Erasmus+

UNIVERSITÄT BONN
DEPARTMENT OF ENGLISH AMERICAN AND CELTIC STUDIES

What we are going to talk about...

1. Courses
2. Exams & term papers
3. Accreditation
4. Important documents
5. Suggestions for improvement
6. Questions & concerns

How are your courses going?

- How are you feeling about your courses? Are they (too) difficult?
- Do you know how many credits you will receive?
- Do you know how your courses' finals will look (term paper, exam, portfolio)?
- Is your learning agreement up to date?

Reminder: courses

At the English Department, you must take **entire modules** and successfully complete them with an exam/ term paper in order to receive credits! (Other departments might handle this differently.)

Exams

- Two exam periods:
  - First period: 27.01. - 08.02.2025
  - Second period: 17.03. – 31.03.2025
  - Exception: Language Skills I, Language II on Saturday, 22.01.2025, 10am-2pm
- Exam info (venue, time slot, etc.) either on BASIS or communicated in class
- **Registration** (not via BASIS) in January: inform your teacher beforehand via email/ in person **and** hand in **course certificate**

  → The official registration period does not apply to Erasmus students!

Exams

- Make sure to hand in a course certificate for **every** module/class you would like to receive an assessment for
- Be there on time (approx. 15 minutes early)
- Be well prepared and do not cheat!

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Liebe Lehrende,

um den Regelungen des **ECTS** (*European Credit Transfer System*) gerecht zu werden, müssen wir für die Studierenden, die im Rahmen unseres Austausches nach Bonn kommen, Sammelbescheinigungen der hier erbrachten Leistungen ausstellen.
Falls eine*r der Studierenden aus unserem Austausch in diesem Semester an einer Ihrer Veranstaltungen teilgenommen hat, wäre ich Ihnen sehr dankbar, wenn Sie ihr/sein Ergebnis in das folgende Formular eintragen und dieses an das Erasmus Büro des IAAK senden könnten. Schicken Sie das Formular dazu bitte per Mail an **incomings.anglistik@uni-bonn.de**. Das Original können Sie entweder selbst verwahren oder uns per Hauspost zukommen lassen. Für Ihre Unterstützung bedanke ich mich sehr herzlich.

Mit vielen Grüßen
Dr. Imke Lichterfeld
Erasmus-Fachkoordinatorin

Erasmus Office
Department of English, American and Celtic Studies

Contact:
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https://www.iaak.uni-bonn.de/erasmus

---------- Bitte hier abtrennen ----------

Name der/des Studierenden *Name of the student*				Von der/dem Studierenden auszufüllen *To be filled in by the student*
Heimatuniversität *Home university*				
Semester (WS/SS) / Nr. bei BASIS / Wochenstunden *Semester/ BASIS code/ hours per week*				
Art der Veranstaltung *Course type* (Übung, Seminar, Vorlesung, etc.)				
Titel der Veranstaltung *Course title*				
Form der Leistungsnachweises *Type of exam* (Referat, Hausarbeit, Klausur, mündl. Prüfung, Protokoll, Beteiligung usw.)				
Name der/des Lehrenden *Name of the lecturer*				
Note/ECTS				Von der/dem Lehrenden auszufüllen
Datum/Unterschrift/Stempel				

Exams – course certificates

- Will be sent to you with additional info via email
- Also available via https://www.iaak.uni-bonn.de/erasmus/incomings
- If you receive your course certificate directly from your teacher, please **forward it to me**!

Writing a term paper

- Make an appointment with your teacher and talk about a possible topic
- Make sure you are aware of your teacher's expectations
- Use the **departmental style guideline**
  - Literary and Cultural Studies: https://www.iaak.uni-bonn.de/en/assets/downloads/literary-term-paper-guidelines-2020.pdf
  - Linguistics: https://www.iaak.uni-bonn.de/bael/en/uploads/term-paper-and-thesis-guidelines-8th-edition-2021-1.pdf
- Deadline: 31 March 2025
- DO NOT PLAGIARISE!
- DO NOT USE AI! (You need your lecturer's explicit approval for the use thereof. If they do not address this, utilization of AI is prohibited.)
- Lecturers have 4 (BA)/ 6 (MA) weeks to grade your paper

Term papers – declaration of authenticity

- Declares that you did neither plagiarise nor hand in the paper before
- Needs to be included at the beginning of your paper (between title page & table of content)
- Available via https://www.iaak.uni-bonn.de/en/assets/downloads/selbststandigkeitserklarung-_stand-2024-07-25.pdf

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DEPARTMENT OF ENGLISH AMERICAN AND CELTIC STUDIES

Rheinische Friedrich-Wilhelms-Universität Bonn

Institut für Anglistik, Amerikanistik und Keltologie

Institut für Anglistik, Amerikanistik und Keltologie
universität bonn · Regina-Pacis-Weg 5 · 53113 Bonn

Versicherung

Ich versichere hiermit, dass ich die vorliegende Arbeit selbständig verfasst habe.

Ich habe sie weder ganz noch in Teilen an anderer Stelle als Prüfungsleistung vorgelegt und habe keine anderen als die angegebenen Hilfsmittel benutzt.
Sämtliche Stellen der Arbeit – einschließlich Zeichnungen, Skizzen, Tabellen, Karten, Abbildungen usw. –, die anderen Werken dem Wortlaut oder dem Sinn nach entnommen sind, habe ich in jedem einzelnen Fall kenntlich gemacht. Dies gilt auch für Quellen aus dem Internet.

Ich erkläre mich bereit, auf Aufforderung unverzüglich eine elektronische Fassung meiner Arbeit einzureichen.

/

I hereby declare that I am the sole author of the present paper.

I have not submitted this paper, neither partially nor in full, to a third person or party as an exam. Furthermore, I have not used any resources other than the ones I have listed.
All parts of the paper – either used as direct quotes or paraphrased – have been indicated, including drawings, sketches, tables, maps, images etc. This also applies to internet sources.

I hereby agree to immediately provide a digital version of this paper when requested.

Date, Signature

Accreditation of academic achievements

- Your academic achievements will be recorded on your transcript of records at the end of the term
  → Course overview & course certificates
- Marking system: 1,0 – 5,0

Accreditation of academic achievements: marking system

2. Explanation of the Grading System at the University of Bonn:

General Information

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given).

1,0 – 1,5 (sehr gut)	Excellent *Excellent accomplishment*
1,6 – 2,5 (gut)	Good *accomplishment which is clearly above average*
2,6 -3,5 (befriedigend)	Satisfactory *accomplishment which meets average requirements*
3,6 – 4,0 (Ausreichend)	Sufficient/passed *accomplishment which still meets the requirements despite flaws*
5,0 (nicht ausreichend)	Non-Sufficient/Fail *accomplishment which does not meet the requirements due to considerable flaws*

The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

Important Documents

- **Learning agreement** → Changes?
- **Course Overview** → should be handed in by now
- **Course Certificates**
- **Transcript of Records** → Deadline? Please let us know!
- **Certificate of Stay (Arrival/Departure)**

  → Your certificate of stay/departure cannot be signed before your indicated departure date

Official departure date:
Either the last day of classes, the date of your last exam or your term paper deadline - whichever is the latest!

Suggestions for improvement?

Anything else?

Contact:

Charlie Schwall
Incoming Students, Student Advisor Programme

Email: incomings.anglistik@uni-bonn.de

Office hour:
Mondays, 11am – 12 pm (via Zoom or in person)
Please register via email beforehand!

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