# FAQ about starting your studies

## Contents

Timetable:	2
Compulsory and optional modules	2
Advanced modules in first semester	2
30 credit requirement	2
Timetable when considering a double degree	2
Key qualifications	2
Time and place of courses	3
Courses	3
What is a module?	3
Splitting up modules into several semesters	3
Number of courses	3
Where to register	3
When to register	3
E-learning courses	4
Number of participants already full	4
Missed the first session	4
Language skill requirements	4
Register for exams	4
Orientation Week	5
Compulsory?	5
Missed the O-Week	5
Who to contact:	5
Contact a professor/instructor	5
Question about a particular course	5
Can't keep up	6
Don't want to address someone 'official'	6
Other questions:	6
Access eCampus without student ID card	
How to get student ID card if not in Göttingen	6
This is not for me/ I feel overwhelmed	7

### Timetable:

### How do I know which modules I actually have to take and which are optional?

All modules of the specialised studies (i.e. basic, advanced and in-depth modules) are compulsory modules. In the so-called professionalisation area

(Professionalisierungsbereich), there are elective modules (e.g. language modules) that must be taken, but you can choose between the different modules (e.g. language modules). Finally, there are freely selectable key competence modules. More detailed information can be found in the Examination and Study Regulations (<a href="Prüfungs- und Studienordnung:">Prüfungs- und Studienordnung:</a> PStO; see World Literature homepage), which can be accessed via our homepage.

#### Is it possible to take advanced modules in my first semester?

Yes, this is possible in principle. The study plan (<u>Studienverlaufsplan</u>) even provides for a certain overlap of the module groups, since our division into basic, advanced and in-depth modules is less didactic than methodological: In basic modules, the fundamentals of literary theory and literary method as well as basic cultural knowledge are taught, in advanced modules the focus is then on individual language areas, and in in-depth modules, historical and spatial links are made. In order to adopt the global perspective aimed for in the degree programme right from the start and to counteract a Eurocentric view, advanced modules, especially on non-European literatures, should be attended in the first and second semesters.

### Do I have to stick to the 30 credit requirement?

No. It is recommended to take about 30C each semester. However, this is not a requirement. You can take fewer as well as more credits. However, Bafög recipients should take into account that the Bafög office usually requires proof of the credits earned after the fourth semester. In this case, 120C are required after four semesters, i.e. an average of 30C must be earned each semester, although it can of course sometimes be 28C or 32C.

# Is there anything I need to be aware of when creating my timetable if I am considering a double degree?

With minor exceptions, the recommended courses in the first semester are the same for all degree options. Those who are considering a double degree should nevertheless take a look at the corresponding course schedules, which can be found in the Examination and Study Regulations (Prüfungs- und Studienordnung: PStO; see homepage World Literature).

#### What do key qualifications mean? Which ones do I have to take?

Key qualifications are established in key competence modules. Key qualifications are knowledge and skills that go beyond the subject of study in the narrower sense. They include communication and teamwork skills, foreign language and IT competence, conceptual and organisational skills.

Key qualifications play an important role for a successful entry into professional life.

Key competence modules are usually freely selectable. Only in our double degree programmes are there specifications here, because the language skills required for the stay abroad must be acquired.

The only exception is the module SK.WLI.101 (elective), which introduces the technique of scientific work and should be attended by all students in the first semester.

In the course catalogue 'World Literature' you will usually also find a course under 'Professionalisation Area' (Professionalisierungsbereich) that can be brought into the practical module SK.WLI.100 Insights into the Literature and Culture Industry. This course is not compulsory, but we recommend that you take this module in your second or third year of study, as it is very useful for starting a career.

#### How do I find out when and where the courses/lectures/seminars take place?

The events are listed in the "Vorlesungsverzeichnis". You can access it via <u>eCampus</u> and select the course catalogue. Then click on 'Faculty of Humanities' (Philosophische Fakultät) and then on 'World Literature'.

The modules are subdivided in our World Literature Module Directory according to module groups (basic, advanced and in-depth modules, professionalisation area). For advanced modules, there is an additional subdivision into different language areas.

You can find an overview of key competences offered by subjects on the university's page.

