

# STRUCTURE OF STUDY PROGRAMMES & TIMETABLE CREATION

## Structure of study programmes

*An undergraduate (e.g. Bachelor) or graduate (e.g. Master) programme are generally divided into these sections:*

- ➔ the section subject-specific expertise,
- ➔ the section of specialisation (key competences),
- ➔ the thesis (or a final module).



## BASIC INFORMATION

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The degree programme not only teaches subject-specific skills, but also more general and transferable skills that should enable students to cope with known and unknown situations in both, personal and professional environments. A course of study thus has the aim of providing both subject and occupation-related training and of contributing to general personality development.

The **subject-specific study programme** is divided into the modules of the specialised scientific education - in mono-Bachelor's programmes and Master's programmes in one subject or study programme, in bachelor's programmes in two subjects or study programmes. It concludes with the **final thesis** (or a **final module**).

The university also has a wide range of offers for the training of key competences, which often have to be chosen freely within the framework of the **specialisation area**, but must be attended to a minimum extent (<https://www.uni-goettingen.de/de/196175.html>). The competences imparted have a multidisciplinary character or they are oriented towards specific occupational fields.

The offer can be divided into four areas:

professional competence	covers professional knowledge and skills,, which can be used in subject multidisciplinary contexts.
methodical competence	includes teaching strategies, media competence, skills in information research, planning, project and innovation management as well as teaching, consulting and research skills.
social competence	is the ability to react and respond to other people in a situation-appropriate manner and to communicate appropriately, even in the event of conflict. Social competence also includes leadership skills and intercultural knowledge.
self competence	or personality competence includes the ability to work in a focused and disciplined manner, to take responsibility and to adapt to changing circumstances. This includes diligence, the ability to reflect and to realistically assess one's own strengths and weaknesses. Willingness to perform, mobility, creativity, time management, self-management/organization and motivation are also part of it.

## TIMETABLE CREATION – GENERAL NOTES

### Selection of modules:

Study and examination achievements are achieved in compulsory modules, elective compