

# HELP

## A Guide to English Studies at the University of Bern **2022/2023**



University of Bern  
Department of English  
Länggassstrasse 49  
3012 Bern

Tel 031 684 82 45  
Web [www.ens.unibe.ch](http://www.ens.unibe.ch)

## Contents

<b>Welcome .....</b>	<b>1</b>
<b>Who to Ask .....</b>	<b>2</b>
<i>Academic Staff A-Z (SS23).....</i>	<i>3</i>
<i>Administrative Staff (SS23) .....</i>	<i>4</i>
<i>Disability Accommodations .....</i>	<i>4</i>
<i>Advisory Services.....</i>	<i>4</i>
<i>Name changes .....</i>	<i>4</i>
<b>New Students.....</b>	<b>5</b>
<b>Buildings .....</b>	<b>6</b>
<i>The Department.....</i>	<i>6</i>
<i>Lecture halls and seminar rooms .....</i>	<i>6</i>
<b>Conduct in the Department .....</b>	<b>7</b>
<i>General conduct.....</i>	<i>7</i>
<i>    Written correspondence.....</i>	<i>7</i>
<i>The tea corner.....</i>	<i>8</i>
<i>Consultations .....</i>	<i>10</i>
<i>Other.....</i>	<i>10</i>
<i>    Photocopying.....</i>	<i>10</i>
<i>    Desks and storage cabinets.....</i>	<i>10</i>
<i>    Mobile Phone Use .....</i>	<i>10</i>
<i>    Theft.....</i>	<i>10</i>
<b>Students' Committee.....</b>	<b>11</b>
<b>The Library.....</b>	<b>12</b>
<b>Study Plan (aka curriculum) .....</b>	<b>17</b>
<i>General Information for BA Students .....</i>	<i>17</i>
<i>    The Study Programmes .....</i>	<i>17</i>
<i>    Course Types .....</i>	<i>17</i>
<i>    The Credit Point System .....</i>	<i>18</i>
<i>    KSL Registration .....</i>	<i>18</i>
<i>    Completion of Studies .....</i>	<i>19</i>
<i>BA Study Programmes .....</i>	<i>20</i>
<i>General Information for MA Students .....</i>	<i>24</i>
<i>    MA Study Programmes .....</i>	<i>24</i>

<i>Admission to an MA Programme (Major and Minor)</i> .....	24
<b>Advanced Reading List</b> .....	<b>28</b>
<b>Writing Academic Papers</b> .....	<b>29</b>
<i>Form and Content</i> .....	29
<i>Plagiarism: Academic Deceit and Dishonesty</i> .....	29
<b>Thesis Information</b> .....	<b>30</b>
<i>General Information</i> .....	30
<i>Supervisors for Thesis</i> .....	30
<i>Format requirements</i> .....	30
<i>Thesis Submission</i> .....	30
<i>BA Thesis</i> .....	31
<i>Deadlines</i> .....	31
<i>Registration</i> .....	31
<i>Extensions</i> .....	31
<i>MA Thesis</i> .....	32
<i>Deadlines</i> .....	32
<i>Registration</i> .....	32
<i>Extensions</i> .....	32
<i>Application for Diploma</i> .....	33
<b>Appendices to Study Plan 2017:</b> .....	<b>34</b>
<i>FAQ: Planning your studies</i> .....	34
<i>BA Major (120 ECTS)</i> .....	35
<i>BA Minor (60 ECTS)</i> .....	36
<i>BA Minor (30 ECTS)</i> .....	37
<i>MA Major (90 ECTS)</i> .....	38
<i>MA Minor (30 ECTS)</i> .....	39

# Welcome

Dear Student

We are pleased that you have decided to study English with us and we welcome you to the 2022/2023 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](http://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](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’)**

**A-L**

Dr. Hannah Hedegard / B 266  
hannah.hedegard@unibe.ch

**M-Z**

Dr. Kellie Gonçalves / D 205  
kellie.goncalves@unibe.ch

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

Prof. Dr. Axel Stähler / D 209  
axel.staehler@unibe.ch

**International Coordinator (Stay  
Abroad Enquiries)**

Dr. Nicole Nyffenegger-Staub / D 208  
nicole.nyffenegger@unibe.ch

**Admission Enquiries (BA, MA, PhD)**

Prof. Dr. Axel Stähler / D 209  
axel.staehler@unibe.ch

**Independent Studies Proposals**

Contact any member of teaching staff

**Independent Studies Coordinator**

(please contact potential supervisor first)  
Dr. Kellie Gonçalves / D 205  
kellie.goncalves@unibe.ch

