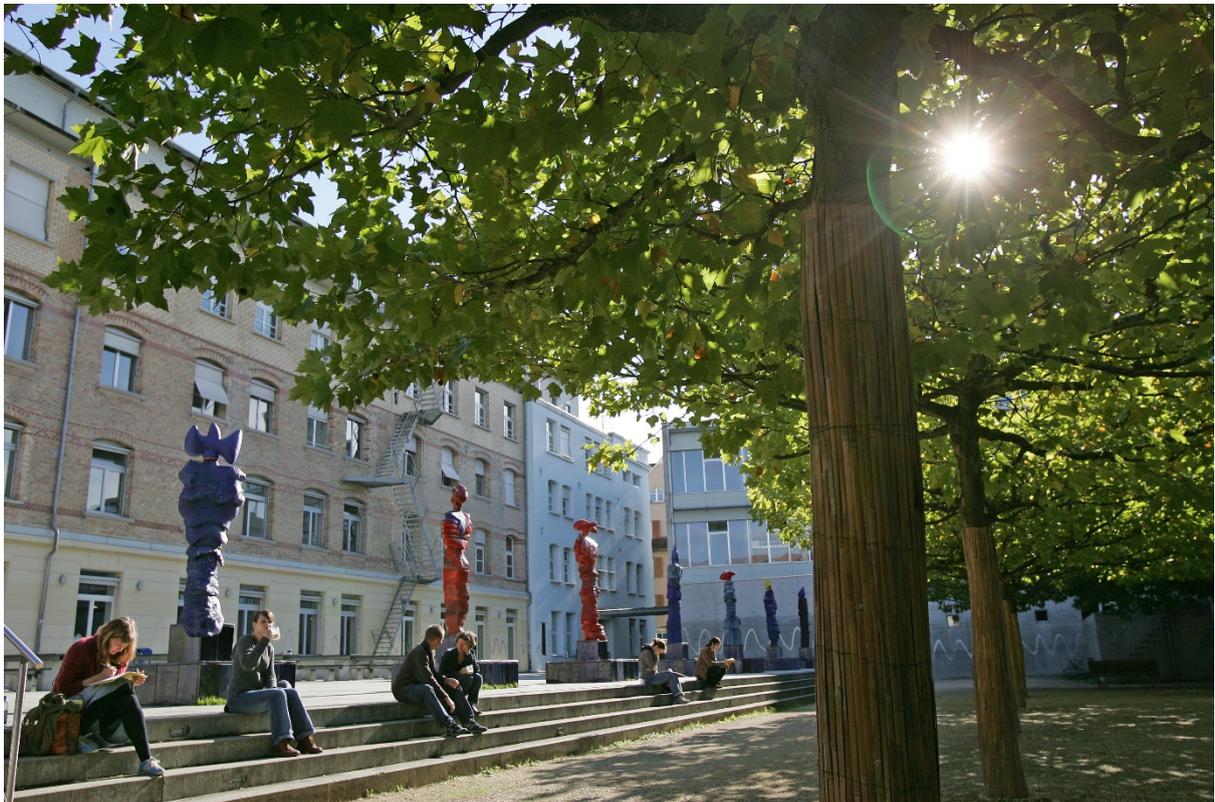


HELP

A Guide to English Studies at the University of Bern **2019/2020**



University of Bern
Department of English
Länggassstrasse 49
3012 Bern

Tel 031 631 82 45
Fax 031 631 36 36
Web www.ens.unibe.ch

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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 2019/2020 academic year. We also welcome back our returning students and hope you enjoyed your semester break.

To help familiarise you 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.

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

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.

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

For all enquiries concerning course assessments and grades, please address the relevant instructors.

