged to contact your International Coordinator regarding what 'English-speaking' refers to in relation to the stay abroad.

### ***What if I have a disability or other personal circumstances that prevent me from spending significant amounts of time outside Switzerland?***

The Stay Abroad is compulsory for all students. If travel abroad is impossible on the grounds of disability or other extenuating circumstances, however, alternative options can be considered. These could consist of doing an internship in a professional area relevant for students of English or in other activities related to the study of English.

### ***Where to Go and What to Do***

#### **Study at a University in an English-Speaking Country**

##### **a. SEMP (Erasmus)**

The department currently has four Erasmus agreements with British and Irish universities: the University of Kent, the University of Ulster, the University of Essex and the University of Limerick. If you are interested in doing an Erasmus exchange, you should attend the stay abroad meeting, which takes place annually during the autumn semester.

Places in Erasmus exchanges are restricted, and will be awarded on the basis of academic merit and a 700-word personal statement, in which students detail at what stage they are in their studies and how the exchange would help them. This internal selection process for Erasmus spots takes place in November. Applicants are informed by the end of January if they have been successful, giving them time to complete their paperwork with the International Office.

Deadline: November (for internal selection process)

March (with International Office)

##### **b. Other Exchange Partners**

Students may wish to study abroad by going through our university agreements at the University of Wisconsin, Whitewater Campus, the University of Arizona, Tucson, Sam Houston University, Virginia Polytechnic Institute and State University Institute (Virginia Tech), University of Technology, Sydney, and Stellenbosch University in South Africa.

For further information, please consult the relevant webpages hosted by the International Office at the University of Bern. If you have specific questions about the application process, please contact Martina Carolus at the International Office ([martina.carolus@int.unibe.ch](mailto:martina.carolus@int.unibe.ch)).

Once the application has been accepted, please make an appointment with your International

Coordinator to finalise the learning agreement.

Deadline: Consult International Office website:

[http://www.unibe.ch/studies/mobilitaet/students/outgoing/index\\_eng.html](http://www.unibe.ch/studies/mobilitaet/students/outgoing/index_eng.html)

c. ISEP

The University of Bern is a member of the International-to-International ISEP-Exchange. ISEP has agreements with 150 universities in the U.S. and 80 universities worldwide, offering opportunities for students to study at one of these universities for one or two semesters.

For further information, please consult the ISEP pages hosted by the International Office at the University of Bern. If you have specific questions about the application process, please contact Hiromi Kamiya at the International Office ([hiromi.kamiya@int.unibe.ch](mailto:hiromi.kamiya@int.unibe.ch)).

Once the application has been accepted, please make an appointment with your International Coordinator to finalise the learning agreement.

Deadlines: Consult International Office website:

[http://www.unibe.ch/studies/mobilitaet/students/outgoing/index\\_eng.html](http://www.unibe.ch/studies/mobilitaet/students/outgoing/index_eng.html)

d. Tailored Option

The world is your oyster! Students wanting to go abroad to a university of their own choosing may do so. It is each student's own responsibility to find out about application procedures, deadlines and admission fees for foreign students. In the recent past, students have had enriching and rewarding opportunities studying in London, Oxford, Edinburgh, New York, California and Singapore.

Once you have secured a place at university, please make an appointment with your International Coordinator to finalise the learning agreement.

### **Grants for Overseas Study**

Students of the University of Bern can obtain grants for their university studies abroad, provided their need is well-founded. There are several options for obtaining grants:

a. Regierungsstipendien

The government supports study visits for Swiss students. The programme is administered by CRUS (Rectors' Conference of the Swiss Universities). For more information, go to [www.auslandstipendien.ch](http://www.auslandstipendien.ch).

b. Kantonsstipendien

In cases of financial hardship you can apply for a grant from the Erziehungsdirektion des Kantons Bern to help with the cost of your studies or your stay abroad. For more information contact Erziehungsdirektion des Kantons Bern (ED), Abt. Ausbildungsbeiträge, [www.erz.be.ch](http://www.erz.be.ch).

Before you apply for a grant from the ED, you should get a letter from your International Coordinator confirming that a stay abroad is a compulsory part of study for students of English. Applications for grants must be handed in as early as possible, at the latest three months prior to the beginning of your stay abroad.

### c. SUB

The StudentInnenschaft der Universität Bern (SUB) is the official association of the students of the University of Bern and hence represents the interests of the students. It provides a list of institutions that students in financial straits can turn to  
<http://subnew.unibe.ch/de/Beratung/Studienfinanzierung>.

The SUB also offers advice on how to apply for grants:  
<http://subnew.unibe.ch/de/Beratung/Rechtsberatung>.

It may also be possible to procure funds from these organisations to support working abroad (see the section below).

### **Other Non-University Study in an English-Speaking Country**

It is also possible for students to engage in non-tertiary study, for any level of qualification. These courses may vary in topic and scope – from scuba-diving, to creative writing, to photography. If a course takes place in an English-speaking country, in English, it is worth finding out from your International Coordinator if it will be valid for the stay abroad.

Students often ask whether they can complete an English course at a language school in order to complete the stay abroad module. In short, the answer is yes. However, students would be well-advised to consider carefully whether an English proficiency course (e.g. C2) will be a worthwhile use of their time, if they are already proficient enough to study in English at university level.

### **Working Abroad**

Students may also organise internships, volunteer, or other work experience to be undertaken during the stay abroad. We have broad definitions for working abroad – in the past students have worked with ski companies, summer camps, conservation organisations and other NGOs, art/music festivals, language schools, publishing houses, and other diverse organisations. Some students have worked at IKEA, in a call centre, as an au pair, and at a drama school. You are encouraged to use your imagination!

For possible leads, students are advised to attend the stay abroad meeting, which takes place annually in the autumn semester (the slides from the meeting are regularly updated on the stay abroad pages of the website,

[http://www.ens.unibe.ch/studies/course\\_types\\_and\\_modules/stay\\_abroad/index\\_eng.html](http://www.ens.unibe.ch/studies/course_types_and_modules/stay_abroad/index_eng.html) ).

Once you have found an internship or other employment, please contact your International Coordinator in order to finalise the learning agreement.

### **Completing the Stay Abroad**

In order for stay abroad points to be registered, you will have to submit a dossier to your International Coordinator upon your return to Bern. This will include:

- Copies of plane tickets
- Confirmation of internship/employment (in the form of a letter), or;
- An official university transcript, or;

- Some other confirmation of completion in the case of a language school, etc.
- A 750-word report detailing what you learned on your stay abroad.

NB. As an alternative to the written report, you can give a short presentation (roughly 5 minutes) at the annual stay abroad information meeting during the autumn semester.