

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

from August 1<sup>st</sup>, 2010 with changes made on October 24<sup>th</sup>, 2011, August 9<sup>th</sup>, 2012, and May 26<sup>th</sup>, 2014.

## Disclaimer:

This English translation of the study regulations is offered merely for informational purposes for non-native German speakers. Full legal validity is assigned exclusively to the study regulations issued in German (authenticated on August 1, 2010, with changes made October 24, 2011, and August 9, 2012).

## *I. General Information*

### STUDY PROGRAMMES

**Art. 1** In the framework of the discipline “English Languages and Literatures” the following study programmes are offered:

- a* Bachelor Degree Programme “Languages and Literatures in English” (Major 120 credit points),
- b* Bachelor Degree Programme “Languages and Literatures in English” (Minor 60 credit points),
- c* Bachelor Degree Programme “Languages and Literatures in English” (Minor 30 credit points),
- d* Master Degree Programme “Languages and Literatures in English” (Major 90 credit points),
- e* Master Degree Programme “Languages and Literatures in English” (Minor 30 credit points).

### DEGREES

**Art. 2** The following degrees can be acquired:

- a* Bachelor of Arts (B A) in Languages and Literatures in English, University of Bern,
- b* Master of Arts (M A) in Languages and Literatures in English with special qualification in Linguistics, University of Bern,
- c* Master of Arts (M A) in Languages and Literatures in English with special qualification in Literary Studies, University

of Bern.

STUDY COUNSELLING	<p><b>Art. 3</b> Students have the right to receive regular study counselling which is to be secured by the directors and offered by members of staff assigned a teaching function.</p>
MODULES	<p><b>Art. 4</b> <sup>1</sup> Modules consist of one or more study requirements (courses, written papers, independent studies). All components of a module will be tested either through a joint assessment of academic achievements (module exam) or through singular assessments of academic achievements. <i>[Revision from May 26<sup>th</sup>, 2014]</i></p> <p><sup>2</sup> In case the type and extent of a module exam is not prefigured by the study plan, the course instructor will decide on these matters.</p>
ASSESSMENTS OF ACADEMIC ACHIEVEMENT	<p><b>Art. 5</b> <sup>1</sup> All courses or modules are subject to assessments of academic achievement. <i>[Revision from May 26<sup>th</sup>, 2014]</i></p> <p><sup>2</sup> The course instructors will announce aims, contents, and types of assessments of academic achievement before the course starts.</p> <p><sup>3</sup> Material students will have to cover in preparation for the passing of assessments of academic achievement need to be in keeping with the credit points listed for the offered courses. The same applies to module exams.</p>
GRADING	<p><b>Art. 6</b> <sup>1</sup> Grading follows article 21, sections 1 and 2 of RSL 05. Non-graded assessments of academic achievement are rated with “pass”, applied to satisfactory performance, and “fail” applied to unsatisfactory performance.</p> <p><sup>2</sup> Appendices list which assessments of academic achievement need grading.</p> <p><sup>3</sup> The maximally allowed total sum of credit points received from non-graded assessments of academic achievement listed in the RSL 05 is not to be surpassed (Art. 21 section 4 RSL 05).</p>
RETAKE AND COMPENSATION	<p><b>Art. 7</b> <sup>1</sup> Failed assessments of academic achievement can be retaken once; retakes take place at the discretion of the course instructor.</p> <p><sup>2</sup> Insufficient grades cannot be compensated.</p>
EXPULSION/NON-ADMISSION	<p><b>Art. 7a</b> <sup>1</sup> In case the assessment of academic achievement remains unsatisfactory also after a retake, there ensues expulsion or non-admission, respectively, from all study programmes for which said achievement is mandatory. <i>[Revision from 09.08.2012]</i></p> <p><sup>2</sup> In case the mandatory achievement is only mandatory for one specialisation of the Master study programme, expulsion ensues only for the specialisation in question. <i>[Revision from 09.08.2012]</i></p>

