First Steps for English Studies Students
Department of English, American and Celtic Studies

Degree Programmes and Detailed Curricula (BA/MA/Education)
Important Addresses and Contact Details at Bonn University
ERASMUS+, Study Abroad and International Section
Student Representatives and Additional Information

2016/17
Alle Angaben in dieser Broschüre für neue Studierende des Instituts für Anglistik, Amerikanistik und Keltologie wurden sorgfältig recherchiert und geprüft, dennoch sind Fehler nicht auszuschließen. Irrtum und Druckfehler bleiben vorbehalten.
Dear Reader,

as Head of Department, I am delighted to welcome you to the University of Bonn and to the Department of English, American and Celtic Studies.

For years, the proportion of foreign students among Bonn University’s 34,000 learners has been significantly high. By choosing to join this large and dynamic student community, you have made a good decision that will promote your educational development and future career. Spending time abroad is a stimulating experience and a unique way to broaden your academic and personal horizon!

With its history spanning two centuries, Bonn University ranks as one of the nation’s top educational institutions and enjoys an outstanding reputation at home and abroad. As we are committed to this long standing tradition, you will naturally find the academic standards of our department to be high. We not only depend on the distinguished quality of our research, but also on the excellent quality of our education. With eight Professors and about 30 lecturers and tutors spanning diverse fields of interests and expertise, the Department of English, American and Celtic Studies is one of the largest departments in the faculty of the Humanities. This enables us to provide a wide range of seminars and courses, as well as to assist students in furthering their personal research interests. Regular guest lectures, conferences and workshops hosted by our department, and other extra-curricular opportunities such as the Bonn University Shakespeare Company theatre group, or the Bonn Group for Eighteenth-Century Studies and its reading circle, are only a few examples of the multi-faceted academic life at our department. Furthermore, you will benefit from our emphasis on international cooperation, for example our successful network of partner universities in different countries. By cultivating an exceptionally broad scope of subjects, by instigating state-of-the-art research, and by keeping an interdisciplinary and international perspective, we succeed in the promotion of young academics. But we do not aspire to merely keep up our standards. To ensure our continual improvement, we make a point of regular evaluations as an important part of quality management.

What is more, you are of course invited to take part in the activities of other faculties of Bonn University. Make generous use of the diverse extra-curricular options! And do not forget to look beyond academic life once in a while, and take time to explore: As the former capital of Germany, your new home of choice is a vibrant international city with ample opportunities for inspiration and diversion. You will find a lively cultural scene, as well as landmarks and museums of national repute, and, last but not least, a picturesque and central geographic location along the Rhine.

To help you with your first steps, this brochure was created to provide you with an overview of our department, its degree programmes, and other useful information. Should you have further questions, do not hesitate to approach us. Our competent and supportive staff team is ready to offer help and advice.

We wish you every success in your studies!

Head of Department and Board,
Department of English, American and Celtic Studies
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1  Bonn University and our Department of English, American and Celtic Studies

1.1  Studying at Bonn University

An excellent reputation, around 34,000 students and nearly 200 years of history: The Rheinische Friedrich-Wilhelms-Universität Bonn is one of the leading universities in Germany. Its more than 550 professors and approximately 5,500 academic personnel define a special academic profile, which is characterised by a strong research orientation in its teaching. The university is thus a particularly attractive destination for international researchers and students. Around 4,000 international students from more than 135 countries currently enjoy the academic and social life of the university. Today, the university cooperates with 70 partner universities in Europe, America, Asia, and Australia. It consists of seven faculties (Catholic Theology, Protestant Theology, Law and Economics, Medicine, Arts, Mathematics and Natural Sciences and Agriculture), as well as the Bonner Zentrum für Lehrerausbildung (Teaching centre), which is responsible for training secondary and vocational school teachers. The faculties offer a total of approximately 200 degree programmes. Traditional subjects such as law and medicine lead to state exams. In addition, students can choose from a large variety of ancillary subjects. Many of the programmes are international, and some of them are taught completely in English. The offerings of a “comprehensive university” also provide outstanding opportunities for interdisciplinary work. According to its mission as a research university, all courses of study teach
fundamental scientific research methods, even in the six-semester Bachelor programmes. This prepares students perfectly for the large variety of four-semester Master’s programmes that build on the Bachelor’s degree. For every Bachelor’s programme, you will find at least one, often several, related research-oriented Master’s programmes at the University of Bonn. Exceptionally qualified students can complete their studies with a PhD and join our departments. The high percentage of foreign students and visiting researchers ensures an international flair and the many multinational companies and organisations located in the city also provide a host of job opportunities and a wide range of internships. The University of Bonn also benefits from the town and region in which it is located. Initially founded as a Roman settlement, Bonn started to make its mark on the international stage in the 1950s when it became the capital of Western Germany. Its popular museums, cultural offerings, and concert halls are by no means typical of a medium-sized city. Since the government and parliament moved to Berlin in the 1990s, Bonn has continued to pursue its goal of becoming an international centre for research and sustainable development with as much dedication as ever. The name ‘Bonn’ is known throughout the world, not least because over the years many UN institutions, and nearly 200 international institutes and organisations, have moved to the city on the Rhine. Today, Bonn is more international than ever. Many of the companies and institutions located here not only offer job opportunities, but they also cooperate with Bonn University itself in many areas.

When you start looking around you will soon realise that Bonn has a lot more to offer than just beautiful surroundings criss-crossed by cycle routes and hiking paths. Bonn offers the internationally acclaimed ‘Museum Mile’, vibrant theatre and non-mainstream cinema, as well as, an upbeat music scene and (political) cabaret. Students make up almost 10% of the city's population and their needs and interests are catered to. You will find trendy cafés and pubs, international cuisine, and outdoor beer and wine gardens. And on top of this, the Rhineland is a good place to live, centrally located in Europe, with many cultural and tourist highlights just a train-ride away.
1.2 Research and People at the English Department

Anglophone writings and thoughts have shaped global culture. English literature has had a major impact on an international level and its studies are a well-respected academic subject. Graduates can deepen and expand their knowledge and understanding of the subject, whilst developing advanced research skills. If you are aiming at a career that requires a higher qualification in the humanities, our programmes may be the right choice for you. You will be studying in an international environment. All our classes are held in English.

Now that you are properly enrolled at Bonn University and about to start your studies at our department we would like to take the opportunity and wish you a successful time in Bonn. Before you officially start enjoying our department’s excellent teaching, we would first like to introduce you to our members of staff who are happy to help you with any questions or doubts you might face during your studies at the department. They are in charge of administrative tasks, personal matters and our various international programmes and partner universities. If you happen to have any specific questions, remember that all lecturers offer regular office hours throughout the semester and even during term breaks.

Just come along during our office hours or drop us an e-mail!
Dr. Nicole Meier, AOR
Kustodin / Academic Coordinator (Advisor of Studies)
Deputy Departmental ERASMUS+ Coordinator

Contact details:
Room 2.008, Regina-Pacis-Weg 5
+49 (0) 228 73-7621
e-mail: kustodin.anglistik@uni-bonn.de

Who I am:
I am the Academic Coordinator of our department and therefore responsible (together with the head of department) for the administration and management of the department. I am advisor of studies and teach three classes (usually medieval studies) per semester. I am courseconvener of the MA Medieval Studies and, as Vice Erasmus-Coordinator, responsible for learning agreements.

What I can help you with:
• Certificates (Bescheinigungen aller Art)
• Learning Agreements
• Crediting of modules (Anrechnungen von Modulen)
• General advice on BA/MA programmes & studying abroad

Personal statement:
Studied English and Philosophy (teaching degree) at Bonn, Aberdeen and Edinburgh, have been Academic Coordinator of our department since 2009. I love working with people - I enjoy teaching very much, and in particular breaking down complex issues even to the most heterogeneous classes.

I love cooking and reading, going to concerts, and exhibitions.
Dr. Imke Lichterfeld
Programme Management / Studies Coordinator
Departmental ERASMUS+ Coordinator

Contact details:
Room 2.001, Regina-Pacis-Weg 5
+49 (0) 228 73-7207
e-mail: lichterfeld@uni-bonn.de
Team: coordination-english@uni-bonn.de

Who I am:
My name is Dr. Imke Lichterfeld. I am the Studies Coordinator of the Department. I am responsible for the administration of courses and exams, schedule planning, room management, public relations, and evaluations and much more. Also I am in charge of the Erasmus+ Programme.

What I can help you with:
My team (my graduate assistant Christina Stricker and my student assistants Ina Habermann, Peri Sipahi and Felix Oberem) and I can advise you on the organisation of your studies. We are in charge of information about the degrees at our department and furthermore can help you with:

• General questions about English Studies
• Problems with course registrations and BASIS
• Enrolment in classes
• Modules and exams
• Timetable problems

You can also come to me if you have problems with your health and would like some special help with classes or exams; I can direct you to people who might be able to accommodate you with special university arrangements. If you have other problems, drop me an e-mail.

Personal Statement
I studied English and History (Master of Arts) at Bonn and Aberdeen and have been Studies Coordinator at our department since 2012. Furthermore I love teaching and normally have a class on Renaissance Drama (my favourites are Shakespeare's tragedies and histories), modernism, or contemporary drama, sometimes a course in the optional modules.
Dr. Silke Meyer, AOR  
Fachstudienberatung für Lehramtsstudierende / Advisor of Studies for Teaching Degree Students

Contact details:

Room 2.002, Regina-Pacis-Weg 5  
+49 (0) 228 73-5727  
e-mail: s.meyer@uni-bonn.de

Who I am:

My name is Dr. Silke Meyer.  
I am the Advisor of Studies for Teaching Degree Students at our department. If you have any specific questions regarding the Bachelor of Arts in Education and the Master of Education programme, feel free to come to my office hours or just drop me an email. For specific dates and times regarding my office hours please check the department’s website regularly.

I like teaching British and American Pop Culture, Postmodern and Modern Literatures, Gender Studies, as well as, Memory and Identity Studies.

What I can help you with:

Since I am the Advisor of Studies for our department’s Teaching Degree students, I can help you with:

- Questions regarding our department’s modules in Educational Sciences  
- Specific English modules open to both Teaching and regular BA and MA students

Personal statement:

Keep calm, practice Yoga, and get your body inked.
Bettina Nakath
Department Office

Contact details:

Room 2.009, Regina-Pacis-Weg 5
+49 (0) 228 73-7269
e-mail: office.anglistik@uni-bonn.de

Opening hours: Mon-Thu 900-1200h

Bettina Nakath is responsible for all major and minor administrative tasks and provides support both for students and all members of staff. She is always happy to answer questions regarding exam procedures, marks, transcripts and further general queries.

Feel free to contact her if you have any questions concerning administration or general doubts about our department or our various degree programmes on offer.

