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**UNIVERSITÄT
BERN**

HELP Booklet

A Guide to English Studies

University of Bern
Department of English

Last updated June 2026



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Welcome

Dear Student,

We are pleased that you have decided to study English with us.

To help you familiarize yourself with the *Department of English*, as well as to answer questions you might have, the staff and Students' Committee (Fachschaft) 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.

For further information and for departmental news, please also consult the departmental website 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 (see p.11).

Disability Accommodations

Students who require extended and/or permanent accommodations (e.g. when it comes to writing exams or extending deadlines) should make contact as early as possible with their study counsellor who will raise the issue with the *Head of Department*. Any students are entitled to approach ZIB at any time for information and guidance concerning learning accommodations (*'Nachteilsausgleich'*).

Advisory Services

Please click [here](#) for further information for disabled students (future and current).

Please click [here](#) and then follow STUDIES > Advisory Services to find more information about services offered.

Name changes

We are keen to support and help facilitate students who have decided to change their name. We are aware that the central administration can sometimes make things complicated because it is usually attached to the legality of identity documents or tax forms. As a department, however, we would like to be more flexible and responsive, especially in our local communication with students. Please let Ms Sannie Germann (the student administrator) know if you do have a change to your first or last name and/or if you would like us to address you differently from your official documentation. Ms Germann will then share this information with your instructors and study counsellors. You would need to follow the central administration procedures for faculty- and university-level changes.

New Students

If you need help, contact your [study counsellor](#), read through the HELP Booklet and consult the *Department of English* homepage.

Study Plan and Appendices

Read your study plan carefully and have a look at the appendices. Both are available online and the appendices are attached at the back of the HELP booklet. They tell you which courses you need to take, how many ECTS points you get as well as when you should take which course.

Course Booklet

Our course booklet – issued for every new semester in May and December – provides you with general information about the new semester and includes descriptions of all courses offered by the English Department. [Go have a look!](#)

KSL

You might have already seen that our course and assessment registration is administrated via KSL. All the courses offered by our department are on KSL and you will need to add them to your planning view in order to register. Please consult the videos on KSL, you can find them on the starting page of KSL to find out how KSL works. Further, consult our [KSL information](#) for details specific to the English Department. Registration is already open. However, you can also wait to receive more information at the Fresher's Day and register then. Course registrations close on **15 October/15 March** and assessment registrations close a month later, on **15 November/15 April** (Autumn/Spring Semester).

ILIAS

ILIAS is a platform where we share material for the courses you are taking. As soon as you have registered for a course on KSL, you are automatically given access to the corresponding ILIAS group. Please do not panic if you cannot see the ILIAS course immediately, the course instructor has to activate the course first and this might only happen in the first week of term.

News and Events

News, events and important information is published on the [landing page](#) of our homepage, so check it out regularly. The students' committee also keeps you informed and organizes their own events; you can follow them on a channel of your choice.

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 (main office)

Website www.ens.unibe.ch

Opening Hours The *Department of English* is open Mondays to Fridays from 8 AM to 6 PM

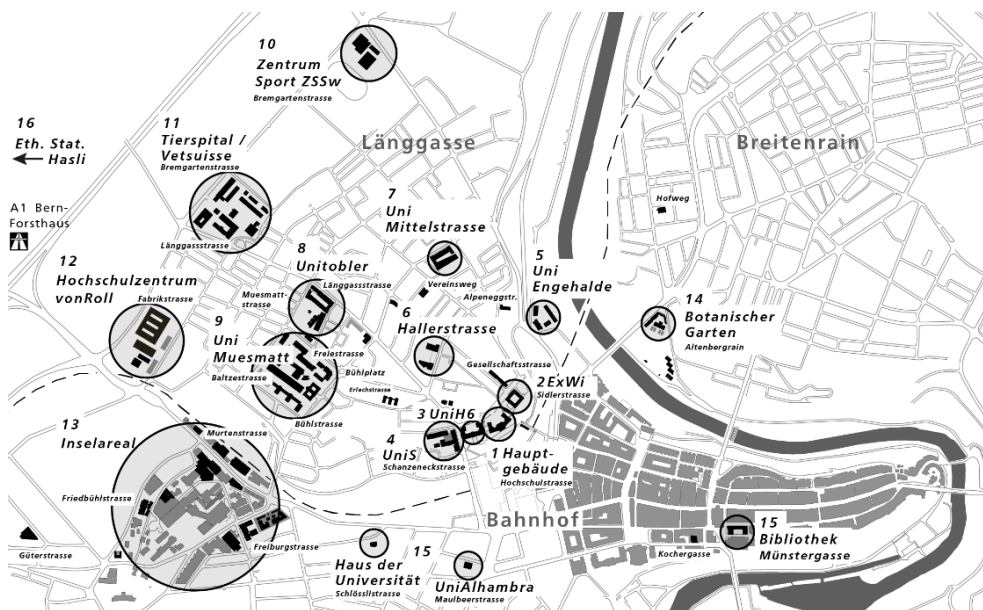
The main office (D 201) is open for student enquiries: **Wednesday: 9-10 AM** and **Thursday: 9-10 AM and 2-3 PM.**

Please consult the office hours at their door or on the website. If you need an alternative appointment, contact Sannie Germann via email. To hand in material outside of the main office's student hours, please use the wooden box in front of the main office's door.