**KSL Enquiries**

Sannie Germann  
031 631 82 45 / D 201  
sannie.germann@unibe.ch

Michael Boog

031 684 37 56 / D 202  
michael.boog@unibe.ch

**Enrolment for Theses and Exams**

Sannie Germann  
031 631 82 45 / D 201  
sannie.germann@unibe.ch

**Library Enquiries**

Sabrina Mutti  
031 631 83 72 / B 271  
sabrina.mutti@unibe.ch

**For information about staff consultation times please consult the departmental website.**

## Academic Staff A-Z (SS23)

Dr. Sofie Behluli\*  
North American Literature and Culture  
Ms Olivia Biber, M.A.  
Modern English Literature  
Dr. des Roman Bischof-Vegh\*  
North American Literature and Culture  
Prof. Dr. David Britain\*  
Modern English Linguistics, Head of  
Department  
Mr William Brockbank\*  
Medieval English Studies  
Dr. Amy Brown  
Medieval English Studies  
Mr Andrin Büchler, M.A.  
Modern English Linguistics  
Prof. Dr. Thomas Claviez\*  
Literary Theory & World  
Literature/American Studies  
Ms Kristen Curtis, M.A.\*  
Medieval English Studies  
Dr. Marijke Denger\*  
Modern English Literature  
Ms Olivia Droz-dit-Busset, M.A.  
Language and Communication  
Prof. Dr. Mary Flannery\*  
Medieval English Studies  
Dr. Kellie Gonçalves\*  
Language and Communication  
Dr. Hannah Hedegard\*  
Modern English Linguistics  
Ms Guðrun í Jákupsstovu, M.A.  
Modern English Literature  
Prof. Dr. Annette Kern-Stähler\*  
Medieval English Studies  
PD Dr. Ursula Kluwick\*  
Modern English Literature  
Dr. Zoë Lehmann Imfeld\*  
Modern English Literature

Dr. Beatriz Lorente\*  
Academic Writing  
Dr. Gwynne Mapes\*  
Language and Communication  
Dr. Viola Marchi\*  
North American Literature and  
Culture/Literary Theory  
Dr. Nicole Nyffenegger\*  
Medieval and Early Modern Literature  
and Culture  
Dr. Hannah Piercy\*  
Medieval English Studies  
Ms Lara Portmann, M.A.  
Language and Communication  
Prof. Dr. Virginia Richter\*  
Modern English Literature  
Prof. Dr. Gabriele Rippl\*  
North American Literature and Culture  
Mr Jonathan Sarfin, M.A.  
North American Literature and Culture  
Assoziierter Prof. Dr. Axel Stähler\*  
Literatures in English / North American  
Studies  
Ms Malaika Sutter, M.A.  
North American Literature and Culture  
Prof. Dr. Crispin Thurlow\*  
Language and Communication  
Ms Danielle Tod, M.A.\*  
Modern English Linguistics  
Ms Marion Troxler, M.A.  
Modern English Literature  
Ms Sabine von Rütte, M.A.\*  
North American Literature and Culture

\* *Teaching this semester*

## **Administrative Staff (SS23)**

### **Administrators**

Gabriela Burkhart  
Sannie Germann

Please see the website for office hours

### **Drittmittel Administration**

Bettina Rhyh-Holzer

By appointment

### **Directors' Assistant**

Michael Boog

By appointment

### **ICT Supporter & Web Administrator**

Fayaz Ali Khan / Martin Ritzmann

By appointment

### **Librarian**

Sabrina Mutti

By appointment

**Information is subject to change. Please consult the notice boards and the departmental website regularly.**

## **Disability Accommodations**

Students who require extended and / or permanent accommodations (e.g. when it comes to writing exams or extending deadlines) should make contact as early as possible with their study counsellor who will raise the issue with the Head of Department.