#### Courses-

#### What is a module?

Thematically and conceptually related courses are combined in modules. There are basic modules (basic theory, method, basic cultural knowledge), advanced modules (language areas) and in-depth modules (linking - historical, spatial). The examinations are related to the individual modules. Sometimes a module examination consists of two partial examinations.

# Do I have to attend the courses of a module in one semester or can I split it up into several?

The courses of a module can be attended in different semesters. For some modules (e.g. B.WLI.100) this is also intended. However, when planning your timetable, please note that there are modules for which individual or all courses are only ever offered in a particular semester (e.g. B.WLI. 104).

#### Do I have to take a certain number of courses/lectures/seminars?

The number of courses to be attended in a semester is not prescribed. However, it is recommended that you take as many courses as you need to achieve an average of 30C per semester in order to complete the 180C required for the BA within the standard period of study of three years.

### On which platform do I register for courses?

You can register for courses via StudIP. You can also access Stud.IP (after registration) via <u>eCampus</u>. You can also find <u>instruction videos</u> on Stud.IP. Often you can only register for courses within certain time slots. If you have questions about registration, please contact the respective teacher or the World Literature Programme Coordinator.

### By when do I have to register for courses?

As a rule, you have to register by the first course date. This is also very sensible, because you can only access all the materials provided if you are enrolled in the course. If there are reasons why you could not register in time, it is still possible to register later. However, you should inform the teacher about this.

Please note: Some subjects/teachers have early registration deadlines. Such deadlines are always noted for the relevant course in Stud.IP.

### What are e-learning courses?

E-learning courses are online lectures and exercises that are worked on in self-study. They are offered every semester.

You register for an e-learning course (e.g. B.WLI.121a.2 e-learning course Classical Japanese and Modern Korean Literature) via StudIP so that you have access to the online materials. You work through these on your own.

As a rule, there is an examination date once a semester for which you can register.

If, due to time constraints, you have not managed to work through all the materials by the time of the exam, you re-enrol in the e-learning course the following semester to gain access to the materials and take the exam at a later date.

#### Can I attend a course even if the number of participants is already full?

For courses with a limited number of participants (e.g. in German Studies), there is usually a waiting list where you can move up if someone drops out. If there are urgent reasons why you would like to attend a certain course, it can also be helpful to speak to the teacher directly and ask for additional admission.

Please note: There is sometimes a longer waiting period for German courses. It is advisable to take this into account when planning your timetable.

### If I have missed the first session of a course, can I still attend it?

Yes, you can. In this case, however, it is advisable to send the teacher a short e-mail stating that you were unable to attend and can only come to the next session.

However, you should bear in mind that there are courses in which regular/active participation is required as an examination prerequisite, which means that you may only be absent on two dates. You can also find more detailed information on this in the <u>General Examination</u> <u>Regulations (APO)</u>.

# How do I know whether I still have to catch up on my language skills, and by which semester?

According to the examination and study regulations (PstO; see homepage World Literature), at least two language modules totalling at least 18 C must be completed. If language skills in German or English at level C1 of the Common European Framework of Reference for Languages (CEFR) have not yet been proven at the beginning of the degree programme, language modules to the required extent must be completed so that this proof is provided.

If you do not yet have a command of English at level C1, we strongly recommend that you take an English C1 course before attending the English and American Studies courses.

Students who are interested in a double degree must provide proof of the required languages in some cases when applying for the DD or immediately at the beginning of the mobility. The language skills required in detail can be found in the examination and study regulations (PstO; see homepage World Literature). All the certificates required for the respective double degree are listed there.

#### Do I have to register for exams at the beginning of the semester?

No. You can register for exams and oral exams up to 7 days before the exam date. For written examinations, you can deregister up to 24 hours before the examination. In the case of oral examinations, withdrawal is only possible within the registration period, i.e. up to 7 days before the examination date.

For homework, essays, etc., you can register until the last day of the specified processing period. Deregistration is also only possible within the registration period.

Detailed information on registration and deregistration deadlines can be found in the <u>General Examination Regulations (APO)</u>, which can be accessed via the World Literature homepage.

You can also find a lot of useful information and FAQs on examinations on the pages of the <u>FlexNow</u> examination management.