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, 6 and 8
- At **UniS** at Schanzeneckstrasse 1
- In the **ExWi** building, Sidlerstrasse 5
- At **Uni Mittelstrasse**, at Mittelstrasse 43



Map of University of Bern buildings

Conduct in the Department

The following Departmental guidelines have been compiled to 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 an opportunity 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 try to keep the noise down in the corridors and in the tea corner (*see below*); sometimes, just pulling the tea corner door too roughly 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 providing 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 an email to apologize and confirm that you will be making necessary arrangements to catch up on the work missed.

Members of academic and administrative staff should not be 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 so. 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 realize 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 your 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: Dear Professor Smith, Dear Dr Brown, Dear Ms Jones, Dear Mr Jones, Dear Alison, Dear Timothy,	On a separate penultimate line: Yours sincerely, Sincerely, Best wishes, Kind regards,
<i>Please note commas are considered 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.</i>	

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 be treated as professional correspondence. This likewise means that you should adhere to the rules of formal writing with regard to, for example, paragraphing, capitalization, 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 to be a matter of academic, professional and civic responsibility. Our educational mission and your learning is heavily subsidized, and we are therefore responsible to the Bernese public for taking our work seriously and doing it properly.

Active participation does not only mean talking in class (although this is a key feature of academic discourse), but also entails coming prepared, completing assigned readings, engaging with your peers, taking notes, following directions, etc. 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 seminar or workshop - 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. Absences due to your participation in a departmental excursion seminar may also be excused. Regardless, any absence threatens the success of your learning; you are expected to make up any missed work. Excused absences, like any absence, should always be signaled to your instructor (*see above*). Students who take excursions in other Departments that overlap with the exam period need to decide whether to do the course with the excursion or the course in the Department of English. **No special allowance** will be made for students missing exams for these reasons.

Consultations

Your instructors and counsellors are available for consultation during the hours indicated on their office doors, their personal staff pages on the website or 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 or MA mailing list when they begin their studies. The mailing list is our primary means of communication with the student body. Please consult our main page to join the mailing list (www.ens.unibe.ch).

Additional Information

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*). Your student card can be charged with money to pay for photocopies and printing.

Desks and storage cabinets

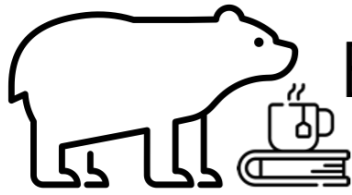
Students can reserve the use of a desk and/or a set of drawers in the library for the period of one semester. Apply at the library office for allocation and keys (*Room B271*). Locked cupboard space is also available at the BTO.

Mobile Phone Use

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

Theft

Please report any theft to our student administrator, Sannie Germann.



English Department Students' Committee

The Students' Committee

We are a group of students within *the Department of English* acting as the students' representatives at a departmental level. We maintain regular contact with the staff and professors, as well as other university departments and the SUB, communicating the voice of the student body to the department.

Among other things, we hold General Assemblies, where all the students of English are asked to meet and discuss topics of general concern, and to provide feedback about past activities and other matters.

It is our responsibility to assist you in study matters and, therefore, we organize information meetings, workshops or other events, to give you the opportunity to gather information. Check the notice boards as well as our social media profiles for announcements. You can always contact us if you need any kind of assistance concerning your English studies.

We meet regularly to keep up to date with what is going on. If you have any suggestions or complaints, talk to one of our members or e-mail us (fsanglistik@sub.unibe.ch). Feel free to join the Students' Committee, or if you are interested in finding out what we are all about, you can also just join in on one of our meetings.

Find us on social media and stay updated on upcoming events and activities throughout the semester!

Instagram



@StudentsCommitteeUniBe eng_sc_unibe

WhatsApp



(info group) <https://bit.ly/2DAcLqS>

The Library

The English Studies Library

The library is a specialist academic library available to staff and students of the *Department of English* and other interested persons. You can find our department library on the platforms in the middle of the Unitobler building, two on the second floor and two on the third floor (access from the department).

2nd floor: linguistics, nonfiction (secondary literature to literature and language), outstanding authors (e.g. Shakespeare)

3rd floor: fiction and poetry by authors from the entire English-speaking world.

Special collections:

DVDs: stored in a cupboard. Order DVDs in swisscovery with pick-up at “Bibliotheken Unitobler” and it will be ready to be picked up at the BTO counter (*basement*) 1 day later. If our librarian is in her office, you can ask her to fetch the DVD and lend it to you.

Journals: The library has subscriptions to different journals, most of which are stored for one year at the library. For some of them, the newest published issues get distributed to the professors owning the subscription so they can look through it before handing them back to the library. You find the most current journal issues back in the library on the shelf next to the library office. Current issues are not for loan for students or the public (*copies allowed*), older issues can be taken out (*to be ordered via swisscovery if an older volume is needed*).

MA Theses: get stored in a library cupboard. You can order them via *swisscovery* to “Bibliotheken Unitobler” and they will be ready to pick up at the BTO counter (*basement*) 1 day later. Alternatively, ask the librarian to get them for you.

Reference Section: handbooks, encyclopaedias and the like can be found on the shelves in the department hallway. They can be used on site but should never be taken home.

Presence Shelves: these are stocked by the lecturers for their courses and should only be used on site.