Study Counselling for BA Students (includes diploma ratification – ‘Studienleitung’)

Dr. Susan Fox / D 203

susan.fox@ens.unibe.ch

Study Counselling for MA Students (includes diploma ratification – ‘Studienleitung’)

PD Dr. Julia Straub / D 209

julia.straub@ens.unibe.ch

International Coordinator (Stay Abroad Enquiries)

Dr. Nicole Nyffenegger-Staub / D 208

nicole.nyffenegger@ens.unibe.ch

Admission Enquiries (BA, MA, PhD)

Dr. Franz Andres Morrissey / D 205

franz.andres@ens.unibe.ch

Independent Studies Proposals

Contact any member of teaching staff

Independent Studies Coordinator

(please contact potential supervisor first)

Dr. Franz Andres Morrissey / D 205

franz.andres@ens.unibe.ch

KSL Enquiries

Sannie Germann

031 631 82 45 / D 201

sannie.germann@ens.unibe.ch

Leona Goop

031 631 37 56 / D 202

leona.goop@ens.unibe.ch

Enrolment for Theses and Exams

Sannie Germann

031 631 82 45 / D 201

sannie.germann@ens.unibe.ch

Library Enquiries

Nina Müller

031 631 83 72 / B 271

nina.mueller@ub.unibe.ch

Nachteilsausgleich

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’).

See:

http://www.unibe.ch/studies/advisory_services/disabled_students/prospective_students_and_current_students/index_eng.html

New Students

Welcome to the Department of English! Below and in this HELP Booklet you will find information that will help you plan your studies in the department as well as to get to know your department and study plan.

You will receive further information about your studies at the Fresher's Day:

FRIDAY, 13 SEPTEMBER 2019

Click [here](#) to read the invitation letters for the orientation meeting for BA and MA students.

Follow this link to see the program:

https://www.unibe.ch/unibe/portal/content/e1006/e1029/e1031/e1034/e669969/e669981/pane669996/e709025/files709028/LeporelloTdS2019_deutsch_IND_ger.pdf

See also: [Einführungstage](#)

If you need more help, contact your [study counsellor](#), read through the HELP Booklet and check out the 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 and should get for which course 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 or go and 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 and assessment registrations close on 15 November.

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. 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.

Mailing Lists

IMPORTANT: Sign up for our student mailing lists to get all the relevant information!

Click [here](#) to sign up for the BA mailing list.

Click [here](#) to sign up for the MA mailing list.

New and Events

News, events and important information will be published on the [start page](#) of our homepage, so check it out regularly.

Buildings

The Department

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

Address	Department of English / Institut für Englische Sprachen und Literaturen Universität Bern Länggassestrasse 49 3012 Bern
Telephone	031 631 82 45 (main office)
Website	www.ens.unibe.ch
Opening Hours	The department is open Mondays to Fridays from 8 a.m. to 6 p.m.

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

Monday: 2 - 3.30 pm

Tuesday: 9-10 am and 2 – 3.30 pm

Wednesday: 9 - 10 am

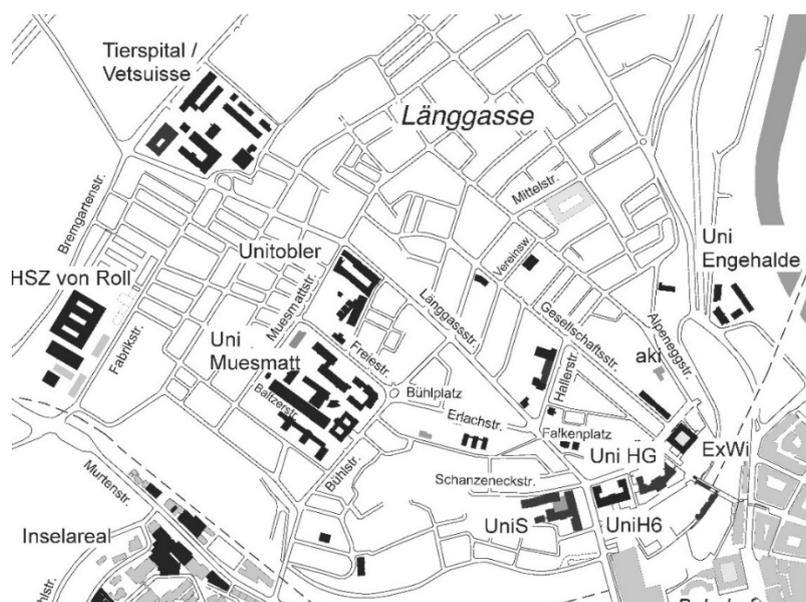
Thursday: 9-10 am and 2 – 3.30 pm

Please consult the office hours at their 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.