#### Orientation Week

### Are all the O-Week events compulsory?

No. However, we recommend that you take advantage of the varied range of events offered during the O-Phase, because here you can

- get to know the faculty and its facilities and the university as a whole more quickly
- get to know the student representatives, i.e. the Fachgruppe Weltliteratur
- find out about the structure of the degree programme
- gain an insight into the organisation of your studies
- get to know other new students
- get support from students of higher semesters in setting up a timetable
- get important information and helpful tips for a good start to your studies
- find out what other great things you can do in Göttingen besides studying.

# How can I get in touch with students from my degree programme if I didn't take part in the O-Week?

The easiest way is to get in touch with the students of the Department of World Literature at <a href="mailto:square">fg\_weltliteratur@gmx.net</a>.

### Who to contact:

#### How can I contact a lecturer?

Go to <u>StudIP</u> and search for the person in question. There you will be shown their profile and contact details. There is also a list of the courses the person is giving in the current semester.

If I have a question about a particular course, should I contact the lecturer directly or someone else, for example the Student Advisory Service? That depends on the question.

If it is about course content, dates, absences, examination requirements, etc., you should contact the lecturer directly.

Module assignments, registration for examinations and the recognition of a course for a particular module are discussed with the programme coordinator.

If you have questions about key qualifications, the <u>student advisory service</u> in the Dean of Studies' Office of the Faculty of Humanities (Philosophische Fakultät) can help you.

# If I can't keep up with the content and no tutorials are offered, where can I get help?

First of all, you should ask your fellow students if they have similar problems. If several students have difficulties following the course content, the teacher should be contacted in order to find solutions together.

If it turns out in conversation with fellow students that, unlike me, they can follow the course well, it is advisable to first ask fellow students for help and, for example, arrange for a joint study group.

If cooperation with fellow students cannot solve or at least reduce the difficulties in following the course, the teacher should be contacted.

# Who can I ask questions when I don't want to directly address a lecturer or someone 'official'?

Depending on the question that needs to be addressed, possible contacts are:

- the Fachgruppe Weltliteratur (contact at fg\_weltliteratur@gmx.net)
- the General Student Committee Asta for short
- the programme coordination (weltliteratur@uni-goettingen.de)
- the Student Advisory Service of the Faculty of Humanities
- the <u>Student Advisory Service for International Students</u>
- the International Office
- the Student Advisory Service with a focus on diversity
- the Equal Opportunities Officer of the Faculty of Humanities
- the Psychosocial Counselling Centre of the Studentenwerk
- Psychotherapeutic Outpatient Clinic for Students
- the chaplains of the <u>ESG</u> (Protestant Student Community) or <u>KHG</u> (Catolic Student Community)
- A list of <u>central counselling and information centres</u> can be found on the University's page.

## Other questions:

### Can I access eCampus if I do not yet have a student ID card?

Yes, (most) future students have access to eCampus before they receive their chip card. You can initialise the account with the user ID you received in the university's application portal. How this works is described in the <a href="Information & FAQ A-Z for students">Information & FAQ A-Z for students</a> on the Coronavirus under the keyword "Organizing your studies" => "Chip card" (and the question "I am newly enrolled, how do I get my account and my chip card (student ID)?").

Students without an applicant account will not actually receive their eCampus access until they have received their chip card; however, you can have this sent to you by Campus Support (as described under the same heading in the FAQs).

## How do I get my student ID card if I am not in Göttingen?

All information on how to apply for and receive your student ID card can be found at <a href="Information & FAQ A-Z">Information & FAQ A-Z for students</a>, keyword "Organizing your studies" => chip card.

# What do I do if I realise after the first few weeks that this is not for me or I feel overwhelmed?

If you realise within one month of the start of lectures that the programme is not for you, you can informally apply in writing to have your enrolment withdrawn. At the same time, the application for reimbursement of the semester fee must be submitted to the University of Göttingen together with the student ID card (chip card), if one has already been issued. You will then be deemed not to have commenced your studies.

If you decide to discontinue your studies, please also inform the programme coordination about your decision (weltliteratur@uni-goettingen.de).

If you feel overwhelmed, it is advisable to contact the programme coordination or the faculty's student counselling service and to look together for the causes of the overwhelming demands and possible solutions.

Possible contact points can also be the <u>Psychosocial Counselling Centre</u> of the Studentenwerk or the <u>Psychotherapeutic Outpatient Clinic for Students</u>.