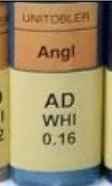

Books from the open access book stock of the English studies library can be checked out via RFID self-loan.

Items in the loan section can be borrowed by means of RFID- loan using the UNICard or a library card of the *University of Bern*. Items not available from shelves must be reserved via the library catalogue *Swisscovery* and can be collected from the BTO (*Basisbibliothek Unitobler*).

Our Call Number System:

Call numbers of the English Studies Library begin with the prefix “**ANG**”. If you look for a book on the platform, you will not see this prefix. The prefix only appears in the holding information of the online catalogue.

There are different label colors:

Label colors	Call number on the book	Call number in the catalog	Topic
Books with a blue label		ANG HF 100. 1	... Non-fiction
Books with a white label		ANG wHB 49	... English literature (Great Britain) ... Linguistics
Books with a yellow label		ANG yAD WHI 0. 16	... American literature
Books with a green label		ANG gAD MUN 0. 2	... New literatures in English/different English speaking countries

General *secondary literature* and *nonfiction books* are shelved according to the RVK classification systems. The letters and numbers refer to a specific topic: Example: ANG EC 3000. 3 (the number after the dot is the numerus currens).

Primary literature call numbers have a letter sequence referring to the author. The number after the letters is the numerus currens. *Secondary literature on authors* uses the same letter sequence with the numerus currens preceded by 0.

Example:

ANG yAE WID 1 = primary literature

ANG yAE WID 0. 1 = secondary literature

You can find a map on every platform showing where the different call numbers are located, the shelves are labelled, too.

Generally, the books are set up as follows:

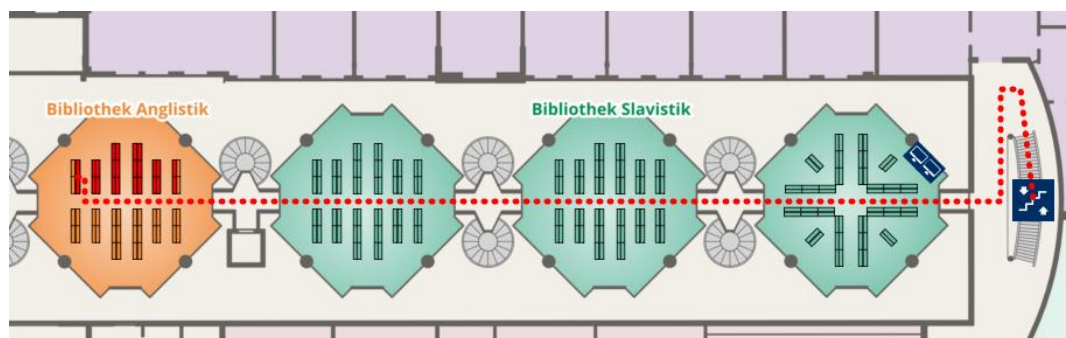
A book with a...	...stands for	...is located on...
...blue label	...Non-fiction	...the 2 nd floor
...white label	...English literature (including secondary literature about authors and their works) ...Linguistics ...Non-fiction (old systematics)	...the 2 nd and 3 rd floor ...the 3 rd floor ...the 2 nd floor
...yellow label	American literature (including secondary literature about authors and their works)	...the 2 nd and 3 rd floor
...green label	New literatures in English / different English speaking countries (including secondary literature about authors and their works)	...the 3 rd floor

For orientation, you can use the link to *mediascout* next to the call number in Swisscovery (available for Unitobler libraries) or via direct link: <https://mediascout-lw.ub.unibe.ch/>

Bern UB Unitobler
Verfügbar, Anglistik (2./3. OG) Freihandbestand ; ANG wAD SHA
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The mediascout allows you to search for room numbers as well as books. By typing in a specific call number, the site plan shows you the way to the book.



Loan Period and Renewal

The loan period for print media is 28 weeks. Provided another user does not reserve an item, the loan period is automatically renewed 5 times.

The loan period for electronic media is 14 days, also with automatic 5 time-renewal (+14 days per renewal) if not requested by another user.

If you would like to keep the item after the last renewal – and provided another user did not request the item in the meantime – you can ask the librarian or go to the BTO counter to renew the loan. The loan period will start afresh.

Return of items

Return items can be placed in the returns box in the corridor or be returned to the BTO. The clearance days and time are stated on the returns box and are not granted daily. If the return is urgent, please bring it to the BTO, the return will follow promptly.

Reminders, Fees and Item Loss

Please return items in due time. If you do not return an item on time, you will receive reminders via e-mail. The first reminder is free of charge, but after that - sent 5 workdays after the first reminder – the next reminder comes with a first fee of CHF 5. Another five workdays later, the second fee will be an additional CHF 5, the third one CHF 10.

If the item is not returned after that, you get one last overdue notice and after that, you will be charged the cost of replacement plus an administrative fee of CHF 50 per item. The same goes for an item you have lost. If this is the case, you can prevent the fees beforehand if you notify the librarian about the item loss. This way the process can go straightforward to replacing the item.

The Library Catalogue

ubbern.swisscovery.slspace.ch¹ is the research portal of the University Library of Bern and the PH Bern. Here you can find books, journals, e-books, e-journals, databases, videos, sheet music, historical prints and maps of the University Library Bern and the PH Bern, as well as the collections of over [470 scientific libraries](#) in Switzerland. From many of these libraries you can borrow media via a courier service.

You can change to different search scopes showing you different results:

Universität und PH Bern

contains records for both physical and electronic media held by the University and PH Bern

Swisscovery

contains records for both physical and electronic media held by SLSP libraries as well as media held by selected libraries of the Renouvaud network

Swisscovery Plus

contains records for both physical and electronic media held by SLSP libraries as well as records for media from the Renouvaud network that are not offered by any other SLSP library

Library registration and different user accounts

Private Account

To login to the library catalogue swisscovery and access library content, you need a **SWITCH edu-ID** account with which you can register with SLSP. If you don't have an edu-ID account yet, please create one. If you also provide the number of your UNICard (or additionally your library card(s)) you can use the self-lending station and it is the easiest way to identify yourself when picking up library books (library card or ID are requested).

Registration to the library catalogue (as well as the edu-ID account) can be done here: <https://registration.slspace.ch/?iz=ube>

¹ Together with over 470 other Swiss libraries, the UB Bern belongs to the Swiss library network SLSP (Swiss Library Service Platform) with a main catalogue called swisscovery (swisscovery.slspace.ch). Because so many records are difficult to search through, each university also has its own catalogue where you will find better filter options and a clearer display of our local available books and licensed e-media. Searching in the entire Swiss catalogue is also possible as a search layout. We therefore recommend using the Bern catalogue for research.

Local Courier and SLSP Courier

Local courier

A free media courier runs between the following libraries in Bern (UB) from Monday to Friday:

- [Bibliothek Münsterergasse](#)
- [Bibliothek vonRoll BvR inkl. UB Speichermagazin](#)
- [Bibliotheken Unitobler](#)
- [Bibliothek Mittelstrasse BMi](#)
- [Bibliothek Medizin MED](#)
- [Juristische Bibliothek JBB](#)
- [Schweizerische Osteuropabibliothek SOB](#)
- [Institut für Weiterbildung und Medienbildung IWM \(PHBern\)](#)

You can order media online via [swisscovery catalog](#). For the English department, the most convenient pickup-library is the BTO. Media you ordered via the Bernese courier are ready for collection from Monday to Friday within max. 48 hours. We send a pickup notification by e-mail. Ordered items may be picked up at the twice a day. Books ordered via courier can also be returned at the BTO.

SLSP courier

The SLSP-Courier connects the courier libraries of the new Swiss library network. With SLSP courier, it is possible for you to have books delivered from one library to another against a fee of CHF 6.- per ordered document. You will get a pickup notification by e-mail as soon as the media is ready for pickup. Delivery time is around 4 days. Whether a library is participating in SLSP-courier or not can be seen in the ordering process.

Services for students

For students majoring at the English department, there are 54 *long-term work spaces* in the library and 24 *corpuses* to be shared to store personal belongings, as well as little *lockers*.

When interested in a workspace, corpus or locker, students may ask the librarian or write an e-mail to anglistik.ub@unibe.ch. The lending period runs for one semester with the possibility of prolongation. Important: the work space, corpus or locker is checked out like a book and appears in the library account. When it is due, students have to notify the library if they would like to prolong it or not. Otherwise, they will have to pay a fee.

Contact

The English studies library office B 271 is located on the 2nd floor of the Unitobler building.

Address:

Bibliothek Anglistik

Länggassstrasse 49

3012 Bern

Telephone: +41 (0)31 631 83 72

Email: anglistik.ub@unibe.ch

Further information on the English studies library [website](#).

Please refer any questions regarding use or content of the library to the department library.

The library is open from 08:00 am - 06:00 pm. The self-lending station as well as a computer (in the department corridor) are always on and ready for use.

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_programs/index_eng.html.

Please note that it is also advisable to read *Reglement der Studien und Leistungskontrollen* (RSL 21), to be found at:

http://www.philhist.unibe.ch/about_us/regulations_and_guidelines/index_eng.html

Please consult the [Study Plan 2017 Appendix](#) on our website or on the final pages of this booklet for more details about how to structure your studies and semesters, which courses you need to take and whether you need to sign up for the graded or the ungraded version on KSL.

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 familiarized themselves with the material for the session and to contribute to discussions.

Seminars are based on student discussion, either in plenum or in smaller groups. Students are expected to actively contribute in each session, to be well prepared and to critically engage with the assigned material.

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 (plus 60 ECTS from the chosen BA Minor)
- BA Minor: 60 or 30 ECTS (plus 120 ECTS from the chosen BA Major)

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 to 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.

Exam Schedule for Lectures

The examination schedule for lectures (including *Grammar*) takes place **within** the 14-week teaching semester. The obligatory exam for lectures takes place in the *twelfth semester* week and mainly at the usual course meeting time and in the usual course venue. Students failing an exam are allowed one chance to resit it. These resit exams take place in the thirteenth semester week (again, usual course time and venue). Students who, for valid medical or other official reasons, are unable to take the main exam or resit exam, have another chance in the fourteenth semester week to take the exam. The exceptions to this fixed exam schedule are the two MA Foundation lectures.

KSL Registration

Please consult our [website](#) for more specific information on KSL registration and special cases. For general advice on how the registration process works on KSL, please watch the video tutorials KSL provides on their website.

KSL Course Registration:

You need to register in KSL for every course you take. Exceptions are the BA/MA Thesis, the Stay Abroad, Independent Studies and the three guest lecture attendances. There may be more than one version of the same course in KSL (graded/ungraded, old/new study plan), so make sure you register for the right version. Consult the Study Plan 2017 appendix for reference.