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 with a self-loan system:

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 located at the entrance from the department to the library.

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. For further information: https://www.unibe.ch/universitaet/dienstleistungen/universitaetsbibliothek/service/auskunft/faq_zu_bibliothek_und_bibliothekskatalog/einschreibung_benutzungskonto_passwort/index_ger.html.

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 return 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 (https://www.unibe.ch/universitaet/campus_und_infrastruktur/rund_um_computer/internetzugang/zugang_auf_interne_ressourcen_mit_vpn/index_ger.html).

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: <https://aleph.unibas.ch> and <https://www.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 and cannot be borrowed.

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 Münsterergasse (ZB)

Münsterergasse 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 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. 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: 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>Note: 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.</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, 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.



To all tea corner users:

R U L E S

If you want to use this tea corner, you will have to:

- **clean up after yourself (kitchen & dishes);**
- **dispose of your garbage, including stuff like:**
 - **glass bottles,**
 - **milk bottles,**
 - **light bulbs,**
 - **tins, etc.**
- **For paper, PET and general waste, there is a recycling station outside the tea corner. Everything else will have to be disposed of outside of the English department.**

Note: There are no exceptions to these rules; they are non-negotiable. In the past, there have been too many violations, which we do not tolerate any longer. Let us keep this place clean!

Thank you for your cooperation.

English department admin team

September 2018

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 join 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.

Students' Committee



The Students' Committee

We are a group of students who serve as official representatives of all students in the Department of English. We maintain regular contact with academic and admin staff, as well as with other university departments and the SUB. Among other things, we hold General Assemblies where all English students (majors and minors alike) can meet and discuss topics of general concern. It is also our responsibility to assist you in any study-related matters and so we organize information meetings, workshops and reading groups. Please check the notice boards as well as our social media profiles (see below) for announcements.

We are one of the most effective, coordinated feedback mechanisms working on your behalf. You can always contact us if you need any kind of assistance concerning your studies. We meet regularly (often in the tea corner) to keep up to date with what is going on. If you have suggestions or concerns, please contact us any time by email (fsanglistik@sub.unibe.ch). We always welcome new members to the Students' Committee, so please don't hesitate to approach us if you are interested in getting more involve in the life of the department.

Facebook



@StudentsCommitteeUniBe
(no Facebook account required)

Instagram



eng_sc_unibe

WhatsApp



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

Academic Staff (AS19)

Professors

- Prof. Dr. Thomas Claviez
Literary Theory & World
Literature/American Studies
- Prof. Dr. David Britain*
Modern English Linguistics
- Prof. Dr. Annette Kern-Stähler
Medieval English Studies
- Prof. Dr. Virginia Richter*
Modern English Literature, Head of
Department
- Prof. Dr. Gabriele Rippl*
Literatures in English/North American
Studies
- Prof. Dr. Crispin Thurlow*
Language and Communication

Lecturers

- Dr. Franz Andres Morrissey*
Language and Linguistics
- Dr. Sue Fox *
Language and Linguistics
- Dr. Beatriz Lorente*
Academic Writing
- Dr. Nicole Nyffenegger*
Medieval and Early Modern Literature
and Culture
- PD Dr. Julia Straub*
Literatures in English/North American
Studies

