

Rheinische Friedrich-Wilhelms- Universität Bonn

Institut für Anglistik,
Amerikanistik und
Keltologie

First Steps—Students



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1 The Department of English, American and Celtic Studies (IAAK)

1.1 Research and People at the English Department Head of Department

The Head of Department is elected by the IAAK board. Usually, the Head stays in this position for a year. Then another professor is elected to serve as Head. The IAAK usually elects a Vice Head.

Head of Department (2024): Prof. Dr. Sabine Meyer

Institut für Anglistik, Amerikanistik und Keltologie

Phone:
0228-73 6898

Rheinische Friedrich-Wilhelms-Universität Bonn

Email:

Room 2.011

Sabine.meyer@uni-bonn.de

Rabinstraße 8

53111 Bonn

Prof. Dr. Sabine Meyer is Professor of North American Studies



Vice Head of Department (2024): Jun.-Prof. Dr. Elena Parina

Institut für Anglistik, Amerikanistik und Keltologie

Phone:
0228 73-3913

Rheinische Friedrich-Wilhelms-Universität Bonn

Email:

Room 2.018

eparina@uni-bonn.de

Rabinstraße 8

53111 Bonn

Jun.-Prof. Elena Parina is Professor of Celtic Studies.



Studies Coordinator/Programme Management: Dr. Imke Lichterfeld

Institut für Anglistik, Amerikanistik und Keltologie Phone: 0228 73-7207

Rheinische Friedrich-Wilhelms-Universität Bonn Email: lichterfeld@uni-bonn.de

Room 2.028

Rabinstraße 8

53111 Bonn



Dr. Imke Lichterfeld is the Studies Coordinator of the Department. She is responsible for the administration of courses and exams, schedule planning, room management, public relations, evaluations, and much more. She can also help you with (de)registration for courses. Imke Lichterfeld serves additionally as the departmental Erasmus+ Coordinator. Usually, she teaches in the area of early modern studies and/or modernism.

Administrative Coordinator/Kustodin/Advisor of Studies/Deputy Department ERASMUS + Coordinator: Dr. Nicole Meier

Institut für Anglistik, Amerikanistik und Keltologie Phone: 0228 73-7621

Rheinische Friedrich-Wilhelms-Universität Bonn Email: kustodin.anglistik@uni-bonn.de

Room 2.029

Rabinstraße 8

53111 Bonn



Dr. Nicole Meier is the Administrative Coordinator of our department and responsible (together with the head) for the administration and management of the department. She is Advisor of Studies, responsible for certificates, crediting of modules, general advice on B.A./M.A. programmes and studying abroad. Additionally, she is course convener of the M.A. Medieval Studies and, as Vice Erasmus-Coordinator, responsible for learning agreements. Usually, she teaches in the area of medieval studies.

Advisor of Studies Teaching Degree: AOR Dr. Silke Meyer

Institut für Anglistik, Amerikanistik und Keltologie Phone: 0228 73-5727

Rheinische Friedrich-Wilhelms-Universität Bonn Email: s.meyer@uni-bonn.de

Room 2.027

Rabinstraße 8

53111 Bonn



Dr. Silke Meyer is the Advisor of Studies for Teaching Degree students at our department. She is in charge of the modules “Introduction to Literary and Cultural Studies”, as well as “Issues in Literary and Cultural Studies,” and coordinates the tutorials for both modules. Moreover, she is responsible for modules and courses on Gender and Queer Studies. And lastly, she is a contact person in cases of (sexual) assault.

1.2 Lecturer(s) of Trust: Hanna Bruns, MA & Don Lowman, MA, MBA

Students with psychological problems or mental health issues can always contact and get a personal appointment with either of our lecturers of trust, Hanna Bruns and Don Lowman. Students can contact our lecturers of trust if they want to talk to somebody who has nothing to do with exams, registrations etc.

The lecturers of trust work outside of official university organisations (e.g. studies coordination, academic coordinator, examination office etc.). They support students confidentially, discreetly, and on equal terms. Their offices are a safe space for students of marginalised identities. Aside from matters related to university, such as questioning or doubting one’s course of studies, the lecturers of trust support and advise students on private matters that interfere with or impede their studies. These are, for example, mental health or issues with time management.

Please note that the lecturers of trust do not offer therapy. However, they can alert students to further professional counselling services.

1.2.1 Contact Information

Hanna Bruns:

Institut für Anglistik, Amerikanistik und Keltologie
Rheinische Friedrich-Wilhelms-Universität Bonn
Room 2.059
Rabinstraße 8
53111 Bonn

Phone: 0228 73-6522
Email: h.bruns@uni-bonn.de



Hanna Bruns (she/her) completed her M.A. in Applied Linguistics at the IAAK in 2019. Currently, she is working as a researcher and lecturer at the Chair Linguistics of English and Translation Studies (Prof. Dr. Svenja Kranich), where she is also pursuing her PhD on the topic of diachronic sociolinguistic changes in the use of, and attitudes towards, gender-fair language in English and German. Her research interests include Queer Linguistics, Language Change, and Discourse Analysis.

Don Lowman:

Institut für Anglistik, Amerikanistik und Keltologie
Rheinische Friedrich-Wilhelms-Universität Bonn
Room 2.027
Rabinstraße 8
53111 Bonn

Phone: 0228 73-82043
Email: dlowman@uni-bonn.de



Don Lowman is responsible for the modules Regional Studies, Queer studies, and Language Practice III. He, together with Hanna Bruns, are the lecturers of trust. They often teach courses on gender and queer issues in a North American context. Their research interests are, among

others, representation of queerness and queer identities in popular culture, comics, Indigenous studies and the impact of colonialism on queer bodies.

1.3 The Department's Administration Office

You can find the Administration office at Rabinstraße 8, rooms 2.020 and 2.021.

1.3.1 Our secretaries

Ulrike Rasanis

Institut für Anglistik, Amerikanistik und Keltologie

Rheinische Friedrich-Wilhelms-Universität Bonn

Administration Office

Room 2.021

Rabinstraße 8

53111 Bonn

Office Phone & Email

Phone: 0228 73-7121

Email: ulrike.rasanis@uni-bonn.de

Anastasia Ljangosov

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Administration Office

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Rabinstraße 8

53111 Bonn

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Nicola Dischert

Institut für Anglistik, Amerikanistik und Keltologie

Rheinische Friedrich-Wilhelms-Universität Bonn

Administration Office

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53111 Bonn

Office Phone & Email

Phone: 0228 73-7603

Email: dischert@uni-bonn.de

Frauke Grimm

Office Phone & Email

Institut für Anglistik, Amerikanistik und Keltologie

Phone: 0228 73-1836

Rheinische Friedrich-Wilhelms-Universität Bonn

Email: fgrimm@uni-bonn.de

Administration Office

Room 2.010

Rabinstraße 8

53111 Bonn

1.4 Policies for Protection Against Sexualized Discrimination and Violence

The Rectorate has published guidelines regarding sexualized discrimination, *Policies for Protection Against Sexualized Discrimination and Violence*. The document “outlines principles of conduct, procedures and potential responses with regard to cases of sexualized discrimination and violence.” More information can be found [here](#), including the guideline PDF file.

1.4.1 Antidiscrimination Policy of the Faculty of Arts [forthcoming]

The Faculty of Arts will publish guidelines regarding the antidiscrimination policy of the faculty.

1.5 Departmental Library

Fachbibliothek Philologien

Our library is part of a collective consisting of the libraries for English Studies, Celtic Studies, German Language and Literature, Comparative Literature, Scandinavian Studies, Romance Studies, as well as Greek and Latin Philology. You can find the library on the fourth floor at Rabinstraße 8. Below you will also find the contacts of the librarians responsible for our sections of the library.

[More information can be found here.](#)

1.5.1 Our Librarians

Ewelina Weiß, Dipl.-Bibl.

Office Phone & Email

Institut für Anglistik, Amerikanistik und Keltologie

Phone : 0228 73-7603

Rheinische Friedrich-Wilhelms-Universität Bonn

Email: eweiss@uni-bonn.de

Rabinstraße 8

Bibliothek

53111 Bonn

Bettina Würz, Dipl.-Bibl.

Institut für Anglistik, Amerikanistik und Keltologie
Rheinische Friedrich-Wilhelms-Universität Bonn
Rabinstraße 8
Bibliothek
53111 Bonn

Office Phone & Email

Phone : 0228 73-7368
Email: bwuerz@uni-bonn.de

How can I find the books I am looking for?

If you are looking for literature and specific books you may either use the library's computer workspaces to browse the online catalogue BONNUS or look up the books at home. If you are trying to access BONNUS from home/ any other place than the university, you need your Uni-ID and the VPN client to connect to the university's Wi-Fi services. How to download and install the VPN Client will be explained further down.