Deadlines

The periods for registration (or deregistration) for courses are:

Autumn semester	2 August - 15 October
Spring semester	15 January - 15 March

After the deadline your course registration is binding and cannot be changed! Once you are registered for a course, you will automatically have access to that course on ILIAS and you will be automatically also signed up for the exam.

Nota Bene: there are no assessment registrations, apart from seminar papers.

KSL Assessment Registration

For graded seminars, you need to register in KSL for the seminar **AND** for the seminar assessment, which is a paper, an exam or some other form of assessment. Note that graded lectures do not have a separate assessment. Here you either register for the graded or ungraded version of the course by the course registration deadline. Once you are registered for the course, you are automatically registered for the assessment.

Examples for assessment registrations are:

- Focus Module (10 ECTS): register for the ungraded Focus Module lecture (3 ECTS), the Focus Module seminar (4 ECTS) and the seminar assessment (3 ECTS).
- BA or MA seminar (7 ECTS): register for the seminar (4 ECTS) and the seminar assessment (3 ECTS).

Deadlines

Registration deadlines for assessments are later in the semester. This gives you some time to decide whether you want to take a seminar graded or ungraded.

The deadlines for registration (and deregistration) for graded assessments are:

Autumn semester	15 November
Spring semester	15 April

After these deadlines your registration is binding and cannot be changed!

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). They will confirm that all study requirements have been met. Please check the faculty's website for further information.

Taking Courses at another 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* and our [website](#)). 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. **For more information please consult the [Study Plan 2017 appendix](#) (also included at the back).**

Induction Phase: These are the *Propädeutikum / Core Curriculum* 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.

Focusing Phase: This phase develops subject expertise, which is deepened within a selectable thematic focus and a choice of lectures and seminars.

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.

After the *Propädeutikum / Core Curriculum*, 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: the Advanced Reading List (ARL) (see http://www.ens.unibe.ch/studies/course_types_and_modules/index_eng.html for more details). Students must also experience life in an English-speaking country on a stay abroad (the stay abroad is only applicable to BA major and 60-credit minor students; see http://www.ens.unibe.ch/studies/stay_abroad/index_eng.html).

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 and taken outside of the English department.

Course Types and Modules

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.

Please consult the following link for additional information: http://www.ens.unibe.ch/studies/course_types_and_modules/index_eng.html

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.

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.

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.

Free-standing Lectures and Seminars

In the Focusing 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.

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*). Please consult KSL for any BA tutorials offered.

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, please consult the [following page](#).

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.

Advanced Readings in Linguistics and Literature

For more information about the ARL (*Advanced Reading List*), please go to page 27 or visit the [homepage](#).

Stay Abroad

The *Department of English* requires all of its students to spend time abroad in an English-speaking country. Major students are asked to study or work abroad for at least 6 months, minor students for 3 months. The stay abroad is usually done during the *Focusing Phase* of the BA studies. It is recommended to start planning early and to contact the *International Coordinator* (see *walk-in consultation hours on the website*). Please see more information further down or click [here](#) for more information about the stay abroad.

The BA Thesis

See page 30 for more information or visit the website on [Academic Writing and Thesis Information](#).

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. *Vorge-*

zogene 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 their approval.

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”.

From HS 2024 onwards, the following lectures count as pre-1800 lectures: (A) freestanding pre-1800 lectures (**including at least 3 lectures** on pre-1800), (B) focus module lectures **which include three or more** pre-1800 lectures.

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.

General Information for MA Students

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 **1 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

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

See: http://www.ens.unibe.ch/studies/course_types_and_modules/index_eng.html.

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. Three 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. *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 (please 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. Please check KSL to see if tutorials are offered for the Foundation lectures.

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

See **page 31** for more information or go to the website on [Academic Writing and Thesis Information](#).

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*).

Advanced Reading List

Instructors in the Department of English have compiled a substantial list of key texts – some “classic”, some cutting edge – that students are expected to have read as part of their BA studies. The goal of this Academic Reading List (ARL) is to promote students’ ability to read and study independently thereby transferring skills and methods acquired in the classroom to their independent exploration of literary and linguistic (i.e. sociolinguistic and discourse-analytic) texts. The main purpose of the ARL exam is to ensure that by the time they have completed their main academic curriculum, students are sufficiently familiar with these representative works.

Inevitably selective, the ARL reading material reflects important concepts and paradigms, landmarks in the development of literary and/or scholarly styles and research practices, and refers to important social settings and cultural contexts where linguistic, communicative and literary practices occur. Thus, while the ARL can only give a small impression of the vast scope and diversity of English studies, it opens up paths for advanced thinking and further research. The ARL comprises two categories, a core list and a specialist list.

Core List

1. Four texts from North American Literature (one novel, one play, one short story, one set of poetry)
2. Four texts from Medieval and Modern English Literature (one novel, one play, one piece of short fiction, one set of poetry)
3. Four texts from Language and Linguistics (four scholarly books).

Specialisation

From one of the three domains above, each student must also choose a specialist list. For Language and Linguistics, students are presented with a wide range of innovative approaches/perspectives in both sociolinguistics and discourse studies. Both the Medieval and Modern English Literature and North American Literature lists include representative poems, short stories, essays and novels from across the ages.