Mathilde Hüskes
Department Office

Contact details:

Room 2.010, Regina-Pacis-Weg 5
+49 (0) 228 73-7185
e-mail: mhueskes@uni-bonn.de

Opening hours: Mon-Fri 800-1630h

Mathilde Hüskes is one of our secretaries and always knows how to solve any imminent problems. She is responsible for personnel matters, our finances, contracts and various further administrative tasks. Do not hesitate to contact her if you have any administrative questions regarding our department or your studies.
Ulrike Rasanis  
*Department Office*

**Contact details:**

Room 2.010, Regina-Pacis-Weg 5  
+49 (0) 228 73-7185  
e-mail: ulrike.rasanis@uni-bonn.de

Opening hours: Mon/Tue/Thu/Fri  
8:00-13:00h

Ulrike Rasanis keeps our department running in terms of administration, personal matters and online presence. If you face technical difficulties, do not know where a certain lecture takes place, or if you are unsure about whether your class has been cancelled, just come along. Apart from administrative tasks, Mrs Rasanis updates our notice boards across the department, publishes news online on our department’s website and, generally speaking, solves all kinds of emergencies.
Bonn University and our English Department
1.3 Our English and American Studies Library
Bibliothek der Abteilung für Anglistik und Amerikanistik

Apart from our university’s main library, our departments run a number of smaller, more specialised libraries.

The English library is split into two different sections, one for Celtic Studies and one for English and American Studies. The English and American Studies library is located on the first floor of the English Department above Lecture Hall XVII and the Celtic library is part of the Celtic Studies Department close to Lecture Hall I in the main building. These are both reference libraries, which means that you cannot regularly check out books but only use them on campus.

In order to use the library, please bring a lock with you or borrow one at the customer service desk on your right when you enter the library. Please do not take any food with you. Bottled water, however, is allowed.

May I borrow books?
If you have to take books home, you can only do so shortly before the library closes and keep them overnight until 10:00 the following morning. On Fridays it is possible to keep books over the weekend and to return them on Mondays before noon.

How to find the book I am looking for?
If you are looking for literature and specific books you may either use the library’s computer workplaces to browse through the main catalogue BONNUS or look up the titles at home and just collect your books from the shelves. In order to use your personal laptop you need your university ID and the VPN-Client to connect to the university’s WiFi services. All holdings are arranged according to different subject groups: Our books, journals and electronic resources are listed in the main library’s online catalogues. A general overview of our classification system is provided in a folder next to the computers. If the main catalogue is temporarily unavailable you may also use the HBZ-catalogue, which contains all library holdings across Northrhine-Westfalia and beyond.

Textbook Collections / ‘Handapparate’
Occasionally, lecturers and members of staff recommend specific books and journals, which usually can be found in the department’s library. However, these textbook collections (Handapparate) are only to be used within our library and not to be checked out. Occasionally, lecturers may also assemble a textbook collection in the main library (ULB). Similarly, those holdings cannot be checked out; they are located in the library’s reading room. For further details please talk to our librarians in the ULB.

Opening Hours
Mon/Thu/Fri
9:00h – 18:00h
Tue/Wed
9:00 – 20:00h

ULB catalogues
https://www.ulb.uni-bonn.de

HBZ catalogue
https://www.hbz-nrw.de
What do the tags on the spine of the books mean?
These tags are called ‘shelf marks’ or ‘call numbers’. Most importantly they tell you where to find books in the library. Here is a typical shelf mark:

T ROW2-9995 (7)

This is the shelf mark of Rowling’s *Harry Potter and the Deathly Hallows*. The ‘T’ tells you that the book is sorted into the topic ‘New English Literature’, which has its own shelf. ‘ROW’ is short for ‘Rowling’, the ‘2’ afterwards means that there is another author before with the abbreviation ‘ROW’. The ‘9995’ is the ID-Number of the book (or the book series, in this case) and the ‘(7)’ means in this series, this is book number seven. Note, however, that this system only applies for the English Department’s library.

What if a book is missing?
Sometimes, if you cannot find the book even though you have looked up the shelf mark and you have looked in the right place – do not panic. Students who took the book home the night before have to return them to the shelves themselves – and sometimes they put it in the wrong place.

• Look around for a bit, maybe the book is one shelf next to where it is supposed to be. If the book has been recently purchased, it could be on the desk marked ‘novelties’ or ‘recently purchased’
• It is also not unlikely that someone else is working with the book right at that moment.
• Another possibility is that a teacher has asked the library staff to put together a collection of literature for one of their seminars, for background reading (‘textbook collection’). There will be a cardboard ‘place holder’ on the shelf which tells you which catalogue the book is in. These books are on reserve and therefore have to remain in the library.
• Yet another possibility is that the book you are looking for is either very old or very small and could be locked away. You need to ask the staff to get it for you
• If you still cannot find what you are looking for, contact the librarians (or the students assistants). Sometimes our staff borrows books and they have the right to keep them longer. If you need it urgently, the librarians will note down your e-mail address and contact you as soon as possible.
1.4 Our Celtic Studies Library
Bibliothek der Abteilung für Keltologie

Our Celtic Studies library is located in the main building near to the cafeteria Café Unique. You may either enter the building from the Etscheidhof behind the bookshop Witsch & Behrendt or alternatively turn right in front of Lecture Hall I to cross the small courtyard.

The exact address is:

Institut für Anglistik, Amerikanistik und Keltologie
- Abteilung für Keltologie -
Am Hof 3-5 / Etscheidhof
D-53113 Bonn

Please have a look at the map on p. 18 to find your way to the Celtic Studies library. Current up-to-date opening hours and further information about the library’s holdings as well as recently purchased books can be found online. Please be advised that the Celtic Studies library uses a different library classification system. For further information please ask our collegues in the Celtic Studies library.

How to find books, reviews and journals?
Most books, reviews, and journals can be found online in the main library’s online catalogue BONNUS. Similar to the English and American Studies library you just need a shelf mark to find the publication you are looking for.

If you have any questions, please do not hesitate to ask our librarians:

**Dipl.-Bibl. Claire Waldecker, B.A.**
Room 2.010, Regina-Pacis-Weg 5
+49 (0) 228 73-7368
eMail: library.anglistik@uni-bonn.de

**Dipl.-Bibl. Bettina Würz, M.A.**
Room 1.013, Am Hof 3-5
+49 (0) 228 73-7702
eMail: library.anglistik@uni-bonn.de
Celtic Studies Section
Library and Classrooms
Both our Celtic Studies library and their respective classrooms (1.006 and 1.007) are located close to Lecture Hall I in the main building

Etscheidhof / Am Hof 3-5
(see N° 1a and 1b on the detailed map in the top right corner)
1.5 How to Find Your Way Around Our Department
Raumplan der Abteilung für Anglistik und Amerikanistik
1.6 Bonn University Language Learning Centre
Sprachlernzentrum der Universität Bonn (SLZ)

If you are enrolled for a regular BA degree programme in English Studies (Major) you are – as part of your studies – highly encouraged to take modules beyond your major and minor subject. This Optionalbereich is generally designed to help students shape their interests besides their respective fields of research and enables them to explore further academic disciplines. In total the Optionalbereich comprises 12 ECTS credits of your degree programme. Along with a great variety of classes from a huge number of disciplines, the university’s language learning centre encourages students to learn foreign languages:

As part of this academic component in your degree, our Language Centre offers basic and advanced courses (A1-C2) in many modern languages such as Spanish, French, Italian, Japanese and many more. Further information on the current languages on offer, course requirements and time slots for each semester are listed online and in our catalogue of courses (BASIS).

Apart from language courses the Sprachlernzentrum also aims at helping students in their individual language studies and therefore holds a great variety of books, foreign newspapers and magazines in its linguistics reference library which is open to all students.

1.7 Studying Beyond Your Degree Programme
Der BA-Optionalbereich der Philosophischen Fakultät

The Faculty of Arty encourages its students to not only focus upon their chosen disciplines but to also have a look into further fields of studies across all subjects on offer at Bonn University. For that reason, all BA programmes not only consist of a major and minor field of studies, but furthermore include the BA Optionalbereich. Within this studies section students are required to obtain a minimum number of 12 ECTS credits. The modules on offer vary throughout each semester but can be generally subdivided into the following categories:

- **International Competence:** Foreign Languages and Interculturalism
  - **Transdisciplinarity:** Scientific Theory and Methodology
  - **Professionalism:** Career Orientation for (Post-) Graduates
  - **Competence/Performance:** Professional Soft Skills
  - **Volunteering**

Have a closer look on BASIS to find out more about current modules and options on offer. The Optionalbereich is listed as a separate field of studies there. If you have questions please have a look online first or contact the Faculty’s the Examination Office directly via e-mail.
1.8 Our Catalogue of Courses and Administrative Portal
Bonner Aktuelles Studien-Informationssystem (BASIS)

BASIS (Bonner Aktuelles Studien Informations-System) is our central administrative portal for students and staff. It is used by all faculties, schools, and individual departments and is of central importance for course and exam registration.

Please note:
Our administrative portal, BASIS, is not open to our ERASMUS-exchange students. Course registration for all exchange students takes place manually via email. Please contact your prospective lecturers to register for classes in advance.

At the beginning of each term, all students are required to choose their courses, lectures and seminars via BASIS. Moreover, the portal offers many additional functions, such as administrative pages and tools to manage your timetable and marks. After your log in you are redirected to an overview of all the different options on offer.

How do I register for BASIS?
You do not need to register for BASIS individually. In order to get access to the portal you just need to log in with your student ID and your individual password. Upon registration all our students automatically receive an ID which enables them to use all virtual services across university. This ID and an initial password are part of your first Semesterbogen which has been sent to the postal address you provided upon registration with the Studentensekretariat.

How to log in to BASIS?
Open your browser and type: http://www.basis.uni-bonn.de. Click the Anmelden button to enter your ID and password. Please note that prior to logging in your ID needs to be properly activated online.
**What you will find upon your login:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anschrift / Semesterbeitrag</td>
<td>This section is the student’s administrative area. Here you can check whether your address is up to date and whether you still have to pay the general administrative fee for the current term.</td>
</tr>
<tr>
<td>Studiumsverwaltung</td>
<td>This part offers you the opportunity to create and print official PDF files stating that you are enrolled as a student at Bonn University. You might need these documents for insurance companies, the city council or for applications.</td>
</tr>
<tr>
<td>Stundenplan</td>
<td>The <em>Stundenplan</em> section gives you a detailed overview on all courses and seminars you signed up for. If you click on these individual classes the portal forwards your request and shows detailed descriptions as provided in the online catalogue.</td>
</tr>
<tr>
<td>Mein Studiengangplan</td>
<td>Here you can find all classes and seminars which are on offer for your degree programme in the current academic term. All courses are shown as numbers which – if you click on them – lead you to the catalogue of courses. You cannot sign up for classes or exams here.</td>
</tr>
<tr>
<td>Veranstaltungen belegen / abmelden</td>
<td>This button leads you to your personal degree programme and a detailed overview showing all modules it contains. You may register for your classes here.</td>
</tr>
<tr>
<td>Belegte Veranstaltungen</td>
<td>Upon clicking here, you get a detailed overview of all the classes you applied for. It also includes the classes you have been denied access to.</td>
</tr>
<tr>
<td>Prüfungsan- und abmeldung</td>
<td>This section is for exam registration only. Depending on your degree programme you can also deregister from exams. This link is also to be used to register for term papers and sometimes even oral examinations.</td>
</tr>
<tr>
<td>Info über angemeldete Prüfungen</td>
<td>Here you get an overview of the exams you are registered for. Please note that this section only covers the current academic term and does not include your term papers.</td>
</tr>
<tr>
<td>Notenspiegel</td>
<td>If you click here, you may download a transcript and check your current marks.</td>
</tr>
</tbody>
</table>
How to register for classes?