Postdoctoral Researchers

- PD Dr. Ursula Kluwick*
Modern English Literature
- Dr. Gwynne Mapes
Language and Communication
- Dr. Viola Marchi
North American Literature and
Culture/Literary Theory
- Dr. Ricarda Wagner*
Medieval English Studies

PhD Candidates/Assistants

- Mr Matthias Berger, M.A.
Medieval English Studies
- Mr Roman Bischof, M.A.*
Literatures in English/North
American Studies
- Ms Olivia Droz-dit-Busset, M.A.
Language and Communication
- Ms Sarah Grossenbacher, M.A.
Modern English Linguistics
- Ms Hannah Hedegard, M.A.*
Modern English Linguistics
- Ms Dominique Hess Bürki, M.A.
Modern English Linguistics
- Ms Vanessa Jaroski, M.A.
Language and Communication
- Ms Eva Kuske, M.A.
Modern English Linguistics
- Ms Sara Lynch, M.A.
Modern English Linguistics
- Ms Marion Mathier, M.A.
Language and Communication
- Mr Christoph Neuenschwander, M.A.
Modern English Linguistics
- Ms Jakhan Pirhulyieva, M.A.
Modern English Literature
- Mr Samuel Rösli, M.A.*
Medieval English Studies
- Ms Anja Thiel, M.A.*
Modern English Linguistics
- Ms Danielle Tod, M.A.
Modern English Linguistics
- Ms Sabine von Rütte, M.A.*
Literatures in English/North
American Studies

* *Teaching this semester*

Administrative Staff (AS19)

Administrators

Monika Iseli-Felder	Tuesday	9-10; 14-15:30
	Wednesday	9-10

Sannie Germann	Monday	14-15:30
	Wednesday	9-10
	Thursday	9-10; 14-15:30

Drittmittel Administration

Susanne Graber	By appointment
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Directors' Assistant

Leona Goop	By appointment
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IT Coordinator & Web Administrator

Fayaz Ali Khan	By appointment
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Librarian

Nina Müller	Monday-Wednesday
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Information is subject to change. Please consult the notice boards and the departmental website regularly.

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 05), 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 included on the final pages to find out 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 familiarised themselves with the material for the session and to contribute to discussions.

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

Workshops are courses that focus on application and practice. Students are expected to do some tasks for each session.

The Credit Point System

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

- BA Major: 120 ECTS
- BA Minor: 60 or 30 ECTS

Graded Courses

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

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

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

Ungraded Courses

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

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. 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), 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 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.

Focussing 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 (see http://www.ens.unibe.ch/studies/course_types_and_modules/index_eng.html for more details), and experience life in an English-speaking country on a stay abroad (only applicable to BA major and 60-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

See: 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.

Stay Abroad

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

Research Module

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

The BA Thesis

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

Free-standing Lectures and Seminars

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

Optional Ungraded Courses within the Department (Wahlleistungen/Electives)

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

Advanced Readings in Linguistics and Literature

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

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, click [here](#).

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.

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.

Stay Abroad

For information on the stay abroad, please go to page 25 or visit the [homepage](#).

Vorgezogene Masterleistungen

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

Course Overview

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

Notes on the BA Major (120 ECTS)

There is a total of 120 ECTS required in the BA major curriculum; of these, 85 ECTS must be graded. The Language Module and Core Curriculum must be completed and passed before moving on to Specialisations and Extensions courses (except elective courses / Wahlbereich).

The Advanced Readings in Linguistics and Literature exam has to be completed and passed before the final registration for the BA thesis.

The Focus Module (in the Focussing Phase) comprises both a lecture and a seminar.

Optional credits (Extensions) have to be acquired either in any of the courses on offer within the department or by independent work (the latter is subject to approval), or outside of the department (elective courses / Wahlbereich, graded).

Combination rules: Modules generally have to be completed within one academic year, Focus Modules within one semester. In exceptional cases (subject to approval), the Research Module can be done within three semesters.

One of the lectures taken (either from Specialisations or Extensions) must be a lecture flagged as “pre-1800.”