All holdings are arranged according to different subject groups: Our books, journals and electronic resources are listed in the main library's online catalogues such as BONNUS. If the main catalogue is temporarily unavailable, you may also use the HBZ-catalogue, which contains all library holdings across Northrhine-Westfalia and beyond.

May I borrow books?

Yes, more detailed information on borrowing books and the library in general can be found [here](#).

Textbook Collection/ 'Handapparate'

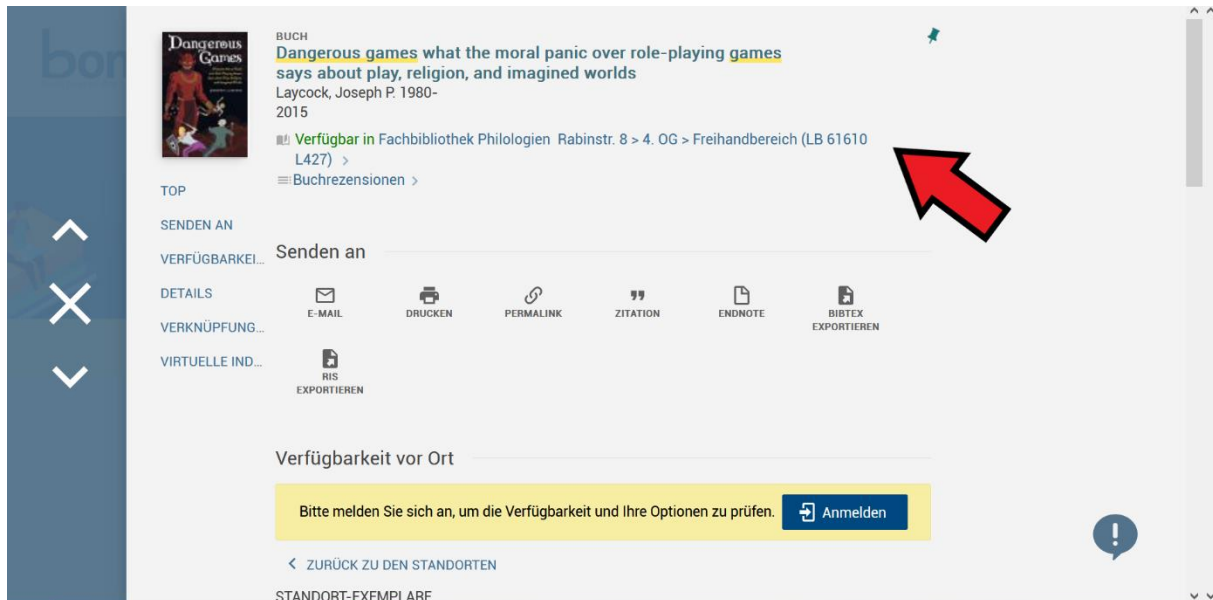
Occasionally, lecturers and members of staff recommend specific books and journals, which usually can be found at the library. Lecturers may also assemble a textbook collection at the main library (ULB, see below). For further details please talk to our librarians.

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:

LB 61610 L427

As an example, if you're looking for the book *Dangerous Games*, you'll find it at Rabinstr. 8 in the 'Freihandbereich' section 'LB'. Now you only need to look for the shelf designation 'LB' and pick the book marked 'LB 61610 L427'.



At the service desk opposite the entrance, you can get a leaflet with a map showing you the location of each section in the library. The staff will also be happy to help you should you have any issues or questions.

How do I use BONNUS?

The library has an extensive guide on how to operate BONNUS, including a FAQ, which you can find [here](#).

1.6 The University of Bonn Language Learning Centre

Sprachlernzentrum der Universität Bonn (SLZ)

If you are enrolled for a regular B.A. degree programme in English Studies (Major) you are — as part of your studies — highly encouraged to take modules beyond your major and minor subject. The Language Centre offer such an opportunity for students. As part of the *Überfachliche Praxisbereich* 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 term are listed online and in our catalogue of courses (BASIS).

The Language Centre 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 B.A.-Überfachliche Praxisbereich der Philosophischen Fakultät

The Faculty of Arts encourages its students to not only focus on their chosen disciplines but to also have a look into further fields of studies across all subjects on offer at The University of Bonn. For that reason, all B.A. programmes not only consist of a major and minor field of studies, but furthermore include the B.A. *Überfachliche Praxisbereich*. The *Überfachliche Praxisbereich* is designed to help students shape their interests besides their respective fields of research and enables them to explore further academic disciplines. In total the *Überfachliche Praxisbereich* comprises 12 ECTS credits of your degree programme.

The modules on offer vary throughout each term but can be generally subdivided into the following categories:

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

Just take a closer look on BASIS to find out more about current modules and options on offer. The *Überfachliche Praxisbereich* is listed as a separate field of studies there. If you have any questions, please check the university's website [here](#).

1.8 Our Catalogue of Courses and Administrative Portal

What is 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.

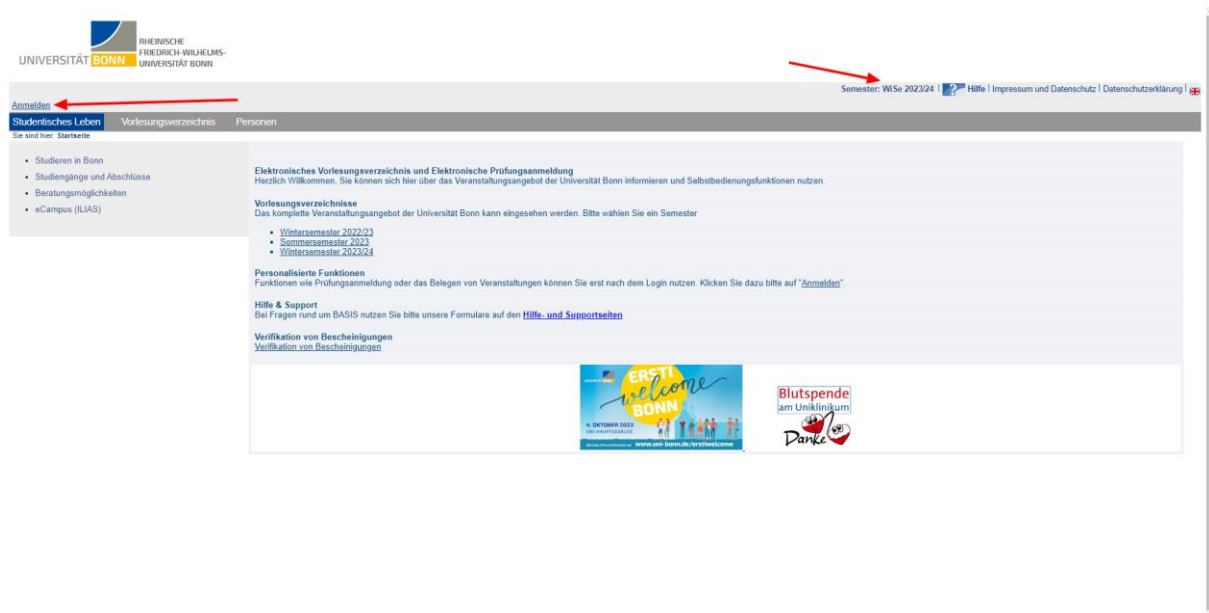
At the beginning of each term, all students are required to choose their courses, lectures and seminars via BASIS. Moreover, the portal offers many additional functions, such as administrative pages and tools to manage your timetable and marks. After your log in you are redirected to an overview of all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

How do I register on 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.

How do I log into 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. Make sure you chose the current term!



The log in screen will look like this:

Startseite Anmelden

Studentisches Leben Vorlesungsverzeichnis Personen

Sie sind hier: Startseite

- Studieren in Bonn
- Studiengänge und Abschlüsse
- Beratungsmöglichkeiten
- eCampus (ILIAS)



Copyright: Volker Lammert / Universität Bonn
[Probleme bei der Anmeldung?](#)

Hinweis zur Anmeldung:
Die Anmeldung zu BASIS ist für Studierende, welche an der Universität Bonn eingeschrieben sind und eine gültige Matrikelnummer besitzen, Bearbeiter, Profier, Lehrende möglich:

Uni-ID / Profier-ID

Passwort

Anmelden

You need to enter your Uni-ID and password.


What you will find upon your log in

Upon logging in, you'll see this:

Funktionen Studentisches Leben Vorlesungsverzeichnis Studienangebot Personen

Sie sind hier: **Startseite**

- Studienverwaltung
- Stundenplan
- Mein Studiengangplan
- Veranstaltungen belegen/abmelden
- Belegte Veranstaltungen
- Belegungsdaten (PDF)
- Prüfungsan- und -abmeldung
- Info über angemeldete Prüfungen
- Notenspiegel



Under *Funktionen* you'll find all information and services relating to your studies.

Studienverwaltung/Managing your Studies: Here you can download certificates of enrolment and check how much the semester fee will be.