Once you are logged in to BASIS, use the dropdown menu for further administrative functions. Use the button Veranstaltungen belegen/abmelden to register/deregister for lectures during the official registration period which you will find online as part of the course description. Please note that depending on your degree programme and the respective faculty these official deadlines may vary.

Please bear in mind, that ERASMUS+ and exchange students do not register online. Please contact either the prospective lecturer or Dr. Nicole Meier to choose your classes individually. She will then register you officially.

Upon clicking this button you will see the following remark which you have to accept in order to proceed:

Please accept the terms and conditions and click Weiter. You will get an overview listing of all modules on offer. In order to apply for a place in a course, choose your individual modules from the list. Continue with the button belegen/anmelden. Please be advised that the majority of our modules consist of more than one class (e.g. lecture and seminar). More information on modules can be found from page 30 onwards.
For each individual class we try to offer various time slots throughout the week. To make sure you do you receive a place in at least one of such groups, we highly recommend choosing as many priorities as possible. Afterwards continue with anmelden.

**Note:** Before you continue booking places for the rest of your modules, please check that you have applied for all components of each module.

### How do I know that I received a seat in my modules?

Once the official registration period (*Anmeldephase*) is over, our university server will allocate you a seat in one of your priorities. You will find the official registration period as part of each detailed course description. To see your final timetable, just click on the *Stundenplan* button you see in the dropdown menu on the left. If you did not receive a seat in all of your classes, get in touch either with Dr. Imke Lichterfeld or Dr. Nicole Meier, they can register you manually.

### How to register for exams and/or term papers?

Generally speaking, exam registration is very similar to class registration. Again, you have to log in BASIS to do so. Now use the button *Prüfunsan- und -abmeldung* to proceed. In order to register for the final exam, you have to pass all seminars, lectures and tutorials belonging to a certain module. Towards the end of each semester your participation needs to electronically confirmed by the respective lecturer, only then exam registration becomes available to you on BASIS.

Registration for exams and term papers usually takes place during the semester within the official exam registration period (*Prüfungsanmeldephase*). For specific dates please check our faculty’s webpage. In broad terms, for written examinations this period starts around two weeks before the exam period, for written term papers the registration period lasts for several months during term time. You have the opportunity to register and deregister for written exams. For term papers we recommend registering only when you are sure that you can hand in the paper on time because it is technically not possible to deregister once you submit your application. In order to register for exams, choose *Prüfungsan- und -abmeldung*, accept the terms and conditions and click on *Weiter.*
The next step is to choose your degree programme along with the module you would like to take the exam in: Click on Prüfung anmelden to register for the exam or Prüfungsanmeldung stornieren to deregister from the exam. Please note that deregistering from written exams (term papers excluded) is only possible within the official exam registration period (Prüfungsanmeldephase).
If your registration has been successful, you will receive an automatic e-mail to your Bonn University e-mail account. This e-mail officially confirms your registration. Please print it out and bring it along to the exam - just in case you are not on the official examination list.

If you happen to fall ill on the day of your exam, please contact the Examination Office (Prüfungsbüro) as soon as possible. You will need to hand in a doctor’s note which specifically states that you are/were unable to participate in the written/oral exam for medical reasons. With regard to term papers please ask your advisor for individual advice how to proceed.

**Do I need any proof of registration?**

Yes you do. Once you are registered for your exams, please save and print the confirming PDF-file. Upon your login, please click on the button *Info über angemeldete Prüfungen* which you will find on the left in the navigation section. What you will see is the following:

Choose your degree programme and click on the small INFO button right next to your degree programme. On the next page you will find an overview of all written exams and term papers you are officially registered for.

Right below this overview you can create an official PDF file which you must print and bring along to the exam/hand in along with your term paper. Occasionally, our IT services do not run as smoothly as they are supposed to and electronic registrations fail. Therefore please print this PDF file and bring it along with you on the day of your exam. If you are not on our official lists, this printed file serves as a proof of registration.

If you fail to show any proof of exam registration you might not be allowed to take the exam in the end and you will not receive any ECTS points for your efforts. In this case a resit is unavoidable.
1.9 Faculty of Arts and Useful Maps to Find Your Way
Die Philosophische Fakultät

Our Faculty of Arts is the largest of seven faculties. More than 9,000 students study at eleven departments and in nine specialised research centres:

Department of English, American and Celtic Studies
   Studies coordinator: Imke Lichterfeld
   Custodian duties: Nicole Meier

Department of Archeology and Cultural Anthropology
   Studies coordinator: Claudia Widow and Sabine Geißdorf
   Custodian duties: Sabine Geißdorf

Department of German Studies, Comparative Literatures and Cultures
   Studies coordinator: Christine Lafos
   Custodian duties: Rainer Kolk

Department of History
   Studies coordinator: Simon Ebert
   Custodian duties: Matthias Koch

Department of Classic and Roman Philology
   Studies coordinator: Maren Schmidt-von-Essen and Anne Real
   Custodian duties: Roland Ißler

Department of Eastern and Asian Studies
   Studies coordinators: Trang-Dai Vu
   Custodian duties: Gabriele Reifenrath

Department of Philosophy
   Studies coordinator: Andrea Wilke
   Custodian duties: Thomas Zwenger

Department of Politics and Sociology
   Studies coordinator: Lutz Haarmann

Department of Psychology
   Studies coordinator: Mathias Krüger

Department of Language-, Media-, and Sound Studies
   Studies coordinator: Claudia Wolf
   Custodian duties: Dieter Faulhaber

Department of History of Arts
   Studies coordinator: Charlotte Mende
   Custodian duties: Julia M. Krings
How to find your way around in the main building
Das Universitätshauptgebäude
1.10 Clubs and Societies

Extracurriculare Angebote des IAAK

BUSC (Bonn University Shakespeare Company)
Founded at the English Department in 1992, the BUSC is a theatre and drama group which has produced and performed a large number of plays written by William Shakespeare and his contemporaries. The drama group sometimes stages modern plays in the English language. BUSC members are involved in all steps and areas that arise in theatre production, such as acting, directing, creating stage decorations. As it is a society run by students, the BUSC committee is always looking for new members.

BGECS (Bonn Group for Eighteenth-Century Studies)
BGECS (Bonn Group for Eighteenth-Century Studies) was founded in January 2010 at the English Department and is affiliated with the English Department’s chair for Eighteenth-Century and Postcolonial Studies, Prof. Dr. Barbara Schmidt-Haberkamp. The group’s purpose is to promote the growth, development and coordination of research relating to all aspects of the global “long” eighteenth century: literary, historical, ideological, philosophical, religious, scientific. BGECS has a decidedly international and theoretical focus and encourages interdisciplinary exchange. The group is open to anyone researching the eighteenth century. BGECS has annual conferences on selected eighteenth-century subjects, and it runs a Reading Group in which relevant texts are discussed in an informal and friendly atmosphere. While BGECS primarily aims at encouraging prostage students, BA and MA students are very welcome to join the Reading Group.

Shakespeare’s Army
Are you a dedicated writer, but lack readers, criticism or any form of feedback? Shakespeare’s Army is a group that encourages student writers to share and discuss their own works of poetry, prose and drama (in English or German, entirely fictional or academic writings).

Harry Potter Society
Founded in 2014, the department’s Harry Potter Society is dedicated to the magical world of J. K. Rowling’s Harry Potter. The society organises both smaller and larger events throughout the semester, all of them at least somehow based on or related to J.K. Rowling’s ‘Potterverse’. Among the popular events are film screenings, pub nights, quizzes, crafting events, Muggle Quidditch training sessions, an (annual) Yule Ball, an annual Sorting Ceremony and much more. The society is open to each and every student at Bonn University, including current and former students as well as ERASMUS+ and international students.
2 Our Degree Programmes

Our department offers a diverse number of BA and MA degree programmes:

- BA English Studies (Major)
- BA English Studies (Minor)
- BA English Studies (Double Major)
- BA Teaching Degree in English
- BA Celtic Studies (Minor)
- MA English Literatures and Cultures
- MA North American Studies
- MA Applied Linguistics
- MEd Teaching Degree

2.1 B.A. English Studies (Major)

Our degree programme in English Studies consists of six semesters and covers linguistics as well as literatures and cultures. The first semesters provide students with a detailed overview of all relevant areas and aim to introduce fundamental concepts, ideas and methods for further research in subsequent semesters. Generally speaking, the programme focusses on Modern Anglophone Literatures and Cultures, North American Studies, Medieval Studies, English Linguistics and moreover Applied English Linguistics.

Our introductory seminars provide a deep insight into literary analysis, cultural concepts and linguistic research dealing with current topics across the English-speaking world in the UK, the US and beyond. We do not only offer lectures and tutorials but encourage our students to actively participate and lead discussions during weekly seminar sessions. Course materials, excerpts and further sources are provided online on our virtual e-learning platform e-campus. New students are admitted to the programme every winter semester in September. Classes begin in October. Further information is provided in our printed leaflets which are available in the department’s administrative office or online on our website.
# Curriculum for the B.A. English Studies (Major)

Find out more about your programme and its different lectures, seminars and tutorials online (catalogue of courses) and on our department’s website.

## BA English Studies Major

<table>
<thead>
<tr>
<th>First Year</th>
</tr>
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<tbody>
<tr>
<td><strong>Compulsory Modules</strong></td>
</tr>
<tr>
<td>Introduction to Literary and Cultural Studies</td>
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<tr>
<td>Introduction to Language and Communication Studies</td>
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<tr>
<td>Language I</td>
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<tr>
<td><strong>Second Year &amp; Third Year</strong></td>
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<td></td>
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<tr>
<td><strong>Compulsory Electives (choose 6 of 9)</strong></td>
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<tr>
<td>Postcolonial Literatures and Cultures</td>
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<tr>
<td>North American Literatures and Cultures</td>
</tr>
<tr>
<td>British Literatures and Cultures</td>
</tr>
<tr>
<td>Focus on English Popular Cultures</td>
</tr>
<tr>
<td>Medieval Studies</td>
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<tr>
<td>Language in Culture and Cognition</td>
</tr>
<tr>
<td>Language Structures and Language Functions</td>
</tr>
<tr>
<td>Regional Studies GB/IR</td>
</tr>
<tr>
<td>Regional Studies North America</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Compulsory Electives (choose 4 of 7)</strong></td>
</tr>
<tr>
<td>British and Postcolonial Literatures and Cultures</td>
</tr>
<tr>
<td>Literature and Cultures in Comparison</td>
</tr>
<tr>
<td>North American Studies</td>
</tr>
<tr>
<td>Focus on Theory</td>
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<tr>
<td>Medieval Culture and History of the English Language</td>
</tr>
<tr>
<td>Applied Linguistics</td>
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<tr>
<td>Corpus Linguistics</td>
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<td></td>
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<tr>
<td><strong>Professional Development Module</strong></td>
</tr>
<tr>
<td>Anytime from First to Third Year</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>BA Thesis</strong></td>
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<tr>
<td>12 LP</td>
</tr>
</tbody>
</table>

This curriculum is a recommendation. Individual choices regarding an alternative structure are possible, if congruent with the examination regulations.

