



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.

ERGÄNZUNGSMODUL and CONSOLIDATION MODULE

ATTENDANCE

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

ERGÄNZUNGSMODUL and CONSOLIDATION MODULE

Please remember that you always have to register separately for the module exam for the **Ergänzungsmodul** and the **Consolidation Module**, since they are separate oral exams.

Courses offered by the Department of English Literature for the **Ergänzungsmodul** and **Consolidation Module** can only be taken for **LITERATURE**. Please be sure to refer to the correct Entry Forms and Reading List of the English Department. These documents can be found on the University's website through the following links:

Reading List: <https://www.uni-bamberg.de/englit/studium/leseliste/>

Entry Forms for ERGÄNZUNGSMODUL and CONSOLIDATION MODULE:
<https://www.uni-bamberg.de/englit/studium/pruefungen/> (2 separate and different files)

The oral exams take place at the end of the course and semester, but in addition to a *FlexNow* registration the following procedure must also be followed:

1. A first, **non-binding consultation** with the examining lecturer should take place in the second week of the lecture period. Please note the time of your lecturer's office hours.
2. A second, **binding consultation**, in which the primary texts relevant to the examination are selected, takes place six weeks before the oral examination.
3. The completed registration form must be submitted to the Secretariat of English Literature (U9/02.03) or American Studies (U7/01.03) at least **six weeks before the oral exam**.
4. The oral exam lasts **20 minutes** in the Ergänzungsmodul and **30 minutes** in the Consolidation Module, and the exam language is **English**.
5. The time and place of the examination are determined during the lecture period and are binding. The oral exam usually takes place in the **last week of the lecture period or in the first week of the lecture-free period**.
6. If there is a valid reason, an alternative date can be guaranteed after prior application. The application must be made in writing (email) to your lecturer.

Illness and family accidents are considered valid reasons. In the event of illness, the inability to take the exam must be confirmed by a doctor; the university's certificate template must be used for this (<https://www.uni-bamberg.de/pruefungsamt/atteste-formulare-fuer-den-arztbesuch/>).

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.