Any students are entitled to approach ZIB at any time for information and guidance concerning learning accommodations ('Nachteilsausgleich').

## **Advisory Services**

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

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

## **Name changes**

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

# New Students

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.

If you need 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 as well as when you should take which course.

## **Course Booklet**

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

## **KSL**

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

## **News and Events**

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

The students' committee also keeps you informed and organises their own events; you can follow them on a channel of your choice (see p.11).



# 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](http://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:

**Wednesday: 9-10 am**

**Thursday: 9-10 am and 2-3 pm**

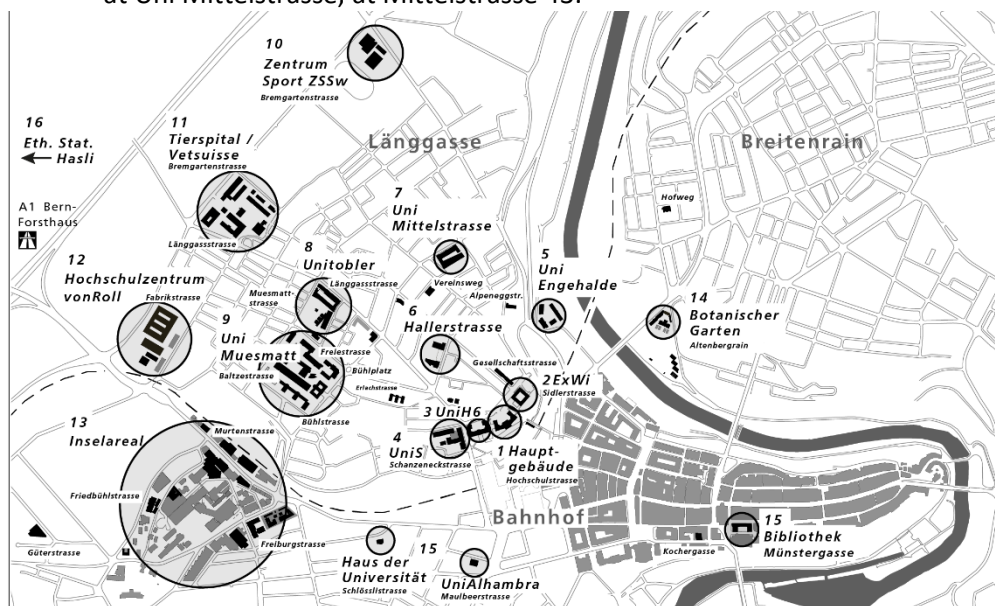
*Please consult the office hours at their door or on the website. If you need an alternative appointment, contact Sannie via email.*

To hand in material outside of the main office's student hours, please use the wooden box in front of the door.

## Lecture halls and seminar rooms

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

- in the University's Hauptgebäude, Hochschulstrasse 4;
- in the von Roll buildings at Fabrikstrasse 2E, 6 and 8;
- at UniS at Schanzeneckstrasse 1;
- in the ExWi building, Sidlerstrasse 5;
- at Uni Mittelstrasse, at Mittelstrasse 43.



Map of University of Bern buildings

# Conduct in the Department

The following Departmental guidelines have been compiled to 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 try to keep the noise down in the corridors and in the tea corner (see below); sometimes, just pulling the tea corner door too roughly is enough. We strongly discourage the use of cellphones in the corridors.

If you know you will be missing a class, we expect you to send a short email to your instructor alerting them to the fact and providing some kind of explanation. (See Absences below.) We consider this a matter of basic professional courtesy. If you have already missed a class, please send an email to 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.

<b>OPENING</b>	<b>CLOSING</b>
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 to be a matter of academic, professional and civic responsibility. Our educational mission and your learning is heavily subsidized, and we are therefore responsible to the Bernese public for taking our work seriously and doing it properly.

Active participation does not only mean talking in class (although this is a key feature of academic discourse), but also entails coming prepared, completing assigned readings, engaging with your peers, taking notes, following directions, etc. Students who consistently fail to participate actively in class may be failed. In this regard, we consider non-participation in more than two sessions of a seminar or workshop, and more than one session of a colloquium, to be unacceptable.