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**Our Catalogue of courses (BASIS):**
https://www.basis.uni-bonn.de/

**Virtual e-learning platform:**
https://www.ecampus.uni-bonn.de/
2.2 B.A. English Studies (Double Major)

Apart from the BA English Studies Major programme, you also have the opportunity to study two different subjects alongside each other as part of a Double-Major Degree programme.

Similar to our Teaching Degree programme, students aiming for a double major degree focus on two different subjects in greater detail and receive a joint major degree for both disciplines. Throughout their studies students receive an equivalent number of credits for both subjects, thus the programme itself is very similar to the one for students majoring in English Studies. If you are looking for more specific information, please have a look at our detailed printed leaflets or look online. On the following pages you will find a detailed curriculum for both our Teaching Degree profile as well as our Double Major programme in English Studies.

2.3 B.A. English Studies (Teaching Degree)

In winter 2011, Bonn University decided to reintroduce the Teaching Degree Programme which aims at qualifying students for teaching at secondary schools in Germany. At Bonn University, various subjects are on offer, one of them is English.

The programme is designed as a double-major programme focussing on two subjects which are supplemented by educational studies and regular internships. The undergraduate programme is subsequently followed by the postgraduate programme ‘Master of Education’ which once again consists of both educational studies and specific academic components from both subjects. The following curriculum contains detailed information regarding the subject ‘English’; in order to successfully complete this programme you need to enroll for an additional subject as well as specific educational modules (Bildungswissenschaften). Within Bonn University there is a teaching centre which organises all modules dealing with educational topics, the Bonner Zentrum für Lehrerbildung (BZL). For further details you may have a look on page 43.

If you have any questions regarding our Teaching Degree programme, please do not hesitate to contact Dr. Silke Meyer or the BZL. If you have specific questions regarding English Studies, Dr. Nicole Meier or Dr. Imke Lichterfeld will help you.
Curriculum for the Double Major

Below you find detailed information regarding our Double Major BA in English Studies and our Teaching Degree programme:

**BA English Studies 2-Fach**

**First Year**

**Compulsory Modules**

- Introduction to Literary and Cultural Studies
  
  Ü + T
  
  Klausur
  
  6 LP

- Introduction to Language and Communication Studies
  
  Pl + T
  
  Klausur
  
  6 LP

- Language I
  
  SpÜ + SpÜ
  
  2 Klausuren - Teilprüfungen = 6 LP

- Issues in Language and Communication Studies: English through the Ages
  
  Ü + T
  
  Klausur
  
  6 LP

- Issues in Language and Communication Studies: English across the Globe
  
  Ü + T
  
  Hausarbeit
  
  6 LP

- Issues in North American Literatures and Cultures
  
  Ü + T
  
  Hausarbeit
  
  6 LP

- Issues in British and Postcolonial Literatures and Cultures
  
  Ü + T
  
  Hausarbeit
  
  6 LP

**Second Year & Third Year**

**Compulsory Electives**

- Postcolonial Literatures and Cultures
  
  Ü + T Kurs
  
  6 LP

- British Literatures and Cultures
  
  Ü + T Kurs
  
  6 LP

- Focus on English Popular Cultures
  
  Ü + T Kurs
  
  6 LP

- North American Literatures and Cultures
  
  Ü + T Kurs
  
  6 LP

- Language Structures and Language Functions
  
  Ü + T Kurs
  
  6 LP

- Language in Culture and Cognition
  
  Ü + T Kurs
  
  6 LP

- Medieval Studies
  
  Ü + T Kurs
  
  6 LP

**Compulsory Electives (2 of 6)**

- Literature and Cultures in Comparison
  
  Ü + T Kurs - Hausarbeit = 6 LP

- North American Studies
  
  Ü + T Kurs - Hausarbeit = 6 LP

- Corpus Linguistics
  
  Ü + T Kurs - Hausarbeit = 6 LP

- Focus on Theory
  
  Ü + T Kurs - Hausarbeit = 6 LP

- Applied Linguistics
  
  Ü + T Kurs - Hausarbeit = 6 LP

**Professional Development Module**

- Anytime from First to Third Year

- Unbenotet

- 6 LP

**BA Thesis**

- (either in English Studies or the other major subject)

- 6 LP

This curriculum is a recommendation. Individual choices regarding an alternative structure are possible, if congruent with the examination regulations.
Curriculum for the Teaching Degree Programme

Here is a detailed curriculum plan for our Teaching Degree Programme. Please note that English is just one out of three major component of the BA programme in Secondary Education.

BA Lehramt Englisch

First Year

- **Compulsory Modules**
  - Introduction to Literary and Cultural Studies
    - Ü + T Klausur
    - 6 LP
  - Introduction to Language and Communication Studies
    - P + T Klausur
    - 6 LP
  - Language I
    - SpÜ + SpÜ Klausuren/Hafte/Vorlagen, 6 LP
  - Issues in Language and Communication Studies: English across the Globe
    - Ü + T Hausarbeit
    - 6 LP
  - Issues in North American Literatures and Cultures
    - Ü + T Hausarbeit
    - 6 LP
  - Issues in British and Postcolonial Literatures and Cultures
    - Ü + T Hausarbeit
    - 6 LP

Second Year

- **Compulsory Modules**
  - Postcolonial Literatures and Cultures
    - V + Ü Klausur
    - 6 LP
  - North American Literatures and Cultures
    - V + Ü Klausur
    - 6 LP
  - British Literatures and Cultures
    - V + Ü Klausur
    - 6 LP
  - Language Structures
    - P + Ü Klausur
    - 6 LP
  - Language in Culture and Cognition
    - P + Ü Klausur
    - 6 LP
  - Regional Studies GB/IRL
    - P + Ü Klausur
    - 6 LP
  - Regional Studies North America
    - P + Ü Klausur
    - 6 LP
  - Medieval Studies
    - P + Ü Klausur
    - 6 LP

- **Compulsory Electives (3 of 7)**
  - Choose at least ONE literature and ONE linguistics course

Third Year

- **Compulsory Electives (2 of 2)**
  - Choose at least ONE literature and ONE linguistics course

This curriculum is a recommendation. Individual choices regarding an alternative structure are possible, if congruent with the examination regulations.
2.4 B.A. English Studies (Minor)

The English Department offers a specific degree programme for students whose major degree is not English but who wish to take English Studies as a minor subject along with their regular degree programme. The minor includes introductory modules for both Linguistics and Literary as well as Cultural Studies and in subsequent semesters students will choose from our wide range of first- and second-year seminars focussing either on Linguistics or Cultural Studies.
2.5 B.A. Celtic Studies (Minor)

The B.A. Minor Programme in Celtic Studies deals with Celtic languages, literatures from various Celtic-speaking countries, and their respective cultural concepts from antiquity up to the present. Within this greater framework, the programme predominantly focusses upon cultural artefacts such as medieval manuscripts (Old- and Middle Irish and/or Middle Cymric sources) along with contemporary adaptations of Celtic literatures and cultures. The introductory course to Celtic Studies comprises topics such as Christianity in Ireland and the Viking invasions before the Anglo-Norman conquest in 1066 including their impacts on contemporary Anglophone culture.

Since languages and cultures have traditionally been strongly intertwined, the linguistic study of Celtic languages is of major importance in our studies programme. Despite a declining number of active speakers, Celtic languages are still spoken in parts of Ireland, Wales, Scotland, and Brittany in France. Recurring upon these unique cultural testimonies, our students may choose to focus on Irish-Gaelic, Scots-Gaelic, or Welsh-Cymric classes. In collaboration with a number of local partners we are in a position to offer language classes on various levels of proficiency.

Besides a wide range of lectures and seminars, the Celtic Studies section organises regular extra-curricular events such as film evenings, discussions, and field trips for Celtic Studies students.

As the Celtic Studies section was originally founded as early as 1908 by Felix Solmsen, who was succeeded in office by Rudolf Thurneysen in 1911, Celtic Studies is a well-established and exclusive field of research with a long academic tradition at Bonn University. Classes are usually held in German. If you would like to find out more about the Celtic Studies programme, please contact our colleagues directly:

**Dr. Gisbert Hemprich**
Room 1.011, Am Hof 3-5
+49 (0) 228 73-7693
e-mail: g.hemprich@uni-bonn.de

**Dr. Irene Balles**
Room 1.011, Am Hof 3-5
+49 (0) 228 73-7693
e-mail: i.balles@uni-bonn.de
2.6 M.A. English Literatures and Cultures

Our M.A. programme in English Literatures and Cultures is a two-year postgraduate programme dealing with literatures and cultures across Great Britain and the postcolonial world. In conjunction with field trips, guest lectures and symposia, it encompasses a large variety of modules such as:

- The Renaissance in England
- Eighteenth- and Nineteenth-Century British Literatures and Cultures
- British Literatures and Cultures from the Twentieth Century to the Present
- Postcolonial Literatures and Cultures
- Popular Cultures and Media Studies

A large number of our M.A. students come from overseas and across Europe. You will therefore be studying in an international environment with classes exclusively taught in English. Our MA students have the chance to pursue a variety of careers either within or beyond university, for example in: teaching, media, publishing, cultural and international organisations. Once you have graduated you also have the possibility to apply for a PhD and pursue an academic career. For admission criteria and detailed programme descriptions, feel free to ask our academic coordinators or check our department’s website.

2.7 M.A. North American Studies

Our M.A. in North American Studies – a two-year research-oriented program – attracts graduates interested in transdisciplinary work and intercultural exchange who wish to gain a thorough expertise in North American cultures, literatures, politics, histories, and economics. Run in joint venture with the Master program in North American Studies at the University of Cologne, our M.A. allows you to focus on areas of your own scholarly interest at different schools and departments both in Bonn and Cologne.

The M.A. program in North American Studies is comprised of five core modules and four elective areas of specialization of which you choose two. The modules Literature and Theory, Processes and Practices of Popular Culture, and Transdisciplinary Perspectives explore North American literary and cultural studies as well as methods and theories of transdisciplinary research. In Research in Dialogue you meet established scholars in the field and successfully conceptualize, plan, and conduct your own research toward an original M.A. thesis. In Professional and Intercultural Competence you develop career-oriented skills according to your individual interests. For your own specialization you select two of the four areas Politics & Society and Economics (taught in Bonn), History & Society and Postcolonial Studies (taught in Cologne). In addition, the North American Studies Program features various events and activities, including an active Lecture Series, symposia, panel discussions, and field trips. For further information, please contact our office or visit our website.
2.8 M.A. Applied Linguistics

Our two-year MA Applied Linguistics programme covers an interdisciplinary field of research and practice dealing with problems relating to language and communication in society, the media, organisations, business and politics. The programme addresses the following areas:

- Theories and Methods in Intercultural Communication
- (Second) Language Acquisition
- Language Processing
- Translation Studies

All our classes are taught entirely in English and throughout their studies our students can benefit from a highly international student community. We strongly encourage our students to conduct research projects and are happy to provide them with all necessary tools and support they might need to successfully complete their projects. We are happy to welcome a number of internationally renowned scholars each semester. For further information please visit our website or have a look at our leaflet.

