HELP

A Guide to English Studies at the University of Bern for MA Students

University of Bern
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Welcome

Dear Student

We are pleased that you have decided to study English with us and we welcome you to the 2018/2019 academic year.

To help familiarise you with the Department of English, the staff and Students' Committee (*Fachschaftsvorstand*) 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 MA 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 MA 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 link to the mailing lists is published on our homepage (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

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

Facebook: www.facebook.com/StudentsCommittee

Email: 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

Study Counselling for MA 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

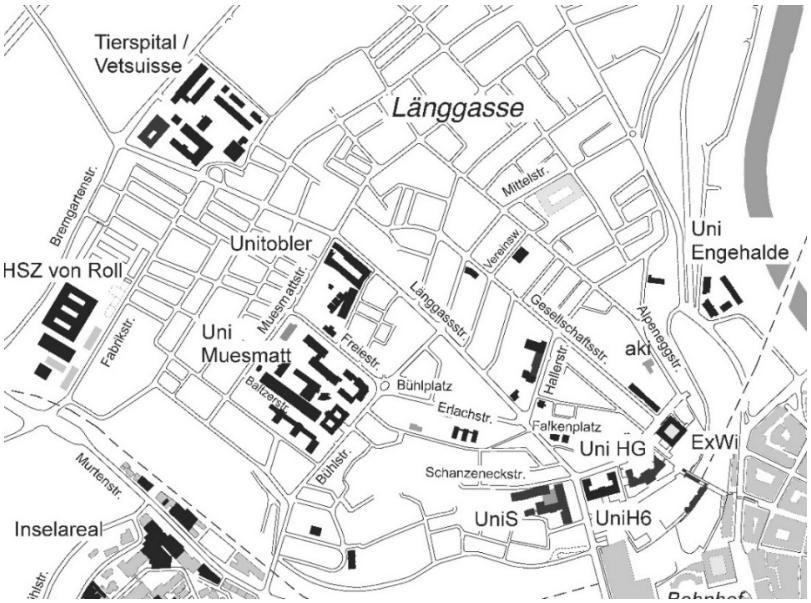
The Department of English is located on the second floor at Unitobler, Länggassstrasse 49.

Address	Department of English / Institut für Englische Sprachen und Literaturen Universität Bern Länggassstrasse 49 3012 Bern
Telephone	031 631 82 45 (secretariat)
Website	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: 2 - 3.30 pm Tuesday, Thursday: 9-10 am and 2 – 3.30 pm Wednesday: 9 - 10 am

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
3012 Bern

Librarian: Ms Nina Müller (room B271)

Telephone: +41 (0)31 631 83 72

Email: anglistik@ub.unibe.ch

Web:

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 and 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, 3012 Bern | 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 Münstergasse (ZB)

Münstergasse 61/63, 3011 Bern | 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

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, 3012 Bern | 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

The following Departmental guidelines have been compiled to help make explicit some of the basic standards we expect – and adhere to ourselves – when it comes to written correspondence (letters and emails) and professional conduct more generally. This is also a chance to clarify expectations concerning absences and the use of the tea corner.

General conduct

- The department is first and foremost a place of work for study, learning and writing. Please therefore try to keep the noise down in the corridors and in the tea corner (see below); sometimes, just pulling the tea corner door to is enough. We strongly discourage the use of cellphones in the corridors.

- If you know you will be missing a class, we expect you to send a short email to your instructor alerting them to the fact and proffering some kind of explanation. (See Absences below.) We consider this a matter of basic professional courtesy. If you have already missed a class, please send a email to apologise and confirm that you will be making necessary arrangements to catch up on the work missed.

- Members of academic and administrative staff should addressed on a first-name basis unless you have been specifically invited to address them this way. Being on a first-name basis, however, does not mean that common-sense politeness and professional standards cease to apply.

- In face-to-face interaction, students are commonly addressed by their first name; but please advise staff to address you by family name, if you prefer. In all written communication we ask that you use professional titles along with names – this applies to emails as well.