[Advanced Reading List \(PDF, 124KB\)](#) (for ARL exams from AS 18 onwards)

Examination

All students will be expected to pass a short written ARL exam before their final registration for their BA thesis. We recommend taking the exam at the end of the fourth term of study.

The ARL exam is offered twice a year in the penultimate week of term. Retakes take place at the beginning of the following semester.

Lasting 30 minutes, the ARL exam comprises six to eight short-answer questions addressing the core list and the students elected specialist list. Students are advised to read the texts attentively to prepare for the exam.

Students need to register for the exam via KSL by 15 April or 15 November.

If you have questions about the reading list, please contact the [ARL Coordinator](#).

Writing Academic Papers

Please consult the website for information on [Writing Academic Papers and Thesis Information](#) as well as to access our [Manual for Writing Papers](#).

http://www.ens.unibe.ch/studies/course_types_and_modules/writing_papers_and_thesis_information/index_eng.html

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 Sheet for Literature](#) and
- the [Style Sheet for Language and Linguistics](#)

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 (available on the same website).

You must hand in all papers with a [submission sheet](#).

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 include 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 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.

Thesis Information

General Information

Supervisors for Thesis

Are you looking for a supervisor for your thesis? The Literature and Language & Linguistics sections have lists of possible supervisors for theses.

[Supervisors for theses in Literature \(PDF, 122KB\)](#)

[Supervisors for theses in Language and Linguistics \(PDF, 130KB\)](#)

Format requirements

- BA Thesis: approximately 15,000 words (includes everything except appendices and cover page)
- MA Thesis: approximately 30,000-40,000 words (includes everything except appendices and cover page)
- For further information see "Thesis Submission" and consult our [Manual for Writing Papers](#).

Thesis Submission

Please submit your thesis in the following format:

- hard copy (ask your supervisor whether they would like to have an electronic copy additionally)
- glue binding or ring binding
- can be printed back-to-back and in black-and-white

BA Thesis Submissions

Please note that for the BA Thesis you will have to hand in the Submission sheet (PDF, 151KB). Hand your thesis in either directly to your supervisor or at the main office (use the wooden mail box if the main office is closed).

MA Thesis Submissions

Two hard copies will be required, one for your supervisor and one for the Dean's office. You will also need two different submission sheets:

Copy for supervisor: You will have to hand in the Submission sheet with the copy for your supervisor. Hand your thesis in either directly to your supervisor or at the main office (use the wooden mail box if the main office is closed).

Copy for Dean's office: Additionally, you will also have to hand in a separate declaration for your copy for the Dean's office. You can find the form [here](#) (at the bottom: "Erklärung zur Masterarbeit"/"Declaration of the master thesis").

BA Thesis

To complete the BA major programme, students are required to write a thesis of approximately 15,000 words (includes everything except appendices and cover page) 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.

Deadlines

Please consult the homepage for [information and dates for deadlines](#).

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 [BA 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.

Registration

Please consult our [website](#) for more information the registration process.

You do NOT have to sign up on KSL for your BA thesis as the grade will be entered manually after you have handed it in.

The registration for the BA thesis is a two-step process. First, you register your thesis with your supervisor, then you get the ok from your study counsellor and hand in the BA thesis registration form to the secretariat. Use this [BA thesis registration form](#) to register your thesis.

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.

Extensions

At the supervisor's discretion, short extensions may be granted: maximum two weeks for the BA thesis or, via the Dean's Office, one month for the MA thesis. Only in exceptional circumstances (e.g. *serious illness*) may the thesis be extended into another semester; in which case, students may be deregistered from the final colloquium and required to repeat it.

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.

Deadlines

Please consult the homepage for [information and dates for deadlines](#).

Registration

Please consult our [website](#) for more information the registration process.

You do NOT have to sign up on KSL for your MA thesis as the grade will be entered manually by the Dekanat.

MA theses need to be registered with the *Department of English* as well as with the *Dean's Office*. Please consult the website of the Dean's Office for information about how to register your MA thesis at the Dean's Office. To register your MA thesis with the department you must complete the MA thesis registration form and include your supervisor's and study counsellor's signatures before handing in the form to the secretariat.

In order to register for the thesis you must have completed all other compulsory modules with the exception of the MA Colloquium. You cannot miss **more than 10 ungraded ECTS** (*excluding the final MA colloquium*) when registering your thesis. The MA study counsellor needs to confirm this when students register for the thesis. Use this [MA thesis registration form](#) to register your thesis.

Extensions

At the supervisor's discretion, *short extensions may be granted*: maximum two weeks for the BA thesis or, via the Dean's Office, one month for the MA thesis. Only in exceptional circumstances (e.g. *serious illness*) may the thesis be extended into another semester; in which case, students may be deregistered from the final colloquium and required to repeat it.

Application for Diploma

Once you have completed all requirements of your study programme you can apply for your diploma. For BA students, all courses and grades must be recorded in KSL, including the thesis, before the *Studienleitung* can finalise your planning view. MA students will have to contact the *Studienleitung* even before their MA thesis has been entered (the grade and ECTS for that are later entered by the Dean's Office).

Important: This process takes some time, so get all your paperwork in order as early as you can.