Stundenplan/ Course Schedule: Here you can find your time schedule for the term.

Mein Studiengangplan/My Degree Programme curricula: 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.

Veranstaltungen belegen/abmelden/ Registration/Unregistration of Lectures: 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.

Belegte Veranstaltungen/My courses: Here you get a detailed overview of all the classes you applied for. It also includes the classes you have been denied access to.

Belegungsdaten/Registration data (PDF): Here you can download a PDF listing all the courses you've taken so far.

Prüfungsan-und abmeldung/Examination registration and withdrawal: 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 exams.

Info über angemeldete Prüfungen/Information on registered examinations: Here you get an overview of the exams you are registered for. Please note that this section only covers the current academic term. If you have registered a term paper, here you can find the Prüfungsformular you need to hand in with your paper.

Notenspiegel/Transcript of Records: Here you can find and download your transcript of records. This is also where you'll see your grades/if you passed or failed an exam.

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 courses 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.

Note: Courses are part of modules. To be able to take the final exam, you must have *officially and successfully* taken all components of a module! A module may consist of a seminar and an Übung, or a lecture/plenum, tutorial and seminar. For more information, please see the *Modulhandbücher/* module guides or the *Prüfungsordnung/exam* regulations on our website.

Upon clicking *Veranstaltungen belegen/abmelden* you will see the following remark which you have to accept to proceed:

Wichtige Informationen zur Anmeldung. Bitte sorgfältig lesen!

Die An- und Abmeldungen durch Nutzung der Selbstbedienungsfunktionen erfolgen zunächst unter Vorbehalt. Informationen zur verbindlichen Zulassung entnehmen Sie bitte unter der Funktion „Belegte Veranstaltungen“ in Ihrem BASIS-Benutzerkonto.

Sie sind verpflichtet, die ordnungsgemäße Erfassung Ihrer An- oder Abmeldung rechtzeitig durch Einsichtnahme zu kontrollieren. Zu Ihrer eigenen Sicherheit empfehlen wir Ihnen zusätzlich, die abgegebenen Belegwünsche als Liste auszudrucken - Sie erreichen auch diese Funktion über den Menüpunkt „Belegte Veranstaltungen“.

Die für mich geltenden Datenschutzbestimmungen (erhältlich beim zuständigen Prüfungsamt/Prüfungsausschuss) habe ich zur Kenntnis genommen.

Wichtig: Erst wenn Sie diesen Hinweis durch Anklicken des unten stehenden Feldes akzeptiert haben, können Sie mit Ihren gewünschten Aktionen fortfahren. Klicken Sie dazu mit der linken Maustaste auf den "Weiter"-Button und wählen anschließend die entsprechende Karteikarte aus.

Bedingungen akzeptieren

Ich akzeptiere

Weiter

Please accept the terms and conditions and click *Weiter*. You will get an overview listing of all modules on offer.

Next, you have to click on your degree programme.

Veranstaltungen belegen/abmelden

-  **Master of Arts English Lit. and Cultures 2018**
-  **Master of Arts Mittelalterstudien 2018**

[Startseite](#) [Beenden](#)

Click through the dialogue tree until you get a view like this (for you as Erstis, you will see the B.A. English Studies and your other subject).

Veranstaltungen belegen/abmelden

-  **Master of Arts English Lit. and Cultures 2018**
 -  **8990 Leistungspunktekonto (die angegebene Note ist vorläufig. Maßgeblich ist die im Zeugnis ausgewiesene Abschlussnote)**
 -  **8000 Fachkonto (ohne Masterarbeit)**
 -  **3010 Pflichtbereich (5 Module, 46 LP)**
 -  [556103400 Eighteenth- and Nineteenth-Century British Literatures and Cultures](#)
 -  [556103500 Postcolonial Literatures and Cultures](#)
 -  [556103600 British Literatures and Cultures: From the Twentieth Century to the Present](#)
 -  [556103700 The Renaissance in England](#)
 -  [556103800 Professional Training](#)
 -  **3020 Wahlpflichtbereich 1 (1 Modul, 10 LP)**
 -  **3021 Wahlpflichtbereich 2 (3 Modul, 30 LP)**
 -  **3030 Kolloquium (1 Modul, 4 LP)**
-  **Master of Arts Mittelalterstudien 2018**

[Startseite](#) [Beenden](#)

If you click on the title of a module, it will show you all the courses that are part of the module:

Veranstaltungen belegen/abmelden

- Master of Arts English Lit. and Cultures 2018
 - 8990 Leistungspunktekonto (die angegebene Note ist vorläufig. Maßgeblich ist die im Zeugnis ausgewiesene Abschlussnote)
 - 8000 Fachkonto (ohne Masterarbeit)
 - 3010 Pflichtbereich (5 Module, 46 LP)
 - 556103400 Eighteenth- and Nineteenth-Century British Literatures and Cultures
 - 556103500 Postcolonial Literatures and Cultures
 - 556103600 British Literatures and Cultures: From the Twentieth Century to the Present
 - 556103700 The Renaissance in England
 - 556103701 Seminar
 - 556003701 The Renaissance in England - Seminar - Seminar (SoSe 2021)
 - 556103702 Übung
 - 556003702 The Renaissance in England - Übung - Übung (SoSe 2021)
 - 556103800 Professional Training
 - 3020 Wahlpflichtbereich 1 (1 Modul, 10 LP)
 - 3021 Wahlpflichtbereich 2 (3 Modul, 30 LP)
 - 3030 Kolloquium (1 Modul, 4 LP)
- Master of Arts Mittelalterstudien 2018

For example, the module *The Renaissance in England*, which is part of the M.A. English Literatures and Cultures, consists of a *seminar* and an *Übung*. Please keep in mind that you have to sign up for all components of a module to be eligible to take the final exam at the end of term.

Now, to register/deregister for a course, click on the little door icon:

Veranstaltungen belegen/abmelden

- Master of Arts English Lit. and Cultures 2018
 - 8990 Leistungspunktekonto (die angegebene Note ist vorläufig. Maßgeblich ist die im Zeugnis ausgewiesene Abschlussnote)
 - 8000 Fachkonto (ohne Masterarbeit)
 - 3010 Pflichtbereich (5 Module, 46 LP)
 - 556103400 Eighteenth- and Nineteenth-Century British Literatures and Cultures
 - 556103500 Postcolonial Literatures and Cultures
 - 556103600 British Literatures and Cultures: From the Twentieth Century to the Present
 - 556103700 The Renaissance in England
 - 556103800 Professional Training
 - 3020 Wahlpflichtbereich 1 (1 Modul, 10 LP)
 - 3021 Wahlpflichtbereich 2 (3 Modul, 30 LP)
 - 3030 Kolloquium (1 Modul, 4 LP)
- Master of Arts Mittelalterstudien 2018

Startseite Beenden

For each individual class we try to offer various time slots throughout the week. To make sure you receive a place in at least one of such groups, we highly recommend choosing as many priorities as possible. Afterwards continue with *anmelden*.

Modulplätze beantragen oder abmelden

556103700 The Renaissance in England
Bitte treffen Sie für jeden belegpflichtigen Veranstaltungstyp eine Auswahl. Vergeben Sie bitte nach Möglichkeit mehrere Prioritäten.

Lehrangebot für 556103701 Seminar
556003701 - The Renaissance in England - Seminar - Seminar - Baumann, Uwe - Do von 14:00 bis 16:00 (SoSe 2021)

abmelden Priorität: 1

Lehrangebot für 556103702 Übung
556003702 - The Renaissance in England - Übung - Übung - Baumann, Uwe - Do von 16:00 bis 18:00 (SoSe 2021)

abmelden Priorität: 1

Note: Before you continue booking places for the rest of your modules, please check that you have applied for all components of each module. Please also keep in mind that some advanced and intensive modules have the Introduction and Issues courses as requirements.

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

Once the official registration period is over, our university server will allocate you a seat in one of your priorities. To see your final timetable, click on the *Stundenplan* button you see in the dropdown menu on the left. Classes marked with “ZU” are classes you were accepted to.

icht

Plan speichern Liste: → kurz → lang Plan: → kurz → lang Druckversik

Blockveranstaltung 14-tägige Veranstaltung

Mittwoch	Donnerstag	Freitag
----------	------------	---------

5560060 Seminar on Methods	ZU	B	Information	
----------------------------	----	---	-------------	--

If you did not receive a spot in any of your classes, get in touch with the coordination team.

How do I register for exams and/or term papers?

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 term your participation needs to be 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 term within the official exam registration period (*Prüfungsanmeldephase*). For specific dates please check the 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. During the *Prüfungsanmeldephase*, you can 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 not possible to deregister once you submit your application without valid reason.

To register for exams, choose *Prüfungsan- und -abmeldung*.