Written correspondence

All written correspondence – print letters and emails – addressed to members of staff should follow a formal style. We realise that email often blurs the public-private boundary, but in the workplace they are always professional interactions. We expect the following principles to be applied:

Openings and closings

Please always start you emails by addressing staff by name and by using their academic (i.e. professional) title. Please also sign off your emails or letters appropriately. If you do not know the title of a member of staff, consult the website. In the table below we offer some examples of how, in English at least, to begin and end written correspondence.

OPENING	CLOSING
On a separate first line:	*On a separate penultimate line:*
Dear Professor Smith, Dear Dr Brown, Dear Ms Jones, Dear Mr Jones,	Yours sincerely, Sincerely,
Dear Alison, Dear Timothy,	Best wishes, Kind regards,

<u>Note</u>: The commas are optional according to modern "open punctuation" conventions. In US-American practice, the colon can be used after the salutation; in the UK and elsewhere, this would be considered quite odd.

Introducing yourself/stating the subject
Please always give clear, specific information in the subject line of emails or in the reference line of letters.

Remember, the staff member you are writing to might not immediately know who you are or why you are writing to them. It is usually helpful if you use the opening paragraph to introduce yourself, mention the seminar or lecture concerned and state the issue. It is also common courtesy to acknowledge emails by, for example, thanking staff for their assistance or by confirming that the issue in question has been resolved.

If you are writing to any member of staff who is not your immediate instructor, we ask that you always reference your student number in the subject line. For example, if you are writing to the Head of Department, your Study Counsellor, the International Coordinator, etc.

Register and style
All emails and letters sent to members of staff should, as we say, be treated as professional correspondence and therefore regarded as formal. This likewise means that you should adhere to the rules of formal writing with regard to, for example, paragraphing, capitalisation, punctuation, and word choice. It helps a lot if your correspondence is succinct and clearly organized so that staff know easily and quickly what your concerns or issues are.

Absences
Our departmental standards are very clear: attendance is expected for all classes, and consistent, active participation is mandatory. We understand this as matter of professional, academic and civic responsibility. Our educational mission and your learning is heavily subsidized, and we are responsible to the Bernese public for taking our work seriously and doing our jobs (yours and ours) properly.

Students who consistently fail to participate actively in class may be failed. In this regard, we consider non-participation in more than two sessions of a lecture or seminar, and more than one session of a colloquium, to be unacceptable. Allowance is always made for university-sanctioned absences such as *documented* illnesses, deaths in the family or military service. Regardless, any absence threatens the success of your learning and missed work should always be caught up and/or made up.

The tea corner

The department's tea corner is open to all staff and students. This is a special space – not all departments have one. It is also a space that it managed with the help of the Students' Committee. Equipped with a fridge and microwave, plates, cups and cutlery, the tea corner is a space for spending your lunch hour, mid-morning or mid-afternoon breaks, and for other informal moments with peers and staff.

Do please pay for milk and sugar; by the same token, please don't use other people's supplies without asking. Please always clean up after yourself – stacking the dishwasher, washing up and wiping down any surfaces you have used.

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) 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.

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.

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).

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, 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.

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

General Information for MA Students

The Study Programmes

The Department of English offers the following degree programmes:

- An **MA (Master of Arts) in English:** for this degree programme, one of two specialisations has to be chosen, either Language and Linguistics, or Literary Studies. The **MA in English with special qualification in Language and Linguistics** and the **MA in English with special qualification in Literary Studies** are offered both as a major (*Hauptfach,* 90 ECTS) and as a minor (*Nebenfach,* 30 ECTS). The regular period of study is 4 semesters (2 years).

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:

MA Major: 90 ECTS
MA Minor: 30 ECTS

Graded Courses

The final mark awarded for the MA 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, MA major students need to complete successfully both Foundation Lectures, and MA minor students need to successfully complete the Foundation Lecture in their specialisation in order to continue their studies with us. **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), 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.

MA Study Programmes

The **MA major** programme consists of 2 foundation lectures, 4 seminars and the MA thesis, all of which are graded. Additionally, students attend 3 guest lectures, acquire 14 optional ungraded credits (*Wahlleistungen*) by taking courses within the department or by doing independent study, and attend an ungraded MA colloquium for three semesters. The foundation lectures, the MA colloquium, at least 3 graded seminars and the MA thesis have to be done within the chosen specialisation. **14-18 ECTS in total have to be taken in the other specialisation**. For further details, please consult the Study Plan 2017 Appendix.