2.9 M.Ed. Teaching Degree English

Our M.Ed. Teaching Degree Programme is designed for graduates, who already obtained a BA degree in teaching, either from Bonn University or other universities across Germany or abroad. This two-year postgraduate programme primarily focuses on aspects of educational science and specific language didactics which either enable students to become teachers in secondary education in Germany or pursue other careers in an academic field. Many aspects of Second Language Teaching are strongly connected with a country’s culture, its history and mentality; therefore our MEd degree contains a number of modules which also form part of our regular postgraduate programmes. In particular, it focusses on English Linguistics, British Literatures and Cultures, North American Cultures, as well as, specific theories and concepts regarding Second Language Acquisition and secondary teaching. Moreover, the programme contains a practical semester (Praxissemester), at school and a three month stay abroad (which can also take place during the BA) to prepare our students for their future positions as language teachers in secondary education.
3 Important Addresses, Offices and Contacts at Bonn University

3.1 Bonn University Main Library
Universitäts- und Landesbibliothek Bonn (ULB)

Apart from various departmental libraries across our university there is also a central library offering diverse services for all students, regardless of their subjects and fields of research. In general, all libraries are administered by our main library (ULB) and all holdings (books, periodicals, journals, and electronic resources) can be found through the main catalogues online.

In order to use all these services, you need a library card. All students can get one for free and just need to show their student ID and a valid passport. Once you are registered, you might think about connecting your laptop or mobile devices to the university's Wi-Fi-services. Please see the IT/VPN section for further information (p. 42).

You can access all electronic resources from the university’s computer terminals. You can also check your personal account and the due dates of books you have checked out. The main library is divided into two different branches, one focussing on humanities and social sciences and one primarily holding books dealing with medicine, sciences, IT, and agricultural sciences.

Unlike the English and American Studies library, the main library’s classification system arranges books and publications according to the date of purchase (regardless of their subjects or fields of research). Upon entering the main library’s building, you will find computer terminals, several customer service desks and various IT service points such as printers, copying machines and scanning devices. Most holdings are located in the open stack section (Freihandmagazin) in the basement.

If you are interested in how to find your way around the main library and its diverse IT services, please have a look at their short leaflet Quick & Easy. At the beginning of each academic year the ULB offers guided tours and IT classes for new students. Specific details are available online and in the library. Feel free to ask the librarians if you have any questions or doubts.
ULB Library Classification System

Our central library holds approximately two million items, among them are journals, ebooks, newspapers, media, and special databases which are used for research and teaching. All of these holdings are listed in our central online catalogue BONNUS and several additional catalogues such as the more detailed HBZ (Hochschulbibliothekszentrum) catalogue. Depending on the status listed online, holdings may or may not be checked out and are located across our campus either in one of the departmental libraries or in the central library. The most essential part on your way to finding a certain book is the shelf mark, which tells you its exact locality. What you find online is:

- **ausleihbar** The book you are looking for is not checked out; most holdings are located in our open stack collection or the textbook collection close by where you can collect it
- **entliehen** The item is currently checked out. In brackets you will find the due date. You may put your name on a virtual waiting list by clicking on **vormerken**
- **vormerken** The book is currently on loan. To make sure you receive a notification as soon as it has been returned (normally via e-mail)
- **bestellbar** These items are not available in the open stack area, either because they are very valuable or rare. Some holdings may not be checked out and can just be ordered to and used in the reading room
- **nicht ausleihbar** Books which are labelled **nicht ausleihbar** have to remain in the library because they are used for general research by all students. Feel free to use them in the library

**Working in the library**

**How to get your library card...**

Upon entering the main library you will find lockers to your right. Before you go on looking for books and reviews, please leave your jacket and personal belongings in one of them. You may take one of the baskets provided in the library to keep your laptop, your valuables and bottled water with you.
On the ground floor the customer service desks are on your left. Here you can get your library card, return or renew books and check out new ones. If you have any questions regarding the library, our library staff is more than happy to help you. In order to register for the library, just show your Bonn University ID and a valid passport.

Along with your registration you will get electronic access to your library account. Please make sure you enter a valid e-mail address to be kept updated and, more importantly, to avoid fees of any kind. Once you received your library card you are ready to use our library services.

**IT service desks**
You will find the IT section opposite the customer service desks. You can access all catalogues, printing facilities, and further electronic library services here. Please be advised that Internet access is limited here. If you wish to browse the internet, please use our specific Internet terminals right next to the stairs leading to the customer service desks.

Apart from the main catalogue BONNUS, there are various further library catalogues serving different purposes. Details regarding these catalogues and how to use them are to be found in the ULB leaflet *Quick & Easy* which is available in the library and online.

**Open Stack Collection / ‘Freihandmagazin’**
Most holdings can be found in the open stack collection in the basement of the main library. All you need to find your book is its specific shelf mark which is listed in all online catalogues.

The entrance to the open stack area is located next to the customer service desks where you return and check out books. Be careful not to get lost and keep an eye out for different colour labels which help you to find your way.

**Textbook Collections / ‘Lehrbuchsammlung’**
If you are looking for introductory literature and common reference books that are frequently used within your field of research it is likely that you will find a number of copies in the *Lehrbuchsammlung*. These textbook collections are exclusively available for Bonn University students and cannot be checked out by external users. The *Lehrbuchsammlung* is located in the same basement as the open stack collection. Knowledge is arranged according to fields and disciplines here. All holdings in this section are also listed online. The books are on blue shelves, just have a look around and you will find them easily.
Hochschulrechenzentrum
Wegelerstraße 6
D-53115 Bonn

Contact:
+49 (0) 228 73-3448
https://www.hrz.uni-bonn.de/
info-hrz@uni-bonn.de

Opening Hours
Mon - Fri 7:30-21:30h

3.2 Bonn University IT Services
Hochschulrechenzentrum (HRZ) der Universität Bonn

Across our university, IT services and Wi-Fi-access are very important for both students and members of staff. Bonn University therefore runs a special IT Service Department, the Hochschulrechenzentrum (HRZ), which provides support and advice for university members and external guests.

For all students, one of the most important issues is how to get access to the university’s computer services and virtual online platforms. A student ID and password are necessary. Upon registration students receive an ID and password along with their ID card and public transport ticket. This ID provides access to all IT services except our library services for which a valid Library card is needed.

VPN and Wi-Fi access
Across campus and in all university buildings students may connect their devices to our Wi-Fi services bonnet or eduroam. In order to do so a specific VPN-Client, provided by the HRZ, is needed. This software is exclusively available to Bonn University students and members of staff who hold a valid user ID. For further information on how and where to use your user ID please check our IT services online.

The VPN Client software (VPN = virtual private network) uses an existing internet connection and creates a secure shortcut / tunnel which requires your ID and password. This secure connection enables all users to use university online services and databases both on campus and from off-campus locations. Most university buildings and departments are covered by our WiFi-services.

How to get the VPN Client software:
The easiest way to install the VPN-Client on your laptop or mobile device is by following the step-by-step guide provided online on www.hrz.uni-bonn.de.

Alternatively, our IT services run an IT Service Desk with regular office hours. Just drop in and tell them what kind of support you need. The Service Desk is located in the entrance hall of the IT services department in Bonn-Poppelsdorf. Apart from internet services the HRZ offers a wide range of further IT services including special printing and copying services, laminating machines, and personal filespaces (virtual flash drives) for students and members of staff alike. For further information on how to access your filespace and how to use these additional IT services please ask or check online. VPN connections are currently available for Windows, Mac, Android, and iOs.

Here you get WiFi
http://www.hrz.uni-bonn.de/service/internet-und-netzzugang/wlan/eduroam
3.3 Teaching Centre
Bonner Zentrum für Lehrerbildung (BZL)

Bonn University offers a special degree programme for students wishing to become professional teachers in secondary education. The programme itself is structured as a double-major programme complemented by a number of seminars and lectures in Educational Sciences as well as internships and M.Ed. training periods (internships) for postgraduate students.

The BA programme consists of two different subjects and additional classes in Educational Sciences. Within this programme, English Studies may be chosen as one of the two major subjects. Similar to a regular double-major degree at Bonn University, students enrolled for the Teaching Degree Programme primarily focus on their chosen subjects which are complemented by two Educational Studies modules and a number of obligatory training periods at school. Please be advised that all training periods are an integral part of your studies; they are obligatory and in order to receive credit points, Teaching Degree students are supposed to hand in detailed field reports dealing with their personal experiences.

The first of these trainings, the *Einführungspraktikum*, should ideally be taken prior to your first semester at university because it aims at providing students with a very first glimpse of their future role as a teacher. However, as of 2016 this first internship is *no longer mandatory*.

The entire academic component, seminars, lectures and extracurricular events providing our students with theoretical background and methodological skills prior to the *Vorbereitungsdienst in Nordrhein-Westfalen* is organised by the Teaching Centre, the *Bonner Zentrum für Lehrerbildung* (BZL).
3.4 Student Union
Allgemeiner Studierenden Ausschuss (AStA)

Besides our academic coordinators, professors, lecturers, and academic members of staff, all students officially enrolled at Bonn University are represented through elected student representatives, a student parliament and the Student Union (AStA).

If you are looking for any kind of advice, the Student Union is the right address for you. It offers a great variety of services and the representatives are always happy to assist students. The Union is mainly located in the same building as our canteen on the first and subsequent floors. It is organised and run by students themselves and offers office hours and advice on financial questions, aspects, and issues regarding sustainable development on campus, social- and family-related queries and information about political parties on campus. The Student Union offers advice and help for all students at Bonn University.

Apart from office hours you can find a huge number of leaflets and publications dealing with important issues and administrative procedures regarding your studies as well as more practical services, a bicycle workshop, an IT HelpDesk, housing information, and a stationary shop on the ground floor of the dining hall. The easiest way to learn more about current issues is our student newspaper, the BAStA which includes news and topics related to our Student Union and our university.

If you have specific questions regarding your subject please contact our students’ representatives for English Studies, the Fachschaft Anglistik or the Fachschaft Lehramt for questions regarding Educational Sciences.
3.5 Student Support Services Across Campus

Studierendenwerk Bonn (StWB)

The Studierendenwerk is your first address for all non-academic issues and problems you might face whilst studying at Bonn University. From cafeterias and dining-halls to questions regarding your health, finances (BaFöG) and housing, our colleagues at the Studentenwerk are happy to support you throughout your studies. Feel free to contact them whenever support is needed.

Housing Services and Accommodation Office

First and foremost, the Studierendenwerk administers and coordinates our student accommodations. If you are interested in accommodation at our student halls, please have a look online in order to get an overview of our various types of single rooms, shared rooms and small flats on offer. Depending on the building, room or flat you are interested in, you will find further financial details, and photos online.

In order to make sure that both national and international students can apply for a flat, you initially do not need to provide a valid student ID or matriculation number. Once you have received an e-mail confirmation that your application has been successful, your proper registration will take place. This might take a while and you may have to renew your interest.