- Studienverwaltung
- Stundenplan
- Mein Studiengangplan
- Veranstaltungen belegen/abmelden
- Belegte Veranstaltungen
- Belegungsdaten (PDF)
- Prüfungsan- und -abmeldung
- Info über angemeldete Prüfungen
- Notenspiegel



Accept the terms and conditions and click on *Weiter*.

**Wichtige Informationen zur Prüfungsan- und -abmeldung.
Bitte sorgfältig lesen!**

Die An- und Abmeldungen durch Nutzung der Selbstbedienungsfunktionen erfolgt zunächst unter Vorbehalt.

An- und Abmeldungen werden erst mit der elektronischen Bekanntgabe (einzusehen unter "Info über angemeldete Prüfungen" auf basis.uni-bonn.de) oder mit Aushang der Zulassungs- bzw. Kontrolllisten verbindlich. Die Listen werden nach Ende des Anmeldezeitraums ausgehängt.

Bitte informieren Sie sich unbedingt beim zuständigen Prüfungsamt/Studiendekanat über das für Sie gültige Kontrollverfahren.

Sie sind verpflichtet, abhängig von dem für Sie gültigen Verfahren, die ordnungsgemäße Erfassung Ihrer An- oder Abmeldung rechtzeitig online oder durch Einsichtnahme in die Zulassungslisten zu kontrollieren. Setzen Sie sich bei Unstimmigkeiten bitte sofort mit dem zuständigen Prüfungsamt/Studiendekanat in Verbindung.

Achtung:
Bitte beachten Sie die jeweiligen verbindlichen Regelungen in der Prüfungsordnung Ihres Studiengangs, weiterführende Links und Informationen erhalten Sie im Bereich Hilfe.

Die für mich geltenden Datenschutzbestimmungen (erhältlich beim zuständigen Prüfungsamt/Prüfungsausschuss) habe ich zur Kenntnis genommen.

Wichtig: Durch Anklicken des Feldes "Weiter" bestätigen Sie, daß Sie diese Hinweise gelesen und akzeptiert haben. Anschließend können Sie mit Ihren gewünschten Aktionen fortfahren. Klicken Sie dazu mit der linken Maustaste auf den "Weiter"-Button und wählen anschließend die entsprechende Karteikarte aus.

Bedingungen akzeptieren

Ich akzeptiere

Weiter

The next step is to choose your degree programme. Click on it.

Prüfungsan- und -abmeldung

Bitte wählen Sie die an- oder abzumeldende Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf die Bezeichnungen.

- 📁 Master of Arts Dependency&Slavery Stud. 2020
- 📁 Master of Arts English Lit. and Cultures 2018

Then you'll get a dialogue tree that looks something like this:

Prüfungsan- und -abmeldung

Bitte wählen Sie die an- oder abzumeldende Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf die Bezeichnungen.

- 📁 Master of Arts Dependency&Slavery Stud. 2020
- 📁 Master of Arts English Lit. and Cultures 2018
 - 📁 8990 Leistungspunktekonto (die angegebene Note ist vorläufig. Maßgeblich ist die im Zeugnis ausgewiesene Abschlussnote)
 - 📁 8000 Fachkonto (ohne Masterarbeit)
 - 📁 3010 Pflichtbereich (5 Module, 46 LP)
 - 📁 3020 Wahlpflichtbereich 1 (1 Modul, 10 LP)
 - 📁 3021 Wahlpflichtbereich 2 (3 Modul, 30 LP)
 - 📁 3030 Kolloquium (1 Modul, 4 LP)

Click through the dialogue:

Prüfungsan- und -abmeldung

Bitte wählen Sie die an- oder abzumeldende Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf die Bezeichnungen.

- 📁 Master of Arts Dependency&Slavery Stud. 2020
- 📁 Master of Arts English Lit. and Cultures 2018
 - Ⓚ 8990 Leistungspunktekonto (die angegebene Note ist vorläufig. Maßgeblich ist die im Zeugnis ausgewiesene Abschlussnote)
 - Ⓚ 8000 Fachkonto (ohne Masterarbeit)
 - Ⓚ 3010 Pflichtbereich (5 Module, 46 LP)
 - 📄 556103400 Eighteenth- and Nineteenth-Century British Literatures and Cultures
 - 📄 556103500 Postcolonial Literatures and Cultures
 - 556103501 Seminar
 - 556103502 Übung
 - 🔥 556103599 Postcolonial Literatures and Cultures, Abschlussprüfung
 - 📄 556103600 British Literatures and Cultures: From the Twentieth Century to the Present
 - 📄 556103700 The Renaissance in England
 - 📄 556103800 Professional Training
 - Ⓚ 3020 Wahlpflichtbereich 1 (1 Modul, 10 LP)
 - Ⓚ 3021 Wahlpflichtbereich 2 (3 Modul, 30 LP)
 - Ⓚ 3030 Kolloquium (1 Modul, 4 LP)

As shown in this example, under *Pflichtbereich* there are several modules listed. Here *Postcolonial Literatures and Cultures*, was selected. To sign up, one would need to click the icon left to *Postcolonial Literatures and Cultures, Abschlussprüfung*. While this is an example from the English Literatures and Cultures master programme, the principle is the same for the Bachelor.

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 email to your university's email account. This email officially confirms your registration. Please print it out/take a screen shot 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.

Regarding withdrawing from term papers, portfolios etc., the Examination Office states the following:

“Withdrawal from **essays and course-related exam formats** (project work, presentations, reports, internships, or portfolios) is not possible without stating reasons after registration and

topic assignment. **In these cases, you can only withdraw subsequently for “valid reasons,” especially due to illness-related inability to take the exam. The withdrawal must be credibly reported to the Examination Office immediately within three days in writing.** For proof of illness-related inability to take the exam, a medical certificate must be provided. In addition, these withdrawal requests must include the following information: matriculation number, module, form of exam, and the examiner(s). If the Examination Committee accepts the evidence for withdrawal due to illness or other 'valid reasons,' the exam attempt is considered not taken. **Please note that when withdrawing from a term paper, you must use a new topic if you register for a new attempt.”**

To withdraw from a BA or MA thesis, the Examination Office states the following:

“Withdrawal from a **registered Bachelor's or Master's thesis** is possible as follows: The topic of the thesis can only be returned once and only within the first month (Bachelor) or the first two months (Master) after it has been issued. This does not count as a failed attempt. The topic subsequently issued when re-registering for the thesis must differ substantially in content from the original one.”

More information about withdrawing from exams, term papers, or theses can be found [here](#).

Do I need any proof of registration?

Yes, you do. Once you are registered for your exams, please save the confirming PDF-file and have it ready to show (printed or on your phone).

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 it. You'll get something like this:



Now you click on the small INFO button right next to your degree programme as seen above.

Then, you'll get an overview of the following:

The screenshot shows a page titled "Prüfungen". At the top, there is a table with five columns: "zugelassen", "Prüfungsnr.", "Prüfungstext", "Prüfer/-in", and "2. Prüfer/-in". Below the table, there is a note: "P=Pflichtanmeldung - kein Rücktritt von der Prüfungsanmeldung möglich." Below the note, there are four blue links, each preceded by a PDF icon: "Info über angemeldete Prüfungen", "Prüfungsformular für Hausarbeiten", "Vereinbarung über Angeleitetes Selbststudium", and "Prüfungsformular schriftliche Arbeiten ohne Hausarbeit". At the bottom left, there is a button labeled "Auswahlseite".

You can now download an official PDF file stating for which exams you are registered (*Info über angemeldete Prüfungen*). Occasionally, our IT services do not run as smoothly as they are

supposed to, and electronic registrations fail. Therefore, please download / print the 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. You will also find the form you need to hand in together with your term paper here (*Prüfungsformular für Hausarbeiten*).

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 re-sit is unavoidable.

What is eCampus?

eCampus is the central teaching and learning platform of the University of Bonn. You will find learning content, information and eLearning offers of the faculties and institutions in the following repository categories. Here, lecturers upload course material and may set up exercises and tests. It is also a useful way for lecturers to send emails to the entire class.

Note: Please check your emails via your university mail account, and not via your eCampus account! While eMails sent to you via eCampus are also sent to your university mail, eMails sent via the mail system are not sent to your eCampus account!

1.9 Compensation for Disadvantages

Individual compensation for disadvantages is not a preferential treatment but a contribution to inclusion and equal opportunities. Students with disabilities/chronic illnesses and women on maternity leave have the right to compensation for disadvantages, as stipulated in all examination regulations in force at the Faculty of Arts.

More information can be found [here](#).

1.10 Faculty of Arts

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 Archaeology and Cultural Anthropology:

Studies Coordinator: Sascha Sistenich/ Claudia Widow

Custodian Duties: Susanne Roscher

Department of German Studies, Comparative Literatures and Cultures:

Studies Coordinator: Christine Lafos

Custodian Duties: Morten Bierganns

Department of History:

Studies Coordinator: Matthias Koch

Custodian Duties: Simon Ebert

Department of Classic and Roman Philology:

Studies coordinator: Anne Real

Department of Eastern and Asian Studies:

Studies coordinator: Trang-Dai Vu

Custodian duties: Gabriele Reifenrath

Department of Philosophy:

Studies coordinator: Andrea Wilke

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: Erika Linz

Department of History of Arts:

Studies coordinator: Hilja Drose

1.11 Clubs and Societies

Extracurricular Activities

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.