Allowance is always made for university-sanctioned absences such as documented illnesses, deaths in the family, or military service. Absence due to your participation in a departmental excursion seminar may also be excused. Regardless, any absence threatens the success of your learning and missed work should always be caught up and/or made up. Excused absences, like any absence, should always be signaled to your instructor (see above).

## **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 is 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.

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 or MA mailing list when they begin their studies. The mailing list is our primary means of communication with the student body. On our website ([www.ens.unibe.ch](http://www.ens.unibe.ch)) you find a link to 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). Your student card can be charged with money to pay for photocopies and printing.

### Desks and storage cabinets

Students can reserve the use of a desk and/or a set of drawers in the library for the period of one semester. Apply at the library office for allocation and keys (Room 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.

### Theft

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

# 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. Apart from that, we also organize social events. 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](mailto: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 involved in the life of the department.

### Facebook



@StudentsCommitteeUniBe  
(no Facebook account required)

### Instagram



eng\_sc\_unibe

### WhatsApp



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

# The Library

## The English studies library

The library is a specialist academic library available to staff and students of the Department of English and other interested persons.

You can find our department library on the platforms in the middle of the Unitobler building, two on the second floor and two on the third floor (access from the department).

→ **2<sup>nd</sup> floor:** linguistics, nonfiction (secondary literature to all things literature and language), outstanding authors (e.g. Shakespeare)

→ **3<sup>rd</sup> floor:** fiction and poetry by authors from the entire English speaking world.

### → **Special collections:**

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

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

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

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

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



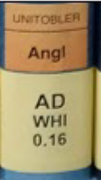

Books from the open access book stock of the English studies library can be checked out via RFID self-loan.

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

## Our call number system

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

There are different label colors:

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

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

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

Example:

→ANG yAE WID 1 = primary literature

→ANG yAE WID 0. 1 = secondary literature

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

Generally, the books are set up as follows:



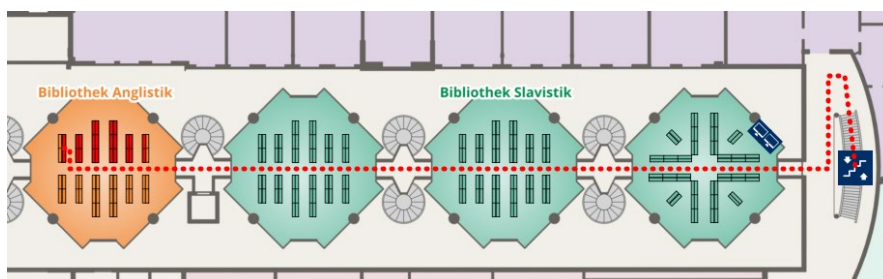
A book with a...	...stands for	...is located on...
...blue label	...Non-fiction	...the 2 <sup>nd</sup> floor
...white label	...English literature (including secondary literature about authors and their works) ...Linguistics ...Non-fiction (old systematics)	...the 2 <sup>nd</sup> and 3 <sup>rd</sup> floor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

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

Bern UB Unitobler  
 Verfügbar, Anglistik (2./3. OG) Freihandbestand ; ANG wAD SHA  
 04. 111



The mediascout allows you to search for room numbers as well as books. By typing in a specific call number, the site plan shows you the way to the book.



### Loan period and renewal

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

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

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

### Return of items

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

### Reminders, fees and item loss

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

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

### **The library catalogue**

[ubbern.swisscovery.slsp.ch](http://ubbern.swisscovery.slsp.ch)<sup>1</sup> is the research portal of the University Library of Bern and the PH Bern. Here you can find books, journals, e-books, e-journals, databases, videos, sheet music, historical prints and maps of the University Library Bern and the PH Bern, as well as the collections of over [470 scientific libraries](#) in Switzerland. From many of these libraries you can borrow media via a courier service.