You have two options, apply online or in person. In order to do so you need to:

1. Check on KSL whether your file is in order (*Planungssicht*). If necessary, shift courses into the correct slots.
2. Once you have done so, or if you have problems with this, contact the department's *Studienleitung* (can be found in the [Who to Ask](#) section of the website) and ask them to check your file on KSL.
3. You can either ask the *Studienleitung* to sign the *Bescheinigung BA/MA-Abschluss* (see [website](#) for documents) in person or send them an email asking them to set your Major and Minor to "Fachanforderung erfüllt" on KSL. Once your file has been checked and approved by both your Major and your Minor department you will be able to get your diploma issued.
4. In order to apply for it at the Dean's Office you will need to complete the application process detailed on the Dean's Office website. This includes a payment of CHF 300. Furthermore, you will need the *confirmation form (Bescheinigung BA/MA-Abschluss)* from both your Major and your Minor departments signed by the *Studienleitung* of the respective department.

Important: Please be aware that you cannot click the button requesting your diploma on KSL. You do have to directly contact your study counsellor.

For further information on the registration for theses and application for diplomas, please go to the website of the Dean's Office .
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NOTES:

Normal font: ungraded courses

Bold: graded courses

Italics: Total 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* and Induction Phase tutorials).
- The Advanced Readings in Linguistics and Literature exam must be completed and passed before the final registration for the BA Thesis.
- The Focus Module (in the Focussing Phase) comprises both an ungraded lecture and a graded seminar (corrected May 2024).
- The lectures Earlier Englishes and Literary History address central aspects of cultural sustainability (also known as the fourth pillar of sustainability). Moreover, they participate in the discussion of the global standards of sustainability as defined by the UN General Assembly.
- Optional credits (Extensions) have to be acquired either in any of the courses on offer within the department or by independent work (the latter 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”. The pre-1800 lecture can include Focus Module lectures which are flagged as pre-1800: these are marked with a small *18* in the timetable.
- A maximum of two tutorials can be counted towards your degree.

NOTES:

Normal font: ungraded courses

Bold: graded courses

Italics: Total 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 (except Induction Phase tutorials).
- The Focus Module (in the Focussing Phase) comprises both an ungraded lecture and a graded seminar (corrected May 2024).
- The lectures Earlier Englishes and Literary History address central aspects of cultural sustainability (also known as the fourth pillar of sustainability). Moreover, they participate in the discussion of the global standards of sustainability as defined by the UN General Assembly.
- Optional credits (Extensions) have to be acquired in any of the courses on offer within the department or by independent work (latter subject to approval).
- A maximum of two tutorials can be counted towards your degree.
- **Combination rules:** Modules generally have to be completed within one academic year, Focus Modules within one semester.

BA MINOR in ENGLISH (30 ECTS)

TIMELINE	FOUNDATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	Language Module	12		
	<ul style="list-style-type: none"> • Writing Skills I/II • Grammar I/II 			
	Reduced Core Curriculum			
	<ul style="list-style-type: none"> • Intro to Literature (lecture) • Intro to Language and Linguistics (lecture) • Analysing Literature (seminar) • Analysing Language (seminar) 	<p>3</p> <p>3</p> <p>4</p> <p>4</p>		
Focussing Phase			Optional (<i>Wahlleistung</i>) ungraded courses taken within the department: Workshops, Seminars, Lectures, Independent Studies, Tutorials (no more than two).	4
TOTAL ECTS/ GRADED ECTS		26/26		4
				30/26

NOTES:

Normal font: ungraded courses

Bold: graded courses

Italics: Total 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 (latter subject to approval).
- A maximum of two tutorials can be counted towards your degree.
- **Combination rules:** The Language Module has to be completed within one year.

Additional notes on course types (BA)

Type of course	Credits	Description	Evaluation	Grade
Core Curriculum BA Major 120 ECTS and BA Minor 60 ECTS	20	4 Lectures (2 Lang. and Ling./2 Lit) + 2 Seminars (1 Lang. and Ling./1 Lit); Induction Phase, obligatory	Written exams or other assessment	Yes (except LitHist)
Reduced Core Curriculum BA Minor 30 ECTS	14	2 Lectures (1 Lang. and Ling./1 Lit) + 2 Seminars (1 Lang. and Ling./1 Lit.); Induction Phase, obligatory	Written exam	Yes
Language Module	12	1 basic and 1 advanced course in Grammar and Writing Skills respectively; Induction Phase, obligatory	Regular coursework, written assignments/exams	Yes
Advanced Readings in Linguistics and Literature	3	Study of a corpus of texts in literature, and language and linguistics	Test	No
Focus Module	10	Thematic lecture (3 ECTS) + connected seminar (7 ECTS); FM Lectures and Seminars can also be taken as a single Lecture/Seminar; Focussing Phase	Lecture test + seminar paper (4'000 words) or equivalent assignments	Yes
Lecture	3	Lecture; Focussing Phase	At instructor's discretion	No
Seminar (non-CC)	7/4	Seminar; Focussing Phase	At instructor's discretion	Yes/No
Workshop	3	Application-oriented workshop; Extensions, optional courses	At instructor's discretion	No
Independent Studies	2-5	E.g. conference attendance, excursion, organization of an event (conference, author's reading, reading group, etc.), archive work, linguistic fieldwork, reading list, participation in a drama group, etc.; Extensions Subject to approval (by a member of the teaching staff); ECTS vary according to workload	At instructor's discretion	No
Tutorial	1 (max. 2)	Regular attendance of a tutorial attached to a lecture or seminar; Extensions	At instructor's discretion	No
Stay abroad	10 (major)/ 5-10 (minor)	Study-relevant stay abroad in an English-speaking country (12 weeks for minors, 24 weeks for majors). Subject to approval (Stay Abroad Coordinator)	Report	No
BA Colloquium	4	Two-semester BA Colloquium for the presentation and discussion of BA thesis	Participation/ Presentation	No
BA Thesis	10	BA thesis (15,000 words)	Written Thesis	Yes