Please make sure to have all your personal details ready at hand. Once one of our rooms has been allocated to you, you will be notified and further details will be sent to your address provided upon registration. Please note that you will not be notified if your inquiry has not been successful. The number of rooms available varies each year and you may end up without a room. If you happen to have any questions feel free to get in touch. Besides sending an e-mail or phoning, the Accommodation Office does offer regular weekly office hours for current and prospective students.

Studierendenwerk Bonn (StWB)
Nassestraße 11
D-53113 Bonn
Office Hours: Mon/Tue/Thu
9:00-12:00 h
Thu
14:00-16:00 h
+49 (0) 228 73 - 7163

Housing Services
https://www.studentenwerk-bonn.de/wohnen/

Detailed information on flats and rooms
https://www.studentenwerk-bonn.de/wohnen/wohnanlagen/uebersicht-der-wohnanlagen/

Online Application Form for students
https://www.studentenwerk-bonn.de/wohnen/online-bewerbung/
Dining Halls

Our two major student dining halls in Bonn are located on Nassestraße and on Endenicher Allee. You can use both dining halls, but from our department the dining hall on Nassestraße is easier to reach, as it is within a ten-minutes walking distance.

It is always worth checking the menus of both canteens – most of the time they have different dishes on offer. The prices for the dishes may vary (max. 4,- Euro per dish). You have the opportunity to either mix your sides yourself and pay individually for each side, or choose one of the complete menus, for which you pay a fixed price. The menus usually vary on a daily basis. The opening hours can be found online.

You may think about a MenSA Card, as you save 3% for each top up. This card can be purchased on the ground floor at the service point and can be used in all dining halls. Please note that there are also dining halls in St. Augustin and Rheinbach. For more information have a look at the homepage.

Cafés

Our university has several cafeterias where you may spend your free time or read books whilst enjoying a coffee. One of the closest to our department is the FAZ Café. The FAZ Café is situated near the main building and is only two minutes away from the Department. The café also has a terrace so that you may sit outside in the sunshine.

In the main building itself, close to Lecture Hall I, the Café Unique also provides you with snacks and coffee. It is a prominent meeting point for students who spend their lunch break in the main building. In addition to these two, the Studierenwerk also runs a cafeteria that is situated in the same building as the Student Union and the canteen. The Cafeleven also offers seats inside and outside, as well as, coffee and snacks.

Apart from these, Bonn offers many more cafés where you may spend your leisure time and/or free periods. Just have a closer look around in the city centre.
## 3.6 Important Addresses - An Overview
Wichtige Adressen im Überblick

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mensa Nassestraße</td>
<td>Nassestraße 11, 53113 Bonn</td>
</tr>
<tr>
<td>Mensa Poppelsdorf</td>
<td>Endenicher Allee 19, 53115 Bonn</td>
</tr>
<tr>
<td>Examination Office for faculty of</td>
<td>Prüfungsamt der Philosophischen Fakultät, Am Hof 1</td>
</tr>
<tr>
<td>arts students</td>
<td>53113 Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:philpa@uni-bonn.de">philpa@uni-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.philfak.uni-bonn.de/studium/">www.philfak.uni-bonn.de/studium/</a></td>
</tr>
<tr>
<td>Registration Office</td>
<td>Studentensekretariat, Poppelsdorfer Allee 49, 53115</td>
</tr>
<tr>
<td></td>
<td>Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:zsb@uni-bonn.de">zsb@uni-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.uni-bonn.de">www.uni-bonn.de</a></td>
</tr>
<tr>
<td>Psychotherapy Counseling Service</td>
<td>Psychotherapeutische Beratung, Lennéstraße 24, 53113</td>
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<tr>
<td>(StWB)</td>
<td>Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pbs@studentenwerk-bonn.de">pbs@studentenwerk-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.studentenwerk-bonn.de">www.studentenwerk-bonn.de</a></td>
</tr>
<tr>
<td>IT Service Department</td>
<td>Hochschulrechenzentrum (HRZ), Wegelerstraße 6, 53115</td>
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<tr>
<td></td>
<td>Bonn</td>
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<td></td>
<td><a href="http://www.hrz.uni-bonn.de">www.hrz.uni-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:info-hrz@uni-bonn.de">info-hrz@uni-bonn.de</a></td>
</tr>
<tr>
<td>International Office and</td>
<td>Dezernat für Internationale Angelegenheiten, Poppels</td>
</tr>
<tr>
<td>international club</td>
<td>dorfer Allee 53, 53115 Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:auslandsstudium@uni-bonn.de">auslandsstudium@uni-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.internationales.uni-bonn.de">www.internationales.uni-bonn.de</a></td>
</tr>
<tr>
<td>Student Union (AStA)</td>
<td>Allgemeiner Studierendenausschuss, Nassestraße 11, 53</td>
</tr>
<tr>
<td></td>
<td>11 Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:info@asta.uni-bonn.de">info@asta.uni-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.asta-bonn.de">www.asta-bonn.de</a></td>
</tr>
<tr>
<td>Teaching Centre for BA and MEd</td>
<td>Bonner Zentrum für Lehrerbildung, Poppelsdorfer</td>
</tr>
<tr>
<td>students</td>
<td>Allee 15, 53115 Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bzl@uni-bonn.de">bzl@uni-bonn.de</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.lehramt.uni-bonn.de">www.lehramt.uni-bonn.de</a></td>
</tr>
<tr>
<td>Bonn University Sports Office</td>
<td>Hochschulsport, Römerstraße 164, 53117 Bonn</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hochschulsport@uni-bonn.de">hochschulsport@uni-bonn.de</a></td>
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<td><a href="http://www.sport.uni-bonn.de">www.sport.uni-bonn.de</a></td>
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</tbody>
</table>
European Exchange Programme ERASMUS+
ERASMUS+ Programm des Instituts für Anglistik, Amerikanistik und Keltologie

4.1 General Notes on Your Stay Abroad
Einführende allgemeine Informationen

The ERASMUS+ programme is a European programme promoting exchange and intercultural experiences among and between European higher education institutions. Each year a number of our students spend a semester or two abroad at one of our partner universities across the European Union and in turn, we are happy to welcome European students at our department.

The benefits of a stay abroad are quite obvious as studying abroad enhances your personal language skills and offers you the opportunity to get an inside perspective into European culture.

The Department of English, American and Celtic Studies holds partnerships with a number of universities and colleges across Europe. For our regular BA and MA students a stay abroad is not obligatory but highly recommendable. However, for teaching degree students in English or another modern language a stay abroad (at least three months) is mandatory and needs to fulfil a number of criteria. Further information for teaching degree students are provided online by the Teaching Centre (BZL). For detailed information regarding application procedures, choice of courses and partner universities feel free to contact Dr. Nicole Meier or Dr. Imke Lichterfeld and their ERASMUS+ assistants (outgoings.anglistik@uni-bonn.de).

What the IAAK offers
The ERASMUS-Programme of the IAAK offers:
• Scholarships for 1 or 2 semesters
• A choice of 22 universities
• Preparation of stay abroad
• Intense support at the partner university
• Most partner universities allow lodging in halls of residence
• Credit for your international study achievements
• A regular office hour for Erasmus students and applicants
First Steps

• Start thinking about your stay abroad about one year in advance
• Look at our list of partner universities
• Find out which universities you are most interested in and check if they offer courses and modules which suit your curriculum
• Be aware of the Erasmus application deadline (usually Mid-December) and hand in your application in time
• If you have questions, you are always welcome to see us during office hours. We urgently recommend reading the ERASMUS information of the International Office on the organisation of your ERASMUS stay, possibilities of preliminary EILC language courses etc. prior to your application

Grants

• Scholarships for one or two semesters
• The scholarship consists of exemption from tuition fees of the host university
• Monthly allowance which depends upon the category the country belongs to
• All further costs, such as transport, living costs etc. have to be covered by the student individually

When is the best time for ‘Going Abroad’
Bachelor Students:

• You can go abroad either for one Semester or for one full Academic Year (WS and SS)
• 3rd (WS) or 4th semester (SS): you can do Language II and III in your 3rd year
• 5th (WS) or 6th semester (SS): you can do Language II and Language III in your 2nd year and write your BA thesis abroad
• BA-thesis abroad: You can write your BA-thesis at the partner university; it will still be supervised by a mentor from the IAAK. Please discuss all details with your mentor before your departure and stay in contact during your time abroad

Master Students:

• It is possible to study abroad as an MA student, too, but more complicated due to differing European degree systems. Please contact us personally if you are interested in an Erasmus+ grant
How do I apply?

Please have a look online for most recent application procedures. Slight changes might occasionally occur since the ERASMUS+ programme is mainly administered by the European Union.

Please submit your application form in an envelope stating ‘IAAK Erasmus Office’. You can hand in your application during the Erasmus Office hours or in the IAAK administration office (Sekretariat).

We will ONLY accept complete applications which meet our formal requirements.

Criteria of choice?
- Letter of Motivation: we are interested in your academic aims for your time abroad and recommend focussing on the scientific and teaching modalities of the partner institution (please mention three options)
- CV: commitment and experience will be positively appraised
- Recommendation Letter
- Transcript of Records: Erasmus is not an elite programme, nevertheless, good grades can tip the scales

Our Partner Universities

General notes
Teaching degree students are obliged to conduct their stay abroad at a university which teaches in English. Exception: If the student’s second subject is another language, the stay can take place at a university which teaches in one of the languages.

Extension of Erasmus stay
An extension of the Erasmus+ study period is difficult. Only winter semester students can occasionally apply for an extension.
Czech Republic
Language of instruction: English (and Czech)
• Charles University Prague

Finland
Language of instruction: English
• University of Turku

France
Language of instruction: French
• Université de Caen Basse-Normandie
• Université Sorbonne Nouvelle Paris III
• Université de Provence Aix-Marseille I

Great Britain
Language of instruction: English
• University of Aberdeen
• Queen's University Belfast
• Inverness College
• University of Liverpool
• University of Sheffield
• University of Swansea
• York St John University

Ireland
Language of instruction: English
• University College Cork
• National University of Ireland Galway
• National University of Ireland Maynooth

Italy
Language of instruction: Italian
• Università degli Studi di Perugia

Norway
Language of instruction: English
• University of Stavanger

Poland
Language of instruction: English
• Adam Mickiewicz University in Poznan

Slovakia
Language of instruction: English
• Pavol Jozef Šafárik University in Košice

Spain
Language of instruction: Spanish
• Universidad de Cádiz
• Universidad de Oviedo
4.2 Outgoing Students
Ausreisende Studierende des IAAK

General notes
• Depending on the university, Erasmus+ documents might be labeled differently. If you are unsure, please ask your coordinator. Most of the documents are provided by the International Office and can be found online. If you cannot find any documents feel free to contact our ERASMUS+ Office.