## **II. Bachelor Degree Courses**

CONTENTS AND OBJECTIVES	<b>Art. 8</b> The Bachelor degree courses serve to acquire historical and systematic basic knowledge of the varieties of the English language and Anglophone literatures and cultures across the study discipline's entire spectrum. They introduce students to theories, concepts, and methods of studies in English languages and literatures, enhance oral and written competences in accordance with Anglophone academic discourse, and instruct students on how to conduct independent "scientific" work.
CREDIT POINTS (ECTS)	<b>Art. 9</b> The number of credit points (ECTS) as well as learning objectives for each course are listed in the appendix.
STANDARD STUDY PERIOD	<b>Art. 10</b> The standard study period is six terms. Prolongations are possible according to Article 13 RSL 05.
ANNUAL RHYTHM	<b>Art. 11</b> <sup>1</sup> As a rule, studies start in the autumn term. <sup>2</sup> As a rule, modules should be passed within one single academic year. Focus modules should be passed within a single term.
	<b>1. Bachelor Degree Course "Languages and Literatures in English" (Major 120 ECTS)</b>
STRUCTURE	<b>Art. 12</b> <sup>1</sup> The Bachelor study programme "Languages and Literatures in English" consists of a total of 180 ECTS and comprises the Major "Languages and Literatures in English" (120 ECTS) and one or more of the Minors listed in section 2. <sup>2</sup> The Major can be completed with any of the Bachelor Minors offered at the University of Bern, according to Article 16 RSL 05. <sup>3</sup> Responsibility for the possibility of continuing the selected Minor Degree Courses on the Master level lies with students.
CURRICULAR DESIGN	<b>Art. 13</b> The study programme is divided into the following phases: <b>a</b> Foundation phase: <ul style="list-style-type: none"><li>- Acquiring discipline-related and methodological basics, including the basics of academic language.</li><li>- In the foundation phase, all modules of the propaedeutic are to be completed (foundation modules). Successful completion of the propaedeutic is required for an entry into the focussing phase.</li></ul> <b>b</b> Focussing phase: <ul style="list-style-type: none"><li>- Focussed specialised education in literary and linguistic studies.</li><li>- Deepening methodological and linguistic competences</li></ul> <b>c</b> Application phase: <ul style="list-style-type: none"><li>- Further consolidation of a research focus</li></ul>

- Guided scientific work
  - Certification of acquired competencies by writing a Bachelor thesis
- d Extra-curricular:
- Stay abroad [*Revision from May 26<sup>th</sup>, 2014*]
  - Independent studies by taking elective courses in English Languages and Literatures
- e Courses from the elective section Major (Art. 14 section 3 RSL 05).

## REQUIREMENTS

**Art. 14** <sup>1</sup> The study programme entails the following requirements:

a Compulsory requirements:

- Foundation modules (language foundation module, methodological foundation module literary studies, methodological foundation module linguistics and the history of language)
- Written exam of the reading list [*Revision from May 26<sup>th</sup>, 2014*]
- Bachelor module (bachelor colloquium plus Bachelor thesis)
- Stay abroad (requires approval) [*Revision from May 26<sup>th</sup>, 2014*]

b Compulsory-elective requirements:

- Focus modules (3 focus modules, at least one in literary studies and one in linguistics) [*Revision from May 26<sup>th</sup>, 2014*]

c Elective requirements:

- Elective requirements English Languages and Literatures
- Courses from the elective section Major (Art. 14 section 3 RSL 05)

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

STAY ABROAD [*Revision from May 26<sup>th</sup>, 2014*]

**Art. 15** <sup>1</sup> During the period of studies a stay abroad of 24 weeks in total in an English-speaking country needs to be completed (10 credit points). As a general rule, the stay abroad can be interrupted twice. [*Revision from May 26<sup>th</sup>, 2014*]

<sup>2</sup> It is absolutely mandatory that before departure the stay abroad is discussed with and granted by the department's study abroad coordinator. [*Revision from May 26<sup>th</sup>, 2014*].