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

- **Universität und PH Bern**  
contains records for both physical and electronic media held by the University and PH Bern
  
- **swisscovery**  
contains records for both physical and electronic media held by SLSP libraries as well as media held by selected libraries of the Renouvaud network
  
- **swisscovery plus**  
contains records for both physical and electronic media held by SLSP libraries as well as records for media from the Renouvaud network that are not offered by any other SLSP library

### **Library registration and different user accounts**

#### **Private account**

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

Registration to the library catalogue (as well as the edu-ID account) can be done here:

<https://registration.slsp.ch/?iz=ube>

### **Local courier and SLSP courier**

#### **Local courier**

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

- [Bibliothek Münstergasse](#)

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

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

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

### **SLSP courier**

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

### **Services for students**

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

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

### **Contact**

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

### **Address:**

Bibliothek Anglistik  
Länggassstrasse 49  
3012 Bern  
Telephone: +41 (0)31 631 83 72  
Email: [anglistik.ub@unibe.ch](mailto:anglistik.ub@unibe.ch)

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

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

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

# Study Plan (aka curriculum)

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

You can find them at:

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

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

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

## **Exam Schedule for Lectures**

Starting in Autumn 2019, the examination schedule for lectures 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.

## 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](http://www.philhist.unibe.ch/studium/bachelor_master)), and have it signed by the department's Studienleitung (see the department's 'Who To Ask' list for the current holder of that office). They will confirm that all study requirements have been met. 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](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](http://www.ens.unibe.ch/studies/stay_abroad/index_eng.html)). In addition, there is a Freier Wahlbereich (electives) for BA majors, in which students are expected to acquire 15 credit points within other study programmes offered by the university. All 15 credit points in your Wahlbereich (electives) need to be graded and taken outside of the English department.

### Course Types and Modules

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

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

### Language Module

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

### Core Curriculum

The Core Curriculum provides students with the basic knowledge and skills necessary to study the two

disciplines, Language and Linguistics, and Literature. It consists of four lectures and two seminars and are taken within the first year of studies.

### **Focus Module**

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

### **Research Module**

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

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

BA students collect a certain amount of ungraded credits by completing courses offered within the Department of English or by doing independent study.

### **Free-standing Lectures and Seminars**

In the 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.

### **BA Workshops**

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

### **Tutorials**

Tutorials are offered regularly for lectures and seminars. In tutorials, students can revise and expand on the content of the lecture, discuss open questions or explore a topic in more depth. Students can attend as many tutorials as they like, but they can only take 2 tutorials for credit. Regular attendance of and participation in a tutorial can earn you 1 ECTS towards the total number of your optional credits (Wahlleistungen/electives). Please consult KSL for any BA tutorials offered.



## **Independent Studies**

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

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

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

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

## **Advanced Readings in Linguistics and Literature**

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

## **Stay Abroad**

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

## **The BA Thesis**

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

## **Vorgezogene Masterleistungen**

If you are in the last semester of your BA and have earned at least 150 ECTS but are still missing some credits for the completion of your BA, you may start taking MA courses from our department. 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 their approval.

### **Notes on the BA Major (120 ECTS)**

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

The Focus Module (in the Focussing Phase) comprises both a lecture and a seminar. Optional credits (Extensions) have to be acquired either in any of the courses on offer within the department or by independent work (the latter is subject to approval), or outside of the department (elective courses / Wahlbereich, graded).

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

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

### **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](http://www.philhist.unibe.ch/studies/study_programs/master_s_in_english/index_eng.html)

## **Course Types and Modules**

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

See: [http://www.ens.unibe.ch/studies/course\\_types\\_and\\_modules/index\\_eng.html](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](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. Please check KSL to see if tutorials are offered for the Foundation lectures.

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

## **Research Module**

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

## **MA Thesis**

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

## **Notes on the MA Major (90 ECTS)**

There is a total of 90 ECTS required in the MA major curriculum; of these, 66 ECTS must be graded. The two foundation lectures must be passed.

MA specialisation: the MA colloquium, at least 3 graded seminars and the MA thesis have to be taken within the chosen specialisation in the major.

Major/minor combination: Students doing major and minor must technically complete three foundation lectures, but there are only two. The third must be replaced with a free-standing lecture in the student's major specialisation. Students also need to obtain an additional 1 ECTS from Extensions.

MA major students have to do 3 semesters of the MA colloquium. They can choose in which semesters of their studies they attend the MA colloquium, but one of those semesters must be the one in which they have registered for their MA thesis.

Combination rules: Majors have to acquire 14-18 ECTS in the other specialisation.

In the course of their studies, majors get 7 grades (2 foundation lectures, 4 seminars, MA thesis).