Language classes
• Language classes cannot be funded
• Still, if you want to participate in an intensive language course offered before the beginning of the semester, this time will already be covered by the Erasmus+ scholarship
• Exception: You can apply for a cost-free EILC language course in your host country; EILC language courses teach less known and taught European languages; for further information, please have a look at the EILC website.
Insurance
- Health Insurance
- You can get an EU-Health Insurance card by your health insurance. Please talk to your health insurance for details
- Indemnity and casualty insurance
- Ask your host university whether you will be insured and what their policy on insurances is. Please contact your insurance company for further details. The university’s International Office can help you as well

Before departure
- **Apply officially** at Bonn University’s International Office for your Erasmus study stay: In order to do so, please use the *Move Online Platform* online
- Fill the online form, print it and have it signed by your departmental coordinator
- The form needs to be signed and handed in at our university’s International Office; your contact person at the International Office is our ERASMUS+ Unit
- Propose study suspension (*Beurlaubung*) at the students office
- **Attention:** If you want to write your BA/MA thesis abroad you cannot apply for study suspension
- **Self-reliant application at the partner university:** You need to read all Erasmus e-mails! The closing date of your partner university must not be missed!

Learning Agreement
- In the Learning Agreement you note down which courses you want to take, it will facilitate the accreditation of courses after your return
- Please contact Dr. Nicole Meier and agree with her on your course choice
- If you need help finding courses, please contact your partner university
- It is possible to alter your Learning Agreement after your arrival at the partner university, please note down all changes on pages 4-5 of your Learning Agreement
- The signatures of all parties on all pages are necessary
- Four weeks after arrival at the partner university, please fill in pages 4-5, if necessary, and send the original Learning Agreement (or a scanned pdf file) to *Bonn’s International Office* and a copy to your departmental coordinator (Dr. Nicole Meier)

After your arrival at the partner university

Certificate of Arrival
- Confirms your arrival at the partner university
- As soon as possible it should be signed by your receiving department or the partner university's International Office and should be sent to the university’s International Office in Bonn afterwards
Towards the end of your stay

**Confirmation of Stay**
- Final approval of your host university including the exact dates of your arrival and departure
- Send it to the International Office here at Bonn University

**Online Evaluation**
- Please write it by the end of your stay abroad
- Send it to our department (i.e. Dr. Nicole Meier)

These two documents plus the original Learning Agreement need to be handed in at the International Office here in Bonn within four weeks after your return; once all your documents are submitted you will receive your second Erasmus+ tranche.

**Transcript of Records**
- Will be sent to you several weeks after your study stay and will be necessary for the accreditation of your study achievements

### 4.3 Incoming Students

**EU-Gaststudierende des IAAK**

**Who is my contact person?**
- The Erasmus Programme at Bonn University is organised in a decentralised way. Thus your Erasmus departmental coordinator and the International Office will be in charge of your Erasmus+ stay
- The **departmental coordinator** is your main contact person and supervisor. She can advise you on academic matters and will help you in difficult situations. Always contact your departmental coordinator first
- The **International Office** takes care of more general organisational matters which concern all international students

**I have been nominated to go to Bonn University by my home university. What are the next steps?**
- If you have been nominated as an Erasmus student at Bonn University you still need to **register officially**. Please print your application and send it to your departmental coordinator
- Once you are officially registered, you will receive all further information.
- For information on accommodations, language classes and enrolment, please check our department’s website
Where do I find my courses? How do I register?

Course Choice
- You can find all courses in the Vorlesungsverzeichnis (BASIS)
- Choose the semester which applies to your stay at Bonn University
- Bachelor students can choose Bachelor modules (no Master courses)
- Master students can choose from all courses
- You can decide for courses at all departments, but please enroll in at least one course at the English department

Course registration
- You can apply for each course by writing to your teachers and ask them if they are willing to accept you. If he/she agrees to your participation, you are enrolled
- Talk to your teachers in the first lesson and remind them of your application
- You can find the email addresses of all English teachers online; usually their email address is also registered in basis.uni-bonn.de

It is very important that you deal with these matters as soon as possible and that you choose and register for your courses!

Language Classes
You can apply for language classes at the Language Learning Centre (Sprachlernzentrum). Most likely you will be able to join a German class, all other language courses are in high demand. You need to enrol quickly. For more details and questions, please check the centre’s website and use their online contact form.

How will I receive my Transcript of Records?
- At the beginning of the semester we will send around the Kursübersicht which needs to be filled out and returned to the ERASMUS+ Office
- Please give a course certificate (Schein) to all of your teachers
- Course certificates are provided online as PDF files
- The teachers will fill it in as soon as they have marked your course achievements
- The completed course certificate needs to be submitted to us
- Once we received all of your course certificates, we will write your transcript and send it to you and your home university
4.4 ERASMUS+ Scholarship for Work Experiences
Erasmus+ Praktikum für Studierende des IAAK

What is the Erasmus+ Scholarship for Work Experience?
Next to study stays abroad, Erasmus+ also supports work experiences. You can apply for a work placement in a company or institution of your interest everywhere in Europe independent from our partner universities. Excluded are EU institutions that administer EU programmes and German embassies. The work placement needs to refer to your studies. Once you have found a placement you can apply for an Erasmus+ grant. Apart from the financial support the Erasmus+ Work Experience will be listed in your ‘Diploma Supplement’ (final study certificate).

How does Erasmus support me financially during my work placement?
You will receive a financial support of approx. 250-400 Euro (Erasmus+ grant). Of course you can also be paid by your employer; if you earn more than 500 Euro, your Erasmus+ loan will be reduced.

How long should the work placement be?
For an Erasmus+ grant you need to stay abroad around three months.

How do I apply for an Erasmus grant?
Please contact our departmental coordinators for specific deadlines and do start preparing very early. Application documents include:
- Data Sheet
- CV
- Outline of the planned course of your work experience and your motivation
- Acceptance of receiving institution
- Transcript of Records (see BASIS “Notenübersicht”)
- Language ability verification (English language tests can be conducted at the English department)

For further information on the ERAMUS+ scholarship for work experiences please contact our department’s ERAMUS+ Unit or our studies coordinators Dr. Imke Lichterfeld and Dr. Nicole Meier.
4.5 Student Advisor Programme
IAAK-Betreuungsprogramm für ausländische Studierende

Enrol for the Student Advisor Programme and help one of our Erasmus+ students during their first days in Bonn!

You will be the contact person for general questions on Bonn, the university and student life. Further, your Erasmus partner will have an easier access to academic matters and your personal contact will foster cultural understanding on both sides. Apart from that, you might have the chance to already meet a student from your future host university. Of course, you will receive a certificate for your commitment by the end of the semester.

Tasks of a Student Advisor
• Contact the Erasmus+ student after receiving their email address
• Welcome the student to Bonn (e.g. by picking them up from the airport)
• Assist the student in academic and organisational matters during their first days

Are you interested?
Please fill out the application form and send a signed version to either:
• Anne Bredendiek (incomings.anglistik@uni-bonn.de)
• The Erasmus Post Office Box (IAAK Office, Regina-Pacis-Weg 5)
• Hand it in during the Erasmus office hours

Further information
The Student Advisor Programme and the Study Buddy Programme are different programmes. Both programmes are student support services, but they aim at different target groups.

• The Study Buddy Programme is led by Bonn’s International Office and will give you the chance to meet international students who come to Bonn through various exchange programmes
• The Student Advisor Programme is part of the IAAK’s Erasmus+ programme and was set up particularly for English students. You will support students from all over Europe during their starting time (or longer, if you wish)
4.6 Further Study Abroad Programmes
Weitere Programm-Möglichkeiten im Ausland zu studieren

International Office
Next to the Erasmus+ programme, which includes European partner universities only, there are many other possibilities to spend one or two semesters abroad, e.g. with the German Academic Exchange Service (DAAD). Our colleagues from the International Office will be happy to help you during their office hours, which take place regularly. Each year the International Office organises a study abroad fair which is called “Auslandsstudienmesse”. At the fair – in addition to the colleagues from International Office – various Studies Coordinators and returning students will be there, too. Besides the Auslandsstudienmesse they also organises various other informative meetings (such as “Länderabend”). If you want to receive the latest information you may register for their online newsletter.

If you are interested to gain any kind of study experience abroad, please have a look online. Please be furthermore advised that the planning process and final realisation of your international studies may take you up to a year of thorough preparation.

Certificate of International Competence
The Certificate of International Competence was brought into being by Bonn University in order to reward students, who are involved in extra-curricular activities and intercultural exchange. Throughout your studies at Bonn University you can obtain credits, for example, by going aboard, attending extra-curricular language courses, or visiting lectures / seminars related to an international topic. Once you have fulfilled three out of four components you will receive a highly recognised certificate.

Each semester there are various events and lecture series on offer. Have a look online to find out more about recent and upcoming events. Besides such online services, our International Office will answer your questions.
Dear freshmen,

we’re happy to welcome you to our beautiful University! Now, a new chapter in life begins and many of you are already pretty excited, with good reason. You have to bear a lot of changes and challenges on your own, but you’ll become more and more independent by doing so.

In order to study here in Bonn, lots of you are moving far away from family and friends. Some of you might be anxious at the beginning because your professors are nothing like the teachers in school and the lectures will require more self-reliance than school did, but, you’ll get used to it. After your entrance at the University your life will change rapidly, and we, the Fachschaft are there to accompany, and support you. Moreover, we are always there to answer your questions.

Maybe you’ll join us in the future! We wish you a good start and don’t be scared; it’s going to be the best time of your life! See you soon,

Your Fachschaft

Keep in touch with us! Find us on Facebook or follow us on Twitter:

- facebook.com/fachschaftanglistik.unibonn
- @fsanglistikbonn

On facebook you can also find our group Bücherflohmarkt English Studies Uni Bonn where you can buy and sell books throughout the semester and our Uni Bonn English Studies / Lehramt Erstis -group!
How do I get my student ticket?
After having successfully enrolled, you will receive your Semesterunterlagen a few weeks later. These include your student identity card, which contains your personal data and your subjects of study. This student identity card is your student ticket that allows you to use all means of local transport. This ticket is valid within Northrhine-Westphalia (NRW-Ticket) as well as in the VRS area, where you have even different, if not even better conditions.

You **can** use the student ticket for

- All busses
- All trams (U-Bahn and S-Bahn)
- All trains of the Schienenpersonennahverkehrs (SPNV) within its areas
- All regional trains and regional express trains
- Mittelrheinbahn (MRB)

You **cannot** use the student ticket for

- IC trains
- ICE trains

Your semester ticket/student identity card is valid for one semester (the whole six months). During the summer term it is valid from April 1 to September 30, during the winter term from October 1 to March 31. Its validity also includes public holidays in Germany and the semester break and can also be used for night-time travel.

**How to use the student ticket?**
Your student ticket is non-transferable and can only be used by its proper owner. Upon ticket inspection you will have to show your student ticket and an official photo ID (e.g. your passport or your identification card – usually your international student identity card is sufficient). If you are unable to provide your student ticket upon inspection, you have to give your personal data and are required to prove that you own the ticket within the next 14 days. However, you still have to pay an administrative fee (roughly 7,- €).
**Loss**
If you lose your student identity card the university office will print you a new identity card free of charge. Just contact the Studierendensekretariat.

**Special rules in the VRS ticket**
As already indicated above, you have special conditions within the VRS area only. In this area you are allowed to take your bicycle with you at any time and additional passengers at specific times. Note that this is valid only in the VRS area (see map on the next page!)