<sup>3</sup> The stay abroad is completed with an oral or written report. Credit points will be accredited only if at the time of the stay abroad, students are enrolled at the University of Bern. [*Revision from May 26<sup>th</sup>, 2014*]

<sup>4</sup> As a principle, the stay abroad consists of studying and/or paid

or unpaid work in an English-speaking country. If the stay abroad is spent at an English-speaking university, only achievements will be recognized which beforehand were listed in a learning agreement and were validated by the foreign university. *[Revision from May 26<sup>th</sup>, 2014]*

<sup>5</sup> Reasonable applications for exemptions from stays abroad are to be made by letter, addressed to the Head of the Department. *[Revision from May 26<sup>th</sup>, 2014]*

ELECTIVE SECTION MAJOR

**Art. 16** <sup>1</sup> Students can choose to acquire ECTS through courses offered by any other faculty at the University of Bern, provided they are, in accordance with article 14 section 3 RSL 05 listed as free electives (“freie Leistungen”).

<sup>2</sup> When selecting courses for the elective section Major it needs to be ensured that the maximally allowed sum of ungraded assessments of academic achievement (Art. 6, section 3) is not exceeded.

ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY

**Art. 17** Prior to a study stay at a university abroad, a study contract/learning agreement needs to be signed between the study commission and the student. It lists which achievements will be recognized after the stay is completed. In total, achievements adding up to a maximum 30 ECTS can be accredited.

BACHELOR THESIS

**Art. 18** <sup>1</sup> The topic of the Bachelor thesis needs to be decided with the supervisor. In case there are uncertainties regarding the attribution of the topic, the decision about the admissibility is to be made by the institution listed in the faculty regulations.

<sup>2</sup> The Bachelor thesis amounts to 10 ECTS. It needs to be written during the application phase.

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

<sup>4</sup> Before registering for the Bachelor thesis, all requirements in the compulsory and compulsory-elective, with the exception of the Bachelor module, need to be completed.

FINAL GRADE BACHELOR

**Art. 19** <sup>1</sup> The final grade of the Major will be calculated as the average of all graded assessments of academic achievements, weighted by credit points (Art. 32 section 1 RSL 05).

<sup>2</sup> The final grade for the Bachelor is calculated by taking the arithmetic average of all unrounded final grades of the Major and Minor, with the grade of the Major being counted double (Art. 32 section 2 RSL 05). The rounding of grades and the title is regulated by Art. 22 RSL 05.

**2. Bachelor Study Programme “Languages and Literatures in English” (Minor 60 ECTS)**

CURRICULAR DESIGN

**Art. 20** The Bachelor study programme consists of the following:

a Foundation phase:

- Acquiring discipline-related and methodological basics, including the basics of academic language.
- In the foundational phase, all modules of the propaedeutic are to be completed (foundation modules). A successful completion of the propaedeutic is required for an entry into the focussing phase.

*b* Focussing phase:

- Focussed specialised education in literary and linguistic studies
- Deepening methodological and linguistic competences

*c* Extra-curricular:

- Stay abroad [*Revision from May 26<sup>th</sup>, 2014*]
- Independent studies by means of elective courses in English Languages and Literatures

STUDY OBJECTIVES AND QUALIFICATIONS

**Art. 21** By completing the Minor, students have acquired foundational discipline-related and methodological competences in linguistic and literature studies.