The **MA minor** programme consists of 1 foundation lecture, 3 lectures and one seminar, all of which are graded. Additionally, students attend 3 guest lectures and acquire 9 ungraded credits (*Wahlleistungen/*electives) in any of the courses on offer within the department or by doing Independent Studies. Minors take all their graded courses in their chosen specialisation. Students may acquire a maximum of 9 ECTS in the other specialisation. For further details, please consult the appendix of Study Plan 2017.

An MA major must be combined with an MA minor. Both the major and the minor can be taken within the Department of English. In this case, the major is done in one specialisation, the minor in the other. It is not possible to combine a major and a minor with the same specialisations. The same combination rules as above apply.

Admission to an MA Programme (Major and Minor)

Students who have completed a **BA in English as a major or minor (60 ECTS) at the University of Bern** are eligible for enrolment in the MA study programme.

Students who have completed a **BA in English as a minor (30 ECTS) at the University of Bern or any other Swiss university** and who wish to enrol for an MA major need to complete those parts of the BA major study programme which are missing, either before or during the relevant MA major studies. The same applies to students who have a 30-ECTS BA in English and would like to move into the MA minor.

Students who have completed **an equivalent BA at another university within Switzerland** are also eligible for enrolment in one of the MA study programmes, as long as their BA has covered adequate amounts of linguistics and literature.

Students who have completed a **BA at another Swiss university in only English Language Linguistics or only English/American Literature** may only enrol in the corresponding specialisation.

Students who have completed a **BA in English at a university outside Switzerland** are obliged to submit their application to the Admissions Office of the University of Bern, who will forward it to the Dean's Office of the Humanities. The relevant professor(s) will then approve the equivalence of the applicant's documents and specify which study requirements the applicant still needs to complete.
Further information on admission into the MA programme can be found at:

http://www.philhist.unibe.ch/studies/study_programs/master_s_in_english/index_eng.html

Course Types and Modules[1]

Foundation Lectures

There are two foundation lectures (4 ECTS each), Foundation Lecture Literary Theory and Foundation Lecture Language and Society. MA major students need to pass both foundation lectures in order to continue their studies. MA minor students need to pass the foundation lecture of their chosen specialisation in order to continue with their studies.

MA major/minor combination students complete one foundation lecture in their major and one in their minor, according to their chosen specialisations for the major and minor. Students make up for the second foundation lecture in their major by completing a different graded lecture for 3 ECTS in their specialisation and acquiring an additional credit point for their optional ungraded credits.

Foundation lectures can also be taken as ungraded lectures for 3 ECTS if you are a minor student.

Seminars

MA major students need to pass 4 graded MA seminars (7 ECTS each); at least 3 need to be in the chosen specialisation. MA minor students need to pass 1 graded MA seminar (7 ECTS). MA minor students typically take all their graded courses in the chosen specialisation.
Students can take ungraded seminars (4 ECTS each) and count them towards their optional ungraded courses.

Lectures

MA major students need to complete 1 ungraded lecture (3 ECTS). MA minor students need to pass 3 graded lectures (3 ECTS each). MA minor students typically take all their graded courses in the chosen specialisation.

Additional ungraded lectures (3 ECTS each) count towards the optional ungraded credits.

Guest Lecture Attendances

Both MA major and minor students need to attend at least 3 guest lectures and have their attendance confirmed by the Guest Lecture Attendance form that can be downloaded from the website. 3 guest lecture attendances are credited with 1 ECTS.

MA 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*). Workshops can be credited with 1, 2 or 3 ECTS.

Independent Studies

Students can also acquire optional ungraded credits by doing Independent Studies, 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.

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[1] For further information on MA courses, please visit
http://www.ens.unibe.ch/studies/course_types_and_modules/index_eng.html.

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 (visit our website at http://www.ens.unibe.ch/studies/course_types_and_modules/independent_studies/index_eng.html for more information).