Bonn Speculative Fiction Group (BSFG):

The Bonn Speculative Fiction Group (BSFG) was formed on April 9, 2019, by lecturer Marthe-Siobhan Hecke. It now has more than 70 members from various departments and universities. The meetings take place once a month, books are announced via email and the blog. During the pandemic, they meet using their very own Discord Server and its voice chat!

Books will be selected by Marthe-Siobhan Hecke (M.A., M.Ed.), a ravenous reader of unhealthy amounts of books and an enthusiastic PhD student and lecturer at the Department of English, American and Celtic Studies at the University of Bonn. She would love to introduce you to some old and new speculative fiction, such as fantasy, sci-fi, utopian or dystopian literature — literature that does things differently. Discussions will take place via Discord & at the meetings — in English.

Creative Writing Society:

No more writing blocks! Meet fellow writers, exchange ideas and get inspired at our meetings, workshops and events. We are a group of writers (students from various faculties and non-students) who get together twice a month on Thursday in order to write, discuss, present and give feedback. Additionally, we organize workshops and story-telling events to share our creative passion.

If you are interested follow us on Instagram @creativewritingsocietybonn where all information is shared.

(re)searching voices:

(re)searching voices is a lecture series by students, for students. Our aim is to provide a space for students to share their research, talk about topics they're passionately interested in, connect with others, and practice their presentation skills all in a relaxed atmosphere free from judgement or pressure. For more information or to be added to our mailing list, please email researching.voices@uni-bonn.de or follow us on Instagram: @researchingvoices.

2. Our Degree Programmes

Our department offers a diverse number of B.A. and M.A. degree programmes:

- B.A. English Studies (Major)
- B.A. English Studies (Minor)
- B.A. English Studies (Double Major)
- B.A. Teaching Degree in English
- B.A. Celtic Studies (Minor)
- M.A. Applied Linguistics
- M.A. English Literatures and Cultures
- M.A. North American Studies
- M.Ed. Teaching Degree

2.1 B.A. English Studies (Major)

The programme English Studies covers linguistics as well as literary and cultural studies. The first couple of terms provide students with a detailed overview of all relevant areas and aim to introduce fundamental concepts, ideas and methods for further research in subsequent terms. Generally speaking, the programme focusses on Modern Anglophone Literatures and Cultures, North American Studies, Medieval Studies, English Linguistics and 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 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 eCampus. New students are admitted to the programme every winter term in September. Classes begin in October.

Curriculum for the B.A. English Studies (Major)

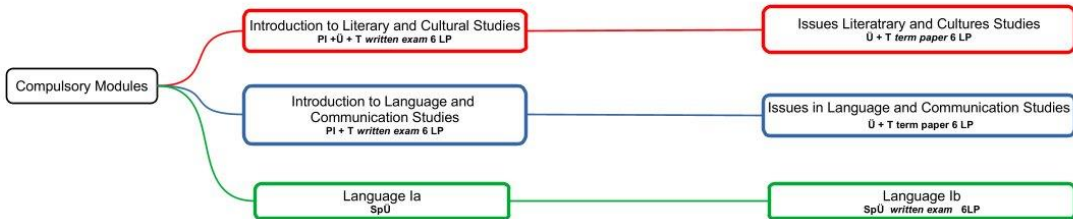
The *Verlaufsplan*/module guide shows you a possible course of study. However, you do not need to follow this recommendation to the letter. If it is congruent with exam regulations, you can choose whatever courses you want.

Note: Find out more about your programme and its different lectures, seminars, and tutorials online (BASIS) and on our department's website.

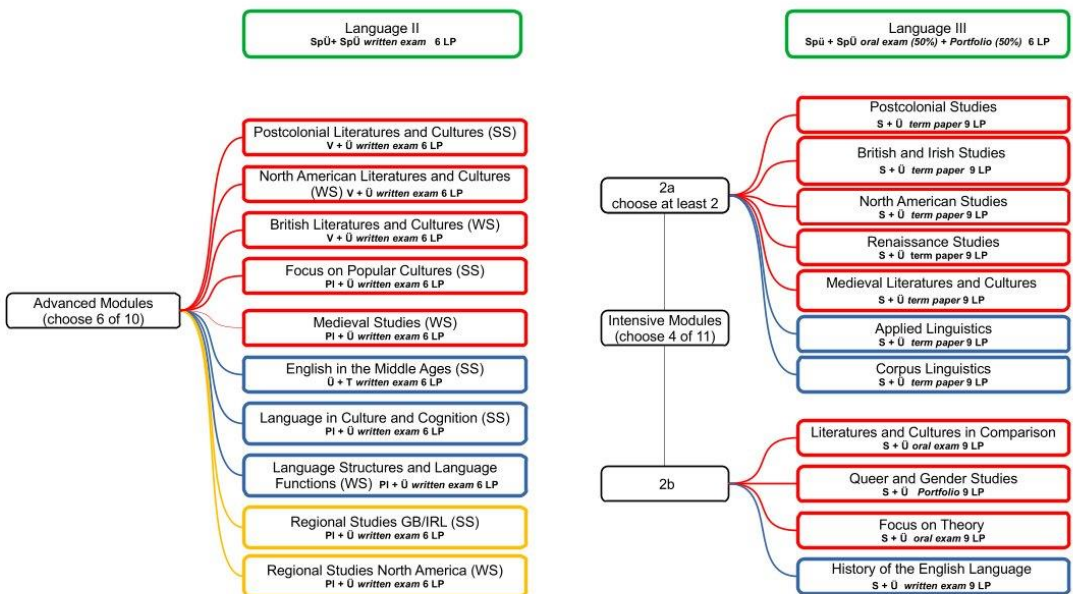
BA English Studies Major (PO 2018/19)



First Year



Advanced and Intensive Modules (2nd & 3rd year)



Professional Development Module: Anytime from First to Third Year
Unbenotet 6 LP

BA Colloquium
Unbenotet

BA Thesis
12 LP

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

2.2 B.A. English Studies (Minor)

Our department offers a specific degree programme for students to take English Studies as a minor subject along with their regular degree programme. The minor includes introductory modules for Linguistics, Literary and Cultural Studies and, in subsequent terms, students will choose from our first- and second-year seminars.

Curriculum for the B.A. English Studies (Minor)

The *Verlaufsplan*/module guide shows you a possible course of study. However, you do not need to follow this recommendation to the letter. If it is congruent with exam regulations, you can choose whatever courses you want.

Note: Find out more about your programme and its different lectures, seminars, and tutorials online (BASIS) and on our department's website.

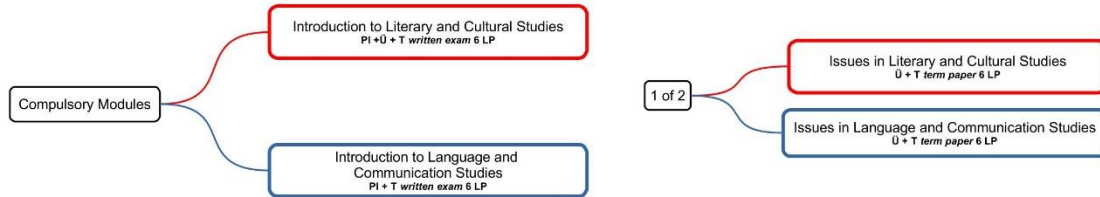
BA English Studies Minor (PO 2018/19)

Literary and Cultural Studies

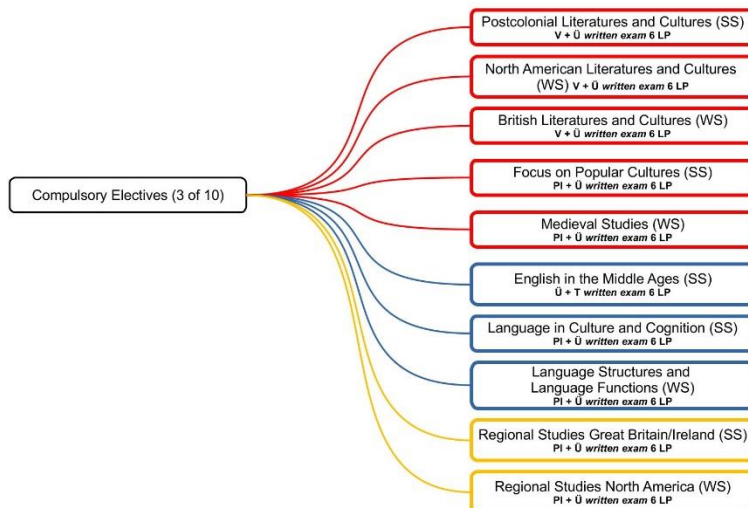
Language and Communication Studies

Regional Studies

First Year



Advanced Modules (2nd year)



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

2.3 B.A. English Studies (Double Major)

Apart from the B.A. English Studies Major programme, you can also study two different subjects alongside each other as part of a Double-Major Degree programme.