REQUIREMENTS

**Art. 22** <sup>1</sup> The study programme entails the following requirements:

*a* Compulsory requirements:

- Foundation modules (language foundation module, methodological foundation module literary studies, methodological foundation module linguistics and the history of language)
- Stay abroad (requires approval) [*Revision from May 26<sup>th</sup>, 2014*]

*b* Compulsory-elective requirements:

- 2 focus modules

*c* Elective requirements

- Elective requirements English Languages and Literatures

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

STAY ABROAD

**Art. 22a** [*inserted May 26<sup>th</sup>, 2014*]

<sup>1</sup> During the period of studies a stay abroad of 12 weeks in total in an English-speaking country needs to be completed (5 credit points). As a general rule, the stay abroad can be interrupted once. [*Revision from May 26<sup>th</sup>, 2014*]

<sup>2</sup> It is absolutely mandatory that before departure the stay abroad is discussed with and granted by the department's study abroad coordinator. [*Revision from May 26<sup>th</sup>, 2014*].

<sup>3</sup> The stay abroad is completed with an oral or written report. Credit points will be accredited only if at the time of the stay abroad, students are enrolled at the University of Bern. [*Revision from May 26<sup>th</sup>, 2014*]

<sup>4</sup> As a principle, the stay abroad consists of studying and/or paid or unpaid work in an English-speaking country. If the stay abroad is spent at an English-speaking university, only achievements will be recognized which beforehand were listed in a learning agreement and were validated by the foreign university. [*Revision from May 26<sup>th</sup>, 2014*]



<sup>5</sup> Reasonable applications for exemptions from stays abroad are to be made by letter, addressed to the Head of the Department. *[Revision from May 26<sup>th</sup>, 2014]*

ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY

**Art. 23** Prior to a study stay at a university abroad, a study contract/learning agreement needs to be signed between the study commission and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to maximum of 15 ECTS can be accredited.

FINAL GRADE MINOR

**Art. 24** The final grade of the Minor will be calculated as the average of all graded assessments of academic achievements, weighted by credit points (Art. 32 section 1 RSL 05) and rounded according to Article 22 RSL 05.

### 3. **Bachelor Study Programme “Languages and Literatures in English” (Minor 30 ECTS)**

#### CURRICULAR DESIGN

**Art. 25** The study programme consists of the following:

a Foundation phase:

- Acquiring discipline-related and methodological basics, including the basics of academic language

b Extra-curricular:

- a. Independent studies by means of elective courses in English Languages and Literatures

#### STUDY OBJECTIVES AND QUALIFICATIONS

**Art. 26** After graduating, students have acquired basic knowledge of linguistic and literary studies.

#### REQUIREMENTS

**Art. 27** <sup>1</sup> The study programme entails the following requirements:

a Compulsory requirements:

- Foundation modules (language foundation module, methodological foundation module literary studies, methodological foundation module linguistics and the history of language)

b Elective requirements:

- Elective requirements English Languages and Literatures

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

#### ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY

**Art. 28** Prior to a study stay at a university abroad, a study contract/learning agreement needs to be signed between the study commission and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to a maximum of 7 ECTS can be accredited.

#### FINAL GRADE MINOR

**Art. 29** The final grade of the Minor will be calculated as the average of all graded assessments of academic achievements, weighted by credit points (Art. 32 section 1 RSL 05) and rounded according to Art. 22 RSL 05.

### **III. Master Study Programmes**

CONTENTS AND OBJECTIVES	<b>Art. 30</b> The master study programmes serve to impart a deepened historical and systematic understanding of the varieties of the English language and English-based literatures and cultures across the study discipline's entire spectrum. They expand students' knowledge of theories, concepts, and methods of studies in English languages and literatures, further oral and written competences in accordance with Anglophone academic discourse and instruct students on how to develop their own research questions and on how to conduct independent scientific work.
SPECIALISATION	<b>Art. 31</b> The Master study programmes divide into the two freely selectable specialisations, namely English Linguistics and English Literary Studies.
CREDIT POINTS	<b>Art. 32</b> The number of credit points (ECTS) as well as learning objectives for each course are listed in the appendix.
STANDARD STUDY PERIOD	<b>Art. 33</b> The standard study period is four terms. Prolongations are possible according to Article 13 RSL 05.