Tutorials

In tutorials, students can revise and expand on the content of a lecture, discuss open questions or explore a topic in more depth. We offer one MA tutorial accompanying the Literary Theory Foundation lecture.

Regular attendance of and participation in a tutorial can earn you 1 ECTS, counted towards your optional credits.

Research Module

MA major students finish their MA studies with their MA thesis. The MA thesis is credited with 30 ECTS, which means that students should reserve their last semester only for the thesis. During their last 3 semesters, MA major students also attend the MA colloquium, which prepares students for their thesis and guides them during the process. There are separate MA colloquia for the various research areas; students choose the colloquium that corresponds to their research topic and their supervisor.

MA Thesis: To complete the major programme students write a thesis of approximately **30,000- 40,000 words** (includes everything except appendices and cover page). The professor supervising the student must approve the topic of the thesis. Upon registration for the thesis, all graded modules have to be complete. A reasonable number of optional credits may still be outstanding (as a rule no more than 10). The MA study counsellor needs to confirm this when students register for the thesis. **Students need to register their MA thesis at the Dean's Office as well as at the department**. The next deadlines for registration are:

Graduation in autumn 2019

Department registration deadline	6 December 2018
Dean's Office registration deadline	6 December 2018
Thesis submission deadline	10 June 2019

Course Overview

The following two pages provide an overview of the courses and modules students need to complete for their respective MA programme.

Notes on the MA Major (90 ECTS)

- There is a total of 90 ECTS required in the MA major curriculum; of these, 66 ECTS must be graded. The two foundation lectures must be passed.
- MA specialisation: the MA colloquium, at least 3 graded seminars and the MA thesis have to be taken within the chosen specialisation in the major.
- Major/minor combination: Students doing major and minor must technically complete three foundation lectures, but there are only two. The third must be replaced with a free-standing lecture in the student's major specialisation. Students also need to obtain an additional 1 ECTS from Extensions.
- MA major students have to do 3 semesters of the MA colloquium. They can choose in which semesters of their studies they attend the MA colloquium, but one of those semesters must be the one in which they have registered for their MA thesis.
- **Combination rules**: Majors have to acquire 14-18 ECTS in the other specialisation.
- In the course of their studies, majors get 7 grades (2 foundation lectures, 4 seminars, MA thesis).
- Students from outside Bern with no equivalent are required to take the lecture "Earlier Englishes" as the ungraded lecture.

Notes on the MA Minor (30 ECTS)

- There is a total of 30 ECTS required in the MA minor curriculum; of these, 20 ECTS must be graded.
- Minors typically take all their graded courses in their chosen specialisation.
- **Combination rule**: Minors can acquire a maximum of 9 ECTS in the other specialisation.
- In the course of their studies, minors get 5 grades (1 foundation lecture, 1 seminar, 3 lectures).

MA Major (90 ECTS)

TIMELINE	**FOUNDATIONS**	ECTS	**SPECIALISATIONS**	ECTS	**EXTENSIONS**	ECTS
Induction Phase	**Foundation Lecture Literary Theory** **Foundation Lecture Language and Society**	**4** **4**			Optional (*Wahlleistung*) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials	14
Focussing Phase			Lecture **Seminar I** **Seminar II** **Seminar III** **Seminar IV** 3 Guest Lecture Attendances	3 **7** **7** **7** **7** 1		
Completion Phase			**Research Module** MA Colloquium (3 semesters) **MA Thesis (30,000-40,000 words)**	 6 **30**		
TOTAL ECTS/ **GRADED ECTS**		*8*/**8**		*68*/**58**		*14*/14
						90/**66**

MA Minor (30 ECTS)

TIMELINE	FOUNDATIONS	ECTS	SPECIALISATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	**Foundation Lecture (Literary Theory or Language and Society)**	**4**			Optional (*Wahlleistung*) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials	9
Focussing Phase			**Lecture I** **Lecture II** **Lecture III** **Seminar** 3 Guest Lecture Attendances	**3** **3** **3** **7** 1		
TOTAL ECTS/ **GRADED ECTS**		*4*/**4**		*17*/**16**		*9*/9
						30/**20**