Anhang 2

MA MAJOR in ENGLISH (90 ECTS)

TIMELINE	FOUNDATIONS	ECTS	SPECIALISATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	Foundation Lecture Literary Theory	4			Optional (<i>Wahlleistung</i>) ungraded courses taken within the department: Workshops, Seminars, Lectures, Independent, Studies, Tutorials (no more than one).	14
	Foundation Lecture Language and Society	4				
Focussing Phase			Lecture	3		
			Seminar I	7		
			Seminar II	7		
			Seminar III	7		
			Seminar IV	7		
			3 Guest Lecture Attendances	1		
Completion Phase			Research Module			
			<ul style="list-style-type: none"> 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

NOTES:

Normal font: ungraded courses

Bold: graded courses

Italics: Total 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 Master 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.
- A maximum of one tutorial can be counted towards your degree.

MA MINOR in ENGLISH (30 ECTS)

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

NOTES:

Normal font: ungraded courses

Bold: graded courses

Italics: Total 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).
- A maximum of one tutorial can be counted towards your degree.

Additional notes on course types (MA)

Type of course	Credits	Description	Evaluation	Grade
Foundation Lectures Literary Theory/ Language and Society	4	Obligatory lectures	Written exams or other assessment	Yes
Lecture	3	Lecture; Focussing Phase	At instructor's discretion	Yes/No
Seminar	7/4	Seminar graded/ungraded; Focussing Phase	At instructor's discretion	Yes/No
Guest Lecture Attendance	1	Attendance of three guest lectures, including certificate of attendance; Focussing Phase	At instructor's discretion	No
Workshop	3	Application-oriented workshop; Extensions	At instructor's discretion	No
Independent Studies	1-5	E.g. conference attendance, excursion, organization of an event (conference, author's reading, reading group, etc.), archive work, linguistic fieldwork, reading list, participation in a drama group, etc.; Extensions Subject to approval (by a member of the teaching staff); ECTS vary according to workload	At instructor's discretion	No
Tutorial	1 (max. 1)	Regular attendance of a tutorial attached to a lecture or seminar; Extensions	At instructor's discretion	No
MA Colloquium	6	Three-semester MA Colloquium for the presentation and discussion of MA Thesis	Participation/ Presentation	No
MA Thesis	30	MA Thesis (30,000-40,000 words)	Written Thesis	Yes

SUSTAINABLE DEVELOPMENT IN TEACHING: DEPARTMENT OF ENGLISH

KSL Angaben							Zusätzliche Angaben	
Stammnr.	Veranstaltungstyp	Fachzuordnung	Wiederholung im Sem. (3)	Titel der LV	Beschreibung	Learning Outcomes	LV/DL	Relevanz für NE (5)
100904	Lecture	English Language and Literatures	Every 2 Semesters	Earlier Englishes	This course offers an introduction to the earliest forms of English spoken and written between c. 500 and c. 1500. Students will become acquainted with Old and Middle English texts through a series of lectures on the grammar, phonology, and lexicon of the English(es) of the Middle Ages. In addition to acquiring a basic reading knowledge of Old and Middle English, students will learn about aspects of the linguistics and literature of English during this period. Students will also have the opportunity to refine the skills acquired in the lectures in a series of supplementary tutorials.	By the end of this course, it is expected that students will: (A) have a good basic ability in Old and Middle English; (B) have a preliminary understanding of the culture in which these languages were spoken and written; (C) be prepared and, hopefully, excited to pursue the study of medieval English in other courses offered by the Department; (D) have gained insights into the idea of cultural sustainability.	DL	The lecture “Earlier Englishes” addresses central aspects of cultural sustainability (also known as the fourth pillar of sustainability). Moreover, they participate in the discussion of the global standards of sustainability as defined by the UN General Assembly. More specifically, this course introduces students to the English Middle Ages (c.400-c.1500) and aims to provide them with the philological skills required in order to engage with some of the vernacular cultures that flourished during this period. The most basic principles of Old and Middle English grammar will be taught with a view of making texts written in these languages accessible; we will also devote attention to the various material, historical, and intellectual contexts in which these texts were produced and which they, in turn, helped to shape.
441638	Lecture	English Language and Literature	Every 2 Semesters	Literary History	This joint lecture course offers students a concise overview of literary history from the Middle Ages to the present time. Our lectures will cover British, Irish, as well as North American literatures.	By the end of this course, it is expected that students: (A) have familiarized themselves with the different periods of literary history; (B) have gained insight into the goal of the environmental humanities and cultural sustainability.	DL	The lecture “Literary History” addresses central aspects of cultural sustainability (also known as the fourth pillar of sustainability). Moreover, they participate in the discussion of the global standards of sustainability as defined by the UN General Assembly. This joint lecture course offers students a concise overview of literary history from the Middle Ages to the present time.

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