#### **1. Master Study Programme "Languages and Literatures in English" (Major 90 ECTS)**

ADMISSION CONDITIONS	<b>Art. 34</b> <sup>1</sup> In addition to the general admission conditions for studies at the University of Bern, the admission conditions for the Master study programme "Languages and Literatures in English" as a Major are:  <ul style="list-style-type: none"><li>a Bachelor of Arts in "Languages and Literatures in English" at the University of Bern or an equivalent degree, if necessary with additional qualifications which will, according to section 2, be specified on the basis of the student's past record,  or:</li><li>b Bachelor Minor in "Languages and Literatures in English" at the University of Bern or an equivalent degree, if necessary with additional qualifications which will, according to section 2, be specified on the basis of the student's past record.</li></ul> <sup>2</sup> Additional qualifications in the form of conditions and/or requirements that must be satisfied according to Article 5 and 5a RSL 05 are to be specified on the basis of the student's past record.  <sup>3</sup> When signing up for a Master's degree, university applicants with foreign educational qualifications must present a minimum test score from one of the language tests listed in the following. Accepted are a valid TOEFL or IELTS certificate, respectively, which at the time of application is not older than six months. Ex-
----------------------	---

am results older than this will not be accepted.

Language test	Minimum result
TOEFL Paper	600
TOEFL Internet	100
IELTS	7

*[Revision from 24 October 2011]*

<sup>4</sup> Dispensations from the language test can be made for students who acquired previous degrees in English within a language community in which English is the language mainly spoken. *[Revision from 24 October 2011]*

#### CURRICULAR DESIGN

**Art. 35** In the first three terms, students deepen their expert and methodological competences both by taking courses and by independent studies. The Master thesis is to be written in the fourth term.

#### STUDY OBJECTIVES AND QUALIFICATIONS

**Art. 36** The study programme is designed to further students' expertise and to enable students to conduct independent scientific work and research and to independently address scientific issues.

#### STRUCTURE

**Art. 37** The Master study programme "Languages and Literatures in English" consists of a total of 120 ECTS and comprises the Major "Languages and Literatures in English" (90 ECTS) and a Minor of 30 ECTS.

#### SELECTING THE MINOR

**Art. 38** <sup>1</sup> The Major can be completed with any Master Minor offered at the University of Bern according to Article 16 RSL 05.

<sup>2</sup> The Master study programme "Languages and Literatures in English" as a Major can be combined with the Master study programme "Languages and Literatures in English" as a Minor. If this is the case, the specialization of the Major should be different from the one of the Minor (for specialisations, see Article 31).

#### REQUIREMENTS

**Art. 39** <sup>1</sup> The study programme consists of the following requirements:

*a* Compulsory requirements:

- Foundation lecture
- Master thesis

within chosen specialisation *[Revision from 9 August 2012]*

*b* Compulsory-elective requirements:

- 4 seminars
- Master Forum (3 terms), within chosen specialisation *[Revision from 9 August 2012]*

*c* Elective requirements:

- Elective requirements English Languages and Literatures

<sup>2</sup> More detailed information can be found in Appendix 2.