**Bicycles**
A bicycle can be taken along from 9:00 in the morning without paying additional fares. The general condition is that there has to be enough space for the bicycle: buggies and wheelchair users have priority. There is no guarantee that you can take your bicycle with you – this depends on the driver and the capacity of the means of transportation.

**Additional passengers**
You are allowed to take one additional adult and three children (up to the age of 14 years) from 7:00 until 15:00 with you. On weekends and public holidays you can do so the whole day. Children under the age of six can be taken with you at any time free of charge.

**Supplementary Tickets**
If you need to get to the airport you have diverse possibilities to do so. Either by train, by tram or by bus. The airport bus SB60, which departs at Bonn Central Station (Coach Station) charges a supplement, nonetheless, you need your student ticket – otherwise you have to pay the complete fare.
5.3 Regional Public Transport Area
Das VRS-Gebiet in Nordrhein-Westfalen

Please note:

If you have any doubts whether your ticket is valid on certain journeys, please check the validity of your ticket prior to your journey. Our AStA does offer further information online (www.asta-bonn.de/studiticket). Moreover our City Council and local public transportation company, the Stadtwerke Bonn Bus und Bahn also provide further details online.
5.4 Your First Steps
Checkliste für den Studienstart

- Please pay your term fees (*Sozialbeitrag*) as soon as possible to get your ID and public transport ticket in time.

- As soon as you receive your personal ID and ticket together with your student card, please activate your Uni ID online (instructions can be found in the top right corner of the letter) to receive all official documents and news. Make sure to regularly check your university mail-account.

- Find out about introductory sessions (*Einführungsveranstaltungen*) for our first year students.

- Have a first glimpse at our detailed curricula in which all modules on offer are listed (www.iaak.uni-bonn.de/studying).

- Familiarise yourself with our virtual catalogue of courses (*BASIS*) to plan your first semester. Specific dates and times are listed online. Please note the deadlines to register electronically for your classes.

- Do not hesitate to contact our Studies Coordination Team (coordination-english@uni-bonn.de) for advice if you are uncertain about modules and seminars or administrative procedures.

- Keep in mind all important deadlines for your course registration, exams periods, and – of course – term breaks.

- Consult the IT Service Department (*Hochschulrechenzentrum*) to download the VPN-Client-Software.

- Take a first visit to our department’s library and the main library (www.ulb.uni-bonn.de); register in order to receive a library card for the ULB.

- Check out our dining halls and cafés. If you register for our MensaCard you will get a 3% discount each time you top-up your balance.

- In order to get to know your fellow students, our students’ representatives (*Fachschaft*) offer regular Freshers’ events during the first weeks of term.

- Check our university sports pages online (www.sport.uni-bonn.de) if you want to try Capoeira, Chess, Aikido, Badminton, football and many more.

- Get your timetable ready.
### Your Timetable

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### 5.5 Your Timetable

**Persönlicher Stundenplan für den Semesterstart**

- **Monday**
  - 8:00 - 10:00
  - 10:00 - 12:00
  - 12:00 - 14:00
  - 14:00 - 16:00
  - 16:00 - 18:00
  - 18:00 - 20:00

- **Tuesday**
  - 8:00 - 10:00
  - 10:00 - 12:00
  - 12:00 - 14:00
  - 14:00 - 16:00
  - 16:00 - 18:00
  - 18:00 - 20:00

- **Wednesday**
  - 8:00 - 10:00
  - 10:00 - 12:00
  - 12:00 - 14:00
  - 14:00 - 16:00
  - 16:00 - 18:00
  - 18:00 - 20:00

- **Thursday**
  - 8:00 - 10:00
  - 10:00 - 12:00
  - 12:00 - 14:00
  - 14:00 - 16:00
  - 16:00 - 18:00
  - 18:00 - 20:00

- **Friday**
  - 8:00 - 10:00
  - 10:00 - 12:00
  - 12:00 - 14:00
  - 14:00 - 16:00
  - 16:00 - 18:00
  - 18:00 - 20:00
Glossary

The following glossary describes terms used in connection with your studies here at Bonn University:

Akademisches Viertel / Academic quarter
The academic quarter indicates that classes start 15 minutes later than announced online. These courses are marked cum tempore (with time) = c. t. If the class starts exactly on the scheduled hour, it is marked sine tempore (without time) = s. t.

Akademisches Jahr / Academic year
It usually consists of two terms or semesters including the breaks when no classes take place. It officially starts on the first day of the winter term (1 October). At Bonn University each academic year officially begins with a welcome ceremony led by our rector on 18 October. However, classes and seminars do start earlier at the beginning of October.

Alumnus / Alumna / Alumni (pl.)
This Latin term means ‘the pupil’ or ‘the nourished’. Alumni are therefore those who receive intellectual nourishment and education. At Bonn University Alumni are former students, i.e. our graduates.

ASTA
Allgemeiner Studierenden-Ausschuss, the ‘General Student Committee’ as elected by our students. They form part of the Students’ Union.

BASIS
The online portal BASIS (Bonner Aktuelles StudienInformations System) gives you access to the electronic catalogue of courses (eVV) which also contains the exam registration section (POS) and your personal timetable.

BIGS
Bonn International Graduate School.

Bologna Process
This term refers to the most recent European reforms in higher education, more specifically the agreement to introduce the Bachelor/Master Degree programmes across the European Union. The agreement was signed in Bologna, Italy.

Dekan, Dekanat / Dean, Dean’s Office
University professor who is the elected president of an individual faculty; he or she manages its administrative business and exam organisation. Apart from the Dean, up to three further deans are elected to assist the Dean’s Office.
**Deutscher Akademischer Austauschdienst (DAAD)**
German Academic Exchange Service: The world’s largest funding organisation for international student and academic exchange.

**Dies Academicus**
This is the university’s open day, offering lectures, tours, panel discussions and concerts to anyone interested, both for students and the general public. All regular lectures and seminars are cancelled on that day.

**Diploma Supplement**
Standardised, English-language supplement to the Bachelor’s or Master’s diploma containing complementary information on study contents, programme structures and the degree programme in general.

**ECTS**
European Credit Transfer and Accumulation System; system to facilitate mutual recognition of academic credits and exam scores within Europe.

**Elektronisches Vorlesungsverzeichnis (eVV)**
Online portal which offers access to our catalogue of courses and further administrative sections. Moreover the portal contains detailed information on classes scheduled for the current and past semesters. It offers various online services such as course registration tools, an individual timetable and exam registration. The portal at Bonn University is called BASIS.

**EWR Länder**
EEA countries; the European Economic Area (EEA) comprises all the member states of the European Union as well as Iceland, Liechtenstein, and Norway.

**Exmatrikulation**
If you want to leave our university without finishing your degree programme, you must ask to exmatriculate. If you forget to transfer the administrative fee, this might occur unintentionally!

**Fachgruppe**
Subject group; organisational union of related subjects within a faculty.

**Fachschaft**
Elected student representatives of a given subject; for English, American and Celtic Studies our student representatives comprise the Fachschaft Anglistik. If you have any questions, doubts or problems related with your studies, they are happy to help you.

**Fachsemester**
Number of semesters you are already enrolled in a certain degree programme. Each programme is designed to be fulfilled within a specific number of semesters. For BA students it is normally six semesters, for MA students it is four semesters.
Fakultät / Faculty
Subject with related fields of research are grouped as a faculty. As an administrative unit it is responsible for interdisciplinary issues related to research, teaching, administration and exam regulations. The Dean (supported by the Dean’s Office) is the head of each faculty. Bonn University currently consists of seven independent faculties and the Teaching Centre.

Fakultätsalbum
The ‘Fakultätsalbum’ is an ancient form of student registration within a faculty. Today it is still obligatory in the Agricultural Faculty at Bonn University.

Immatrikulation
Enrolment; formal registration process at Bonn University.

Institut / Department
All our fields of research are grouped into seven independent faculties which are further subdivided into a number of individual departments. These departments are called Institut in German. Apart from this rather administrative definition, this is where you find your professors’ offices, school offices and lecture halls.

Kommilitone / Kommilitonin
The term Kommilitone derives from Latin: ‘comrade-in-arms’; it is used in Germany to refer to your fellow students or peers, both in your field of research but also more general throughout our university.

Matrikelnummer
Student ID number: at Bonn University it is a personal seven-digit number allocated to each student upon registration. It is valid until you finish your degree programme. It can be found on the back of your student ID.

Mensa
Dining Hall or Canteen for students and members of staff.

Modul / Module
All degree programmes for BA and MA students are divided into a number of modules. These modules consist of various courses which in turn are again subdivided into individual seminars and tutorials. These individual classes belong to the same or similar field(s) of research. Modules may cover more than one semester/term. Each module has to be completed by attending a final exam.

N.N.
Nomen Nominandum (lat.) – the name of the person is still to be announced.

Ordentlicher Student
Student enrolled at Bonn University.
Praktikum / Exkursion / Internship
Specific class; mainly in experimental subjects (sciences), in which students conduct scientific experiments to apply a specific method or theory. Some programmes (such as Educational Studies) also require mandatory internships with an external company, organisation or educational institution.

Professor / Professorin, Prof.
University teacher; usually appointed by the Rector after public advertisement of the position and upon recommendation of the faculty. Professors must fulfill appointment requirements as described in the Law on Higher Education.

Promotion / PhD
Doctorate; the German term Promotion refers to the procedure for obtaining a doctoral degree (PhD), which includes an individual academic thesis and oral examinations.

Prüfungsamt
Examination Office, responsible for all formalities and administrative procedures regarding written examinations, term papers and marks.

Prüfungsordnung
Exam regulations which describe the prerequisites for specific classes, teaching contents and types of final examinations within a field of research or department.

Rektor / Rektorin / Rector
Highest representative of the university. (S)he represents the university in public, officially opens each academic term and towards the end of your studies awards academic titles upon successful completion of your studies.

Regelstudienzeit
Number of semesters within which all ECTS credits are usually to be obtained and all exams taken. For BA programmes, this period is six semesters; for MA programmes it lasts four semesters. However, it is a recommendation only.

Seminar / Tutorial / Übung
a) Classes given by professors and lecturers. These classes require active participation as our academic staff normally only provides topics and background material which is to be discussed.
b) Historical term for an institute or branch of an institute (Englisches Seminar = Department of English, American and Celtic Studies)

Stipendium
A financial grant or bursary (UK) which does not necessarily have to be fully repaid; usually awarded to particularly gifted students who show outstanding commitment and participation.
**Studentenparlament / Student Parliament**
Highest democratic body representing all enrolled students; newly elected once a year by the students

**Studierendenschaft**
Student body; total of all students enrolled at the university.

**Universitätsfest**
Annual celebration involving a central event for all our BA and MA graduates.

**Vollversammlung**
Full assembly; assembly of all students of a subject upon invitation of the respective student council, or an assembly of all students of the university upon invitation of the General Student Committee.

**Vorkurs**
Preparatory course; recommended course offered in individual subjects in which required secondary school contents are refreshed; It aims to teach all skills required throughout the first weeks of term within a specific field of research. These introductory courses usually start a few weeks before the official beginning of term.

**VRS**
*Verkehrsverbund Rhein-Sieg*: regional public transport system (within Northrhine-Westphalia).