Students from outside Bern with no equivalent are required to take the lecture "Earlier Englishes" as

the ungraded lecture.

### **Notes on the MA Minor (30 ECTS)**

There is a total of 30 ECTS required in the MA minor curriculum; of these, 20 ECTS must be graded.

Minors typically take all their graded courses in their chosen specialisation.

Combination rule: Minors can acquire a maximum of 9 ECTS in the other specialisation.

In the course of their studies, minors get 5 grades (1 foundation lecture, 1 seminar, 3 lectures).

# Advanced Reading List

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

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

## **Core List**

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

## **Specialisation**

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

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

## **Examination**

All students will be expected to 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.

**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](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 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.

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

The registration for the BA thesis is a two-step process. First, you register your thesis with your supervisor, then you get the ok from your study counsellor and hand in the BA thesis registration form to the secretariat. Use this [BA thesis registration form \(PDF, 108KB\)](#) to register your thesis.

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

### Extensions

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

## MA Thesis

To complete the major programme students write a thesis of approximately 30,000- 40,000 words (includes everything except appendices and cover page). The professor supervising the student must approve the topic of the thesis.

### Deadlines

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

### Registration

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

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

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

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

### Extensions

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

## Application for Diploma

Once you have completed all requirements of your study programme you can apply for your diploma. For BA students, 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 them to check your file on KSL.
3. You can either ask the Studienleitung to sign the Bescheinigung BA/MA-Abschluss (see [website](#) for documents) in person or send them an email asking them to set your Major and Minor to "Fachanforderung erfüllt" on KSL. Once your file has been checked and approved by both your Major and your Minor department you will be able to get your diploma issued.
4. In order to apply for it at the Dean's Office you will need to complete the application process detailed on the Dean's Office website. This includes a payment of CHF 300.-. Furthermore, you will need the confirmation form (Bescheinigung BA/MA-Abschluss) from both your Major and your Minor departments signed by the Studienleitung of the respective department.

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

For further information on the registration for theses and application for diplomas, please go to the <a href="#">website of the Dean's Office</a> .
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# 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)

### Notes

- 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.
- The lectures Earlier Englishes and Literary History address central aspects of cultural sustainability (also known as the fourth pillar of sustainability). Moreover, they participate in the discussion of the global standards of sustainability as defined by the UN General Assembly.
- Optional credits (Extensions) have to be acquired either in any of the courses on offer within the department or by independent work (the latter subject to approval), or outside of the department (elective courses/Wahlbereich, graded).
- Combination rules: Modules generally have to be completed within one academic year, Focus Modules within one semester. In exceptional cases (subject to approval), the Research Module can be done within three semesters.
- One of the lectures taken (either from Specialisations or Extensions) must be a lecture flagged as “pre-1800.

## 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	<b>Language Module</b> <b>Writing Skills I/II</b> <b>Grammar I/II</b>  <b>Core Curriculum</b> <b>Intro to Literature (lecture)</b> <b>Intro to Language and Linguistics (lecture)</b> <b>Analysing Literature (seminar)</b> <b>Analysing Language (seminar)</b> Literary History (lecture) <b>Earlier Englishes (lecture)</b>	<b>12</b>    <b>3</b> <b>3</b> <b>4</b> <b>4</b> 3 <b>3</b>				
Focussing Phase			<b>Focus Module (Literature or Lang. and Ling.): lecture + seminar</b>  <b>Seminar</b>	<b>10</b>  <b>7</b>	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	<p><u>Language Module</u>            Writing Skills I/II            Grammar I/II</p> <p><u>Reduced Core Curriculum</u>            Intro to Literature (lecture)            Intro to Language and Linguistics (lecture)            Analysing Literature (seminar)            Analysing Language (seminar)</p>	<p>12</p> <p>3 3 4 4</p>		
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	<b>Foundation Lecture (Literary Theory or Language and Society)</b>	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			<b>Lecture I</b> <b>Lecture II</b> <b>Lecture III</b> <b>Seminar</b> 3 Guest Lecture Attendances	3 3 3 7 1		
<b>TOTAL ECTS/ GRADED ECTS</b> 30/20		4/4		<b>17/16</b>		