Notes on the BA Minor (60 ECTS)

There is a total of 60 ECTS required in the BA minor 60 curriculum; of these, 46 ECTS must be graded. The Language Module and Core Curriculum must be completed and passed before moving on to Specialisation and Extension courses.

The Focus Module (in the Focussing Phase) comprises both a lecture and seminar.

Optional credits (Extensions) have to be acquired in any of the courses on offer within the department or by independent work (the latter is subject to approval).

Combination rules: Modules generally have to be completed within one academic year, Focus Modules within one semester.

Notes on the BA Minor (30 ECTS)

There is a total of 30 ECTS required in the BA minor 30 curriculum; of these, 26 ECTS must be graded. Optional credits (Extensions) have to be acquired in any of the courses on offer within the department or by independent work (the latter is subject to approval).

Combination rules: The Language Module has to be completed within one year.

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 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

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. 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. 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.htm 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

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

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).

SPECIAL NOTICE: NEW EXAM SCHEDULE FOR LECTURES

STARTS AUTUMN 2019

Exam Schedule for Lectures

Starting in Autumn 2019, the examination schedule for lectures (including Grammar) will take place within the 14-week teaching semester. The obligatory exam for lectures will take place in the twelfth semester week and mainly taking place 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 will take place in the thirteenth semester week (again, usual course time and venue). Students who, for valid medical or other official reasons, were unable to take the main exam or resit exam, will 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.

Stay Abroad



© Mara Wyder

“Cross-cultural learning and studying abroad can be transformative.” – Amal Clooney

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. Find out more and hear about other students’ experiences at this term’s

Stay Abroad Meeting: Monday 28 October, 12.15 in Room x

For updates and more details please visit the [homepage](#).

Planning your Stay Abroad

For your compulsory stay abroad you have two basic options: either studying or working in an English-speaking country. By all means, do travel before, after, or during your stay abroad but please note that we cannot give you ECTS points for travelling.

The Basics

Duration: min. 6 months (23+ weeks) for majors, 3 months (11+ weeks) for minors

ECTS: depending on duration of stay (23+ weeks= 10ECTS; 11+ weeks=5ECTS, other lengths of stay calculated accordingly). In order to receive ECTS points, you must be matriculated during your stay abroad.

Workload: min. 40%, i.e., 16 hours/week

University courses: a maximum of 30 ECTS can be accredited in addition to the stay abroad points. Please make sure to get the IC’s agreement before you leave.

English-speaking countries: Countries in which English is an official language and/or spoken by a majority of the inhabitants.

Splitting the stay abroad: The 6 months stay can be done in max. 3 parts, the 3 months stay in max. 2

parts. Each part requires its own agreement sheet. All documentation remains with the students until completion of the full requirement.

Waivers: waivers or partial waivers are possible for students who have done a stay abroad, no more than 2 years prior to beginning their studies, which fulfils the usual requirements concerning duration and workload. Please write a formal letter including all necessary documentation, addressed to the IC. Once your plans are fairly concrete and you have read all the information on this site, please see the International Coordinator (IC) [Dr Nicole Nyffenegger](#) (D 208) during her walk-in consultation hours and bring along the Stay Abroad Agreement Sheet, which you can download from the homepage following the link below.

Walk in consultation hours HS 2019 (as of 1 August): Tuesdays, 14.30-16.30

Click [here](#) for more information on studying or working abroad when you are “Planning your Stay Abroad”.

Completing your Stay Abroad

Click [here](#) to get to the information about “Completing your Stay Abroad”.



<https://giphy.com/gifs/please-construction-patient-Elijp9cQ3GeEU>

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 sit a short written ARL exam which they must pass 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.

Exam date Autumn Semester 2019: Friday, 13 December 2019

Resit date Autumn Semester 2019: Wednesday, 05 February 2020

Exam date Spring Semester 2019:

Resit date Spring Semester 2019:

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 that is 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 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 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 Literature \(PDF, 126KB\)](#)

[Supervisors for theses in Language and Linguistics \(PDF, 90KB\)](#)

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 (PDF, 151KB) 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 [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.

