



Sheet Regulations and Deadlines* for the Department of English Literature

*Information only, please sign the German version of this sheet

Please read the following instructions attentively. This document contains important information concerning attendance, registration procedure, specific modules, deadlines as well as contact information. Failure to follow these guidelines may result in failed courses.

SEMINAR

ATTENDANCE

Attendance is not obligatory, but it is **highly recommended, and absolutely necessary** in order to have the preparation to pass the exam/term paper.

INSTRUCTIONS for the ACQUISITION of ECTS through a Term Paper

For information regarding the **style sheet** and sample pages, please visit our website through the following link: <https://www.uni-bamberg.de/englit/studium/guidelines/>

1. The topic and structure of the thesis must be discussed personally in the office hours of your lecturer. Therefore, please note the consultation hours, especially during the semester break.
2. Topics should be assigned by the last regular consultation hour at the latest during the lecture period. However, it is possible to agree on topics, and prepare and write the term paper earlier, in order to avoid time constraints.
3. The general submission deadline for English Department of six weeks after the end of the lecture period (**in the winter semester 2023/24: March**

25, 2024) applies to term papers. Term papers are submitted in a printed version and as a PDF file through the “Aufgabe” function on VC courses.

4. Students who want an early correction, please indicate this in the third session of the seminar at the latest. In these cases, an early submission deadline applies up to **four weeks before the end of the lecture period**; a topic must be agreed at least four weeks in advance. The following points apply accordingly.

5. For term papers: If there is a valid reason, an extension of up to twelve months can be guaranteed after prior application. The application must be made in writing (e-mail) to your lecturer.

If you miss the deadline: Illness and family accidents are valid reasons. In the event of illness, the incapacity for work must be confirmed by a doctor; the university certificate must be used for this purpose (<https://www.uni-bamberg.de/pruefungsamt/atteste-formulare-fuer-den-arztbesuch/>).

In case of doubt, the relevant study and subject examination regulations as well as the General Examination Regulations of the Faculty of Humanities and Cultural Studies in their currently valid version take precedence.

FlexNow REGISTRATION

The FlexNow! registration is YOUR responsibility.

We are glad to help in case you have difficulties or real problems, but you have to register before the deadline, **for both the class and the exam+module exam.**

After the deadline, we cannot help you anymore. To make things easier for the students, we (Lehrstuhl für Englische Literaturwissenschaft) have a particularly long (de)registration time, for both the class and the exam. Please remember that **other departments have different deadlines.**

Students will only be able to take part in the final exam and thus earn credits and a grade if they are successfully registered in FlexNow!

If you have questions or problems regarding FlexNow! registrations (at our department only) you should first look here:

<https://www.uni-bamberg.de/anglistik-amerikanistik/studium/flexnow-info/>

If you cannot find an answer to your questions, write to the secretary's office (sekretariat.englit@uni-bamberg.de) or Frau Janina Lupprian (janina.lupprian@uni-bamberg.de). **Only if it is not possible for you to come in person will we solve FlexNow! problems via email. Please keep in mind that we can only help you if you give us all the necessary information (full name, matriculation number, course of studies, module you want the class/exam in, your Modulhandbuch/LPO, etc).**

DEADLINES

	DATES
FlexNow! registration and de-registration for the CLASS :	Registration: 01/09/2023 – 31/10/2023 (10:00-23:59) De-registration: 01/09/2023 – 31/10/2023 (10:00-23:59)
FlexNow! registration and de-registration for the EXAM+MODULE EXAM (or exam with inclusive module exam):	Registration: 08/01/2024 – 23/01/2024 (10:00-23:59) De-registration: 08/01/2024 – 23/01/2024 (10:00-23:59)
FlexNow! registration and de-registration for the CLASS INTRODUCTION to English and American Literature :	Registration: 10/10/2023 – 31/10/2023 (10:00-23:59) De-registration: 10/10/2023 – 31/10/2023 (10:00-23:59)
FlexNow! registration and de-registration for the exam+module exam for the INTRODUCTION to English and American Literature :	Registration: 08/01/2024 – 23/01/2024 (10:00-23:59) De-registration: 08/01/2024 – 08/02/2024 (10:00-23:59)
Term Paper Submission* :	25/03/2024

*Students with valid reasons can obtain an extension of the deadline up to 12 months.

Students who decide not to take an exam/not to write a term paper have to deregister from the exam, or they will obtain a “failed”.