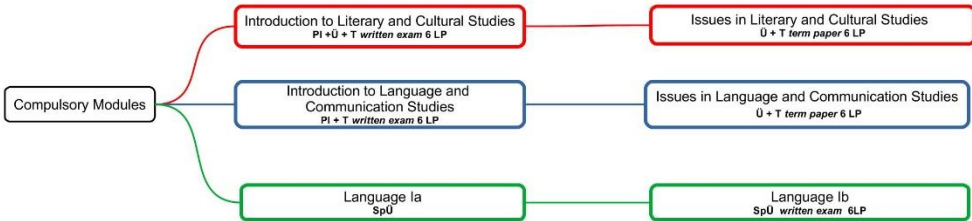
Similar to our Teaching Degree programme, students aiming for a double major degree focus on two different subjects in greater detail and receive a joint major degree for both disciplines. Throughout their studies, students receive an equivalent number of credits for both subjects, thus the programme itself is very similar to the one for students majoring in English Studies.

Curriculum for the B.A. English Studies (Double Major)

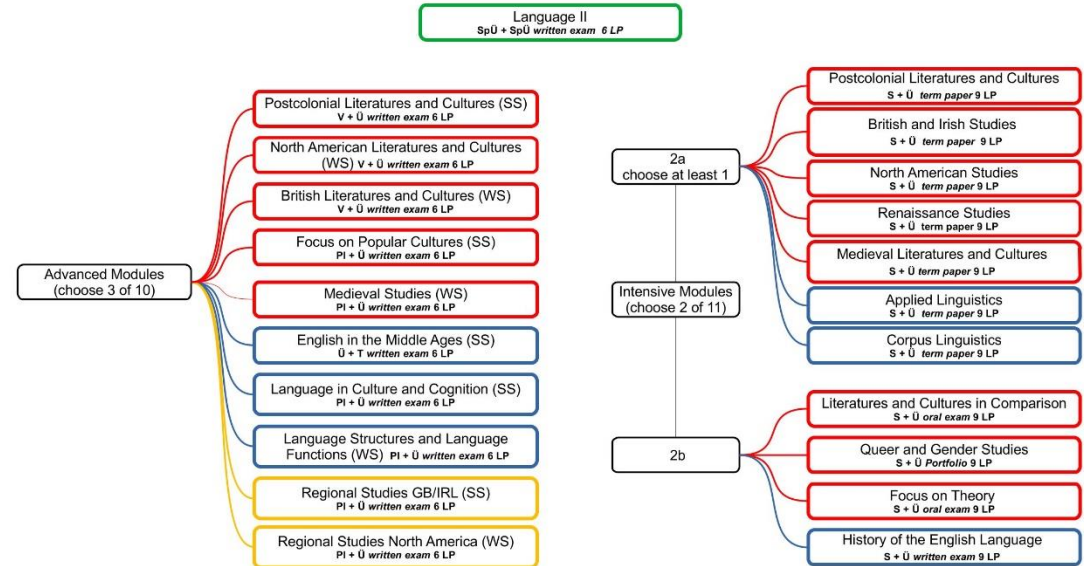
The *Verlaufsplán*/module guide shows you a possible course of study. However, you do not need to follow this recommendation to the letter. If it is congruent with exam regulations, you can choose whatever courses you want.

Note: Find out more about your programme and its different lectures, seminars, and tutorials online (BASIS) and on our department's website.

BA English Studies 2-Fach (PO 2018/19)



Advanced and Intensive Modules (2nd & 3rd year)



Professional Development Module: Anytime from First to Third Year
Unbenotet 6 LP

BA Colloquium (either in English Studies or the other major subject)
Unbenotet

BA Thesis (either in English Studies or the other major subject)
12 LP

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 (Teaching Degree)

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 enrol for an additional subject as well as specific educational modules (Bildungswissenschaften). Within the University of Bonn there is a teaching centre which organises all modules dealing with educational topics, the Bonner Zentrum für Lehrerbildung (BZL).

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 B.A. English Studies (Teaching Degree)

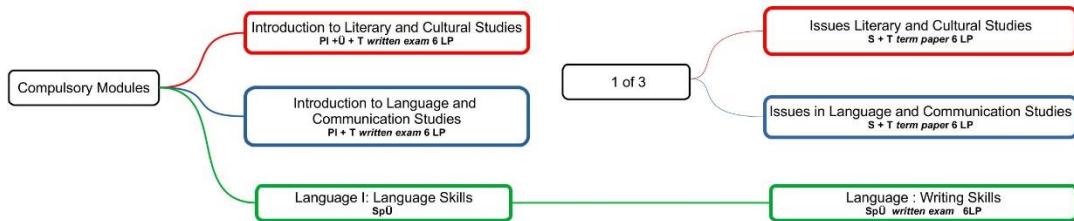
The *Verlaufsplán*/module guide shows you a possible course of study. However, you do not need to follow this recommendation to the letter. If it is congruent with exam regulations, you can choose whatever courses you want.

Note: Find out more about your programme and its different lectures, seminars, and tutorials online (BASIS) and on our department's website.

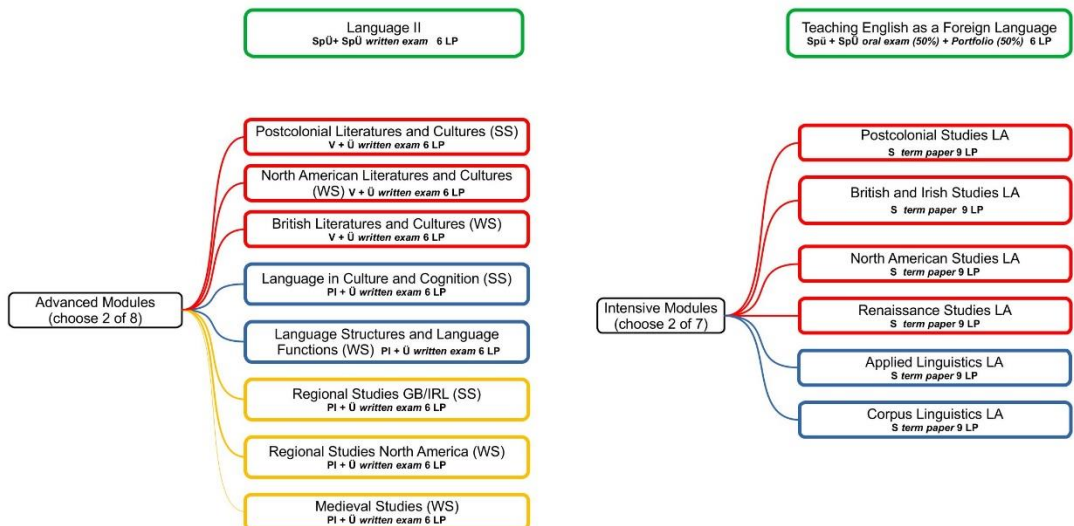
BA Lehramt English Studies (PO 2022/23)



First Year



Advanced and Intensive Modules (2nd & 3rd year)



Semester Abroad
Unbenotet 3 LP

BA Thesis – either in English or your other subject
12 LP

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

2.5 B.A. Celtic Studies (Minor)

Celtic Studies is offered as a minor subject that may be elected in conjunction with English Studies. The programme provides an introduction to the histories and cultures of Celtic peoples and their contemporaries throughout Europe from the Iron Age to the Middle Ages. The main focus, however, are the modern Celtic languages which may be studied for at least one, and up to two years. Students gain insights into the cultural and historical background, as well as the political environment of the modern language they choose. At the moment both Welsh and Irish are offered alternating every year. Instead of continuing the modern language for a second year, students can choose to take up one of the medieval varieties of the languages. This offers unique insights into the development of the languages and their historical place within the wider frame of Europe and illustrates the subject's continuity from the Middle Ages to the present-day, which is one of the strengths of this programme.

The Celtic Studies section was originally founded in 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 the University of Bonn. Classes are usually held in German. To find out more, please contact the lecturers directly.

Dr. Gisbert Hemprich

Raum 2.024

Rabinstraße 8-10

53111 Bonn

Phone: 0228 73-7693

Email: [g.hemprich \[at\] uni-bonn.de](mailto:g.hemprich@uni-bonn.de)

Dr. Irene Balles

Raum 2.024

Rabinstraße 8-10

53111 Bonn

Phone: 0228 73-5824

Email: [i.balles \[at\] uni-bonn.de](mailto:i.balles@uni-bonn.de)

Prof. Dr. Elena Parina

Raum 2.018

Rabinstraße 8-10

53111 Bonn

Phone: 0228 73-3913

Email: eparina@uni-bonn.de

2.6 M.A. Applied Linguistics

Our two-year M.A. 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 term. For further information please visit our website or have a look at our leaflet.