#### COMBINATION RULES MASTER

**Art. 40** A minimum of 76 ECTS is to be gathered in the chosen

STUDY PROGRAMMES	specialization, an additional 10 to 14 ECTS in the other field of specialization. The Master thesis, the foundation lecture, and the Master forum need to be attended within the chosen specialization.
ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY	<b>Art. 41</b> Prior to a study stay at a university abroad, a study contract/learning agreement needs to be signed between the study commission and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to maximally 30 ECTS can be accredited.
MASTER THESIS	<p><b>Art. 42</b> <sup>1</sup> The Master thesis has to be written within the chosen specialisation.</p> <p><sup>2</sup> The topic of the Master thesis needs to be decided with the supervisor. In case there are uncertainties regarding the attribution of the topic, the decision about the admissibility is to be made by the institution listed in the faculty regulations.</p> <p><sup>3</sup> The Master thesis amounts to 30 ECTS.</p> <p><sup>4</sup> The Master thesis should be completed within six months after registering.</p> <p><sup>5</sup> Before registering for the Master thesis, all other graded modules should be completed.</p>
FINAL GRADE MASTER	<p><b>Art. 43</b> <sup>1</sup> The final grade of the Major will be calculated as the average of all graded assessments of academic achievements weighted by credit points and the grade of the Master thesis. (Art. 44 section 1 RSL 05). [<i>Additions to Changes made to the RSL from 21 March 2011 – “Nachführung der RSL-Änderung vom 21.03.2011”</i>]</p>
	<p><b>2. Master Study Programme “Languages and Literatures in English” (Minor 30 ECTS)</b></p>
ADMISSION CONDITIONS	<p><b>Art. 44</b> <sup>1</sup> In addition to the general admission conditions for studies at the University of Bern, the admission conditions for the Master study programme “Languages and Literatures in English” as a Minor are:</p> <p style="padding-left: 40px;">a Bachelor Minor in “Languages and Literatures in English” at the University of Bern (60 ECTS) or an equivalent degree, if necessary with additional qualifications which will, according to section 2, be specified on the basis of the student’s past record. [<i>Revision from May 26<sup>th</sup>, 2014</i>]</p> <p><sup>2</sup> Additional qualifications in the form of conditions and/or requirements that must be satisfied according to Article 5 and 5a RSL 05 are to be specified on the basis of the student’s past record.</p> <p><sup>3</sup> When signing up for studies, university applicants with foreign educational qualifications must present a minimum test score from one of the language tests listed in the following. Accepted are a valid TOEFL or IELTS certificate, respectively, which at the time of application is not older than six months. Exam results</p>

older than this will not be accepted.

Language test	Minimum result
---------------	----------------

TOEFL Paper 600	
-----------------	--

TOEFL Internet	100
----------------	-----

IELTS	7
-------	---

*[Revision from 24 October 2011]*

<sup>4</sup>Dispensations from the language test can be made for students who acquired previous degrees in English within a language community in which English is the language mainly spoken. *[Revision from 24 October 2011]*

STUDY OBJECTIVES AND QUALIFICATIONS

**Art. 45** The study programme is designed to further students' expertise in the chosen specialisation and to enable students to conduct independent scientific work and research and to independently address scientific issues.

REQUIREMENTS

**Art. 46** <sup>1</sup> The study programme consists of the following requirements:

*a* Compulsory requirements:

- Foundation lecture

*b* Compulsory-elective requirements:

- 2 seminars

- 1 lecture or workshop

*c* Elective requirements:

- Elective requirements English Languages and Literatures

<sup>2</sup> More detailed regulations can be found in Appendix 2.

COMBINATION RULES MASTER STUDY PROGRAMMES

**Art. 47** A minimum of 23 ECTS can be chosen in the other specialisation, an additional 6 to 7 ECTS in the other field of specialization.

ACADEMIC ACHIEVEMENTS AT ANOTHER UNIVERSITY

**Art. 48** Prior to a study stay at a university abroad, a study contract/learning agreement needs to be signed between the study commission and the student. It lists which achievements will be recognized after the stay. In total, achievements adding up to maximally 10 ECTS can be accredited.

FINAL GRADE MINOR

**Art. 49** The final grade of the Minor will be calculated as the average of all graded assessments of academic achievement weighted by credit points (Art. 44 Section 2 RSL 05) and rounded according to Article 22 RSL 05.

#### **IV. Transitional Regulations**

Transitional regulations for revisions made on May 26<sup>th</sup>, 2014:

Revisions from May 26<sup>th</sup> 2014 are valid for students having taken up their studies in the fall of 2014 or later.