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 \(PDF, 108KB\)](#) to register your thesis. **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.**

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.

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

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, everything has to be in KSL, including the thesis, before the Studienleitung can finalise your planning view. For MA students you will have to contact the Studienleitung even before your 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 him or her 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. 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](#) and consult the guide below.

Appendices to Study Plan 2017:

FAQ: Planning your studies

Which courses do I need to take?

Have a look at your appendix to Study Plan 2017 on the next pages. There you can see which courses you need to take and the amount of ECTS you need to earn in order to get your degree.

Graded or ungraded?

To find out whether you need to take a course *graded or ungraded*, please consult your appendix to Study Plan 2017 on the next pages. The font bold or normal indicates graded or ungraded courses respectively:

- **Bold font = graded**
- Normal font = ungraded

How do I sign up of KSL?

For information about KSL course and assessment registration, please see page 14 or visit the [homepage](#).

Note: For a *graded seminar* (also as part of a Focus Module), you register for the seminar (course registration) + the assessment (paper; assessment registration)

BA Major (120 ECTS)

TIMELINE	FOUNDATIONS	ECTS	SPECIALISATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	<u>Language Module</u> Writing Skills I/II Grammar I/II <u>Core Curriculum</u> Intro to Literature (lecture) Intro to Language and Linguistics (lecture) Analysing Literature (seminar) Analysing Language (seminar) Literary History (lecture) Earlier Englishes (lecture)	12 3 3 4 4 3 3			Stay abroad Optional (Wahlleistung) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials Elective (Wahlbereich) graded courses taken outside of the department	
	Focussing Phase	Advanced Readings in Linguistics and Literature (independent preparation)	Lecture I – Literature Lecture II – Lang. and Ling. Seminar I – Literature Seminar II – Lang. and Ling. Seminar III – Literature or Lang. and Ling. Focus Module (Lit. or Lang. and Ling.): Lecture III + Seminar IV	3 3 7 7 7 10		10 9
Completion Phase	Advanced Readings in Linguistics and Literature (examination)	3	<u>Research Module</u> BA Colloquium (2 semesters) BA Thesis (15,000 words)	4 10	15	
TOTAL ECTS/ GRADED ECTS		35/29		51/4 1		34/15
120/85						

BA Minor (60 ECTS)

TIMELINE	FOUNDATIONS	ECTS	SPECIALISATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	Language Module Writing Skills I/II Grammar I/II Core Curriculum Intro to Literature (lecture) Intro to Language and Linguistics (lecture) Analysing Literature (seminar) Analysing Language (seminar) Literary History (lecture) Earlier Englishes (lecture)	12 3 3 4 4 3 3				
Focussing Phase			Focus Module (Literature or Lang. and Ling.): lecture + seminar Seminar	10 7	Stay Abroad Optional (Wahlleistung) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials, depending on Stay Abroad	5-10 1-6
TOTAL ECTS/ GRADED ECTS 60/46		32/29		17/17		11/0

BA Minor (30 ECTS)

TIMELINE	FOUNDATIONS	ECTS	EXTENSIONS	ECTS
Induction Phase	<u>Language Module</u> Writing Skills I/II Grammar I/II <u>Reduced Core Curriculum</u> Intro to Literature (lecture) Intro to Language and Linguistics (lecture) Analysing Literature (seminar) Analysing Language (seminar)	12 3 3 4 4		
Focussing Phase			Optional (Wahlleistung) ungraded courses taken within the department: Workshops (no more than two of the same type), Seminars, Lectures, Independent Studies, Tutorials	4
TOTAL ECTS/ GRADED ECTS		26/26		4/0
30/26				

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 90/66		8/8		68/58		

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 30/20		4/4		17/16		