2.7 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
- Anglophone Media and Popular Cultures

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 taught exclusively in English. Our M.A. 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.

2.8 M.A. North American Studies

Our M.A. in North American Studies — a two-year research-oriented programme — 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 programme 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. programme 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. 9 M.Ed. Teaching Degree English

Our M.Ed. Teaching Degree Programme is designed for graduates, who already obtained a B.A. degree in teaching, either from the University of Bonn 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 M.Ed. degree contains several 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 term (*Praxissemester*) at school and a three month stay abroad (which can also take place during the B.A.) to prepare our students for their future positions as language teachers in secondary education.

3. Important Addresses, Offices and Contacts at the University of Bonn

3.1 Universitäts-und Landesbibliothek Bonn (ULB)

Address:	Opening Times	Website and Phone
Adenauerallee 39-41 53113 Bonn	Mon. - Sun.: 8 am to midnight	Website: https://www.ulb.uni-bonn.de/en/home-usl?set_language=en
Science, IT and medicine: Abteilungsbibliothek MNL Nussallee 15a 53115 Bonn / Poppelsdorf	Mon. – Sun.: 10 am to midnight	Phone: 0228 73-7525

The University of Bonn has a central library offering services for all students, regardless of their field of study. In general, all libraries are administrated by our main library (ULB) and all holdings (books, periodicals, journals, and electronic sources) 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 (on how to download the VPN, see [here](#)).

You can access all electronic resources from the university's computer terminals. You can also check your personal library account for due dates of books you have checked out.

The main library is divided into two different branches, one focusing on the humanities and social sciences, and one primarily holding books with medicine, natural sciences, IT, and agricultural sciences.

Unlike the philology library of which our library is a part of, 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 several 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 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 at the library. Feel free to ask the librarians if you have any further questions.

ULB classification system:

All 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 department libraries or in the central library. The most essential part on finding your way to a certain book is the shelf mark, which tells you its exact location.

Useful terms:

Ausleihbar/available: The book you are looking for is not checked out.

Entliehen/checked out: The book you are looking for is checked out.

Vormerken/reserve: This book is currently checked out. Click this to make sure you receive a notification once it is available again.

Bestellbar/available to order: These items are not nor available in the open stack area, either because they are very valuable or rare. Some holdings might not be checked out and can be ordered to and used in the reading room.

Nicht ausleihbar/not available: Books labelled *nicht ausleihbar* have to remain in the library because they are used for general research for all students. Feel free to use them in the library.

How to get your library card:

On the ground floor the customer service desks are on the left. Here you can get your library card, return or renew books, and check out new ones. In order to register for the library, you just show your Uni-ID and a valid passport. If you have any questions regarding the library, our staff is more than happy to help you.

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

IT service desks:

You will find the IT section opposite of the customer service desks. You can access all catalogues, printing facilities, and electronic library services there. Please be advised that Internet access is limited. 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 other library catalogues serving different purposes. Details regarding those and how to use them can be found in the ULB leaflet *Quick&Easy*, which you can find at 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 books is their specific shelf marks which are listed in all online catalogues.

The entrance to the open stack collection 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 find your way.

Textbook Collections/'Lehrbuchsammlung':

If you are looking for introductory literature and common reference books that are frequently use in your field of research, it is likely that you will find a number of copies in the textbook collection. These textbook collections are exclusively available for students of the University of Bonn and cannot be checked out by external users. The textbook collection is located in the

same basement as the open stack collection. Books are 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.

Links:

ULB catalogues

<https://www.ulb.uni-bonn.de>

HBZ catalogue

<https://www.hbz-nrw.de>

3.2 The IT Service of the University of Bonn

Hochschulrechenzentrum (HRZ) der Universität Bonn

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

The HRZ is located close to the city centre on the Poppelsdorf campus. It is within walking distance of Bonn's main railway station, the university buildings in the city centre and is well connected by public transport. The address is:

Hochschulrechenzentrum

Wegelerstr. 6.

53115 Bonn

IT-Helpdesk:

The IT Helpdesk is located in the HRZ Plaza on the ground floor (room 0.008a). If you enter the building through the main entrance, you will walk towards a corridor at the end of which is the Plaza.

The helpdesk team will provide you with information and advice on most of the HRZ services.

Offices:

The offices of most staff members are located on floors 0 to 3.

You can reach the offices on the upper floors via two staircases or the lifts.

If you would like to visit a member of staff in person, please contact them in advance. Please refrain from spontaneous visits unless explicitly stated. For example, you may drop by the coordination team's office during office hours without needing to sign up for a slot in advance.

Opening Hours:

The building is open between 8am and 6pm. Please note that this does not represent the general availability of all staff or the helpdesk.

Support and Consultation:

Do you have questions or are you looking for advice? An IT problem has occurred, and you don't know what to do? Then we'll be happy to help you: Our IT helpdesk will answer all your questions about the services of the University Computer Centre. You can reach us via the [support form](#), by phone or in person at Wegelerstraße 6.

Uni-ID:

The central user ID, also called Uni-ID, is the access to a variety of IT services of the university and is provided by us for service- or study-related activities. 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 (and after having paid the semester fee) students receive an ID and password along with their ID card (which is also their public transport ticket). This ID provides access to all IT services, except our library services for which a valid library card is needed. Members of staff likewise receive a Uni-ID.

NB: New Ticket via App

As of the summer term 2024, you will now receive your ticket as a QR-code via the University App. You can download the app on your phone's respective app store.

After receiving your Uni-ID, the first thing you must do is activate it online. When activating your Uni-ID, we recommend that you enter a private email address so that you can reset your password online at any time! You can do that [here](#).

VPN and Wi-Fi Access:

Across campus and in all university buildings students and members of staff may connect their devices to our Wi-Fi services bonnet or eduroam. In order to do so, a specific VNP-Client,

provided by the HRZ, is needed. This software is exclusively available to the University of Bonn 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 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 databases and services, both on campus and from off-campus locations. Most university buildings and departments are covered by our Wi-Fi services.

You can download the VPN [here](#). On this website you'll also find information on how to install the VPN.

You can find more information on all of the topics addressed here, and more on the following websites: <https://www.hrz.uni-bonn.de/en/all-services>, and <https://www.hrz.uni-bonn.de/en/all-services/internet-network-access/wifi-eduroam>.

3.3 Teaching Centre

Bonn Centrum für Lehrerbildung

Address:

Bonner Zentrum für Lehrerbildung
(BZL)
Poppelsdorfer Allee 15
D-53115 Bonn

<https://www.bzl.uni-bonn.de>

bzl@uni-bonn.de

School Office:

Mrs. Anne Wibbe
0228 73.
60050

Student Representatives for

Teaching Degree students:

<https://www.fslehramt.uni-bonn.de/>

The University of Bonn 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 term 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)

Address:	Opening Hours:	Office Phone & Email:
AStA der Uni Bonn	Mon. – Fri. 10am – 3pm	Phone 0228 73- 7030
Endenicher Allee 19 (Container)	Mon. – Thu. 12.00 – 2pm	info@asta.uni-bonn.de
53115 Bonn	Fri. 12.00 - 1.45 pm	https://www.asta-bonn.de/

Besides our academic coordinators, professors, lecturers, and academic members of staff, all students officially enrolled at the University of Bonn 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 Help Desk, housing information, and a stationary shop at the Mensa Poppelsdorf. 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)

Address:	Office Phone and e-Mail:
Studierendenwerk Bonn	Phone: 0228 73 – 7163
Anstalt des öffentlichen Rechts	Email:
Lennéstraße 3	info@studierendenwerk-
53113 Bonn	bonn.de

The *Studierendenwerk* is your first address for all non-academic issues and problems you might face whilst studying at the University of Bonn. From cafeterias and dining halls to questions regarding your health, finances (*BaFöG*) and housing, our colleagues at the *Studierendenwerk* 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.

Housing Services Website:

<https://www.studierendenwerk-bonn.de/wohnen>

Detailed information on flats and rooms:

<https://www.studierendenwerk-bonn.de/wohnen/unsere-wohnheime>

3.6 Dining Halls and Cafés

Dining Halls:

Our two main dining halls are located at the Hofgarten and on Endenicher Allee in Poppelsdorf. You can use both.

It is always worth checking out the menu in both dining halls — most of the time they have different dishes on offer. The prices for the dishes may vary (4€ max. per dish). You can either mix and match your sides and pay for each side individually 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 for the dining halls, as well as the menu plans, can be found [here](#).

You may want to obtain a MensaCard as you save 3% for each top up and the dining halls have gone cashless. The Mensa Card is available for a deposit of 5.00 Euro and proof of your status as a student or employee at all canteens of the *Studierendenwerk*.

Cafés:

Our university has several cafés where you may spend your free time or read books while enjoying a coffee or snack. The closest café to our department is at the ground floor at Rabinstr. 8. There are many other cafés, and even food trucks around the campus. For more information please see [here](#).

Of course, Bonn offers many more cafés where you may spend your free time. Just have a closer look around in the city centre!

3.7 Important Addresses—An Overview

Mensa Hofgarten:

Regina-Pacis-Weg

53113 Bonn

Examination Office for Faculty of Arts Students

Prüfungsamt der Philosophischen Fakultät

Am Hof 1

53113 Bonn

<https://www.philfak.uni-bonn.de/de/studium/pruefungsamt>

Registration Office:

Studierendensekretariat

Poppelsdorfer Allee 49

53115 Bonn

<https://www.uni-bonn.de/de/studium/beratung-und-service/studierendensekretariat/studierendensekretariat>

Psychotherapy Counseling Service (StWB):

Psychotherapeutische Beratung

Lennestraße 24

53113 Bonn

pbs@studentenwerk-bonn.de

www.studentenwerk-bonn.de

IT Service Department:

Hochschulrechenzentrum (HRZ):

Wegelerstraße 6

53115 Bonn

www.hrz.uni-bonn.de

info-hrz@uni-bonn.de

Mensa Poppelsdorf:

Endenicher Allee 19

53115 Bonn

International Office and International Club:

Dezernat für Internationale Angelegenheiten

Poppelsdorfer Allee 53

53115 Bonn

auslandsstudium@uni-bonn.de

www.internationales.uni-bonn.de

Student Union (AStA)

Allgemeiner Studierendenausschuss

Endenicher Allee 17

53115 Bonn

info@asta.uni-bonn.de

www.asta-bonn.de

Teaching Centre for BA and MEd Students

Bonner Zentrum für Lehrerbildung

Poppelsdorfer Allee 15

53115 Bonn

bzl@uni-bonn.de

www.lehramt.uni-bonn.de

Bonn University Sports Office

Hochschulsport

Römerstraße 164

53117 Bonn

hochschulsport@uni-bonn.de

www.sport.uni-bonn.de

4. European Exchange Programme ERASMUS+

ERASMUS+ Programm des Instituts für Anglistik, Amerikanistik and 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 term 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 IAAK holds partnerships with a number of universities and colleges across Europe. For our regular B.A. and M.A. students, a stay abroad is not obligatory but strongly recommended. 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 ERASMUS+ Programme of the IAAK offers:

- Scholarships for 1 or 2 terms
- 21 partner 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.

Note: 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!

Grant:

- Scholarships for one or two terms
- 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 term or for one full Academic Year (WS and SS)
- 3rd (WS) or 4th term (SS): You can do Language II and III in your 3rd year
- 5th (WS) or 6th term (SS): you can do Language II and Language III in your 2nd year and write your B.A. thesis abroad
- B.A. thesis abroad: You can write your B.A. 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 M.A. 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).

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

What are the 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

Note: 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.

Note: An extension of the Erasmus+ study period is difficult. Only winter term students can occasionally apply for an extension.

Czech Republic:

Universi of instruction: English (and Czech)

Charles Université 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

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 Safarik University in Kosice

Spain:

Language of instruction: Spanish
Universidad de Cadiz
Universidad de Oviedo

Holland:

Language of instruction: English
Universiteit Leiden

4.2 Outgoing Students

Note: Depending on the university, Erasmus+ documents might be labelled 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 term, this time will already be covered by the Erasmus+ scholarship.

Exception: You can apply for a cost-free EILC language course in your host county; EILC language courses teach less known and taught European languages; for further information, please have a look at the EILC website.

Insurances:

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 The University of Bonn'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 student registry.
- Self-reliant application at the partner university: You need to read *all* Erasmus emails! The closing date of your partner university must *not* be missed!

Note: If you want to write your B.A./M.A. thesis abroad you cannot apply for study suspension

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).

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.

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

Note: 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

Gaststudierende des IAAK

Who is my contact person?

The Erasmus Programme at the University of Bonn 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 the University of Bonn by my home university. What are the next steps?

If you have been nominated as an Erasmus student at the University of Bonn, 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 term which applies to your stay at the University of Bonn.
- 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 term 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. Please keep in mind that 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 Notenspiegel)
- Language ability verification (English language tests can be conducted at the English department)

For further information on the ERASMUS+ scholarship for work experiences please contact our department's ERASMUS+ 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 term.

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:

The Erasmus Post Office Box (Raum 02.055, Rabinstraße 8)

Hand it in during the Erasmus office hours (see [here](#))

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:

While the Erasmus+ programme includes European partner universities only, there are many other possibilities to spend one or two terms 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". In addition to the colleagues from International Office, various Studies Coordinators and returning students will be there, too. Besides the *Auslandsstudienmesse* they also organise 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 in gaining 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 the University of Bonn in order to reward students, who are involved in extra-curricular activities and intercultural exchange. Throughout your studies at the University of Bonn you can obtain credits, for example, by going aboard, attending extracurricular 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 term 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.

5. Our Student Representatives and Additional Information

5.1 Our Student Representatives

Unsere Fachschaftsvertretung

“Dear First Year Students,

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.

Keep in touch with us! Find us on Facebook or follow us on X and Instagram:

facebook.com/fachschaftanglistik.unibonn

X and Instagram: @fsanglistikbonn

On facebook you can also find our group *Bücherflohmarkt English Studies Uni Bonn* where you can buy and sell books throughout term and our *Uni Bonn English Studies / Lehramt Erstis* -group!

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"

5. 2 Student Ticket / Student Identity Card

Das NRW-Verbundticket

How do I get my student ticket?

After you are enrolled, the Uni-ID will be made available to you in your [applicant account](#). For any e-mail correspondence with the University of Bonn, please use your student e-mail address only. The digital student ID Card will be available in the new Uni Bonn App. Further information can be found at [Uni Bonn App](#). Regular students who are unable or unwilling to use the Uni Bonn App can verify their student status with a certificate of enrolment.

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 term (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 term break and can also be used for night-time travel.

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,- €).

Bicycles:

A bicycle can be taken along from 7pm on weekdays and all day on weekends without paying additional fares. Please mind that there must 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.

Supplementary Tickets:

If you need to get to the airport you may go 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



Special conditions for the VRS tickets:

As mentioned above, you have special conditions within the VRS area only. In this area you are allowed to take your bicycle and additional passengers at specific times. Note that this is valid only in the VRS area (see map)

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 and Bahn* also provide further details online.

5. 4 Your First Steps

Checkliste für den Studienstart

- Please pay your semester 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 term. 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 (coordinationenglish@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

6. Glossary German-English

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, 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.

Bachelorarbeit und Masterarbeit:

B.A. thesis and M.A. thesis.

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.

Dozent*in:

The German word for lecturer.

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 terms. 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 terms you are already enrolled in a certain degree programme. Each programme is designed to be fulfilled within a specific number of terms. For BA students it is normally six terms, for MA students it is four terms.

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.

Immatrikulation:

Enrolment: formal registration process at the University of Bonn.

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.

Kolloquium (pl. Kolloquia):

The Colloquium (pl. Colloquia) is a preparatory class students are required to take before writing their B.A. or M.A. thesis.

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:

Each Student is assigned a personal, nine-digit number that is used for unique identification. It is recommended to include the matriculation number in all correspondence with the university and university staff.

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. A module is comprised of several (usually two, sometimes three) different classes. These can be a lecture and a seminar, a seminar and an Übung, a lecture and a tutorial, or other combinations. These individual classes belong to the same or similar field(s) of research. Modules may cover more than one 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.

Note:

Mark (UK) or Grade (US).

Ordentlicher Student:

Student enrolled at Bonn University.

Philosophische Fakultät:

Arts Faculty or Humanities Faculty, the faculty which the department for English, American, and English Studies is a part of.

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 fulfil 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:

The Examination Office, responsible for all formalities and administrative procedures regarding written examinations, term papers and marks, deregistration (if possible), objections to assessments, etc.

Prüfungsordnung:

The 'Law Book' of the Arts Faculty, the exam regulations describe the prerequisite for specific modules, types of final examinations, and other important rules.

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

Seminar / Tutorial / Übung:

When we communicate in English, we usually still use the term *Übung* as there is no direct equivalent in English. Seminars, *Übungen*, and tutorials are classes in which active participation and discussions between students and lecturers is encouraged and often required.

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.

Vorlesungszeit und vorlesungsfreie Zeit:

Lecture time and lecture free time.

Vorlesung oder Plenum: Lecture:

A class in which the lecturer lectures, requiring little or no participation from students.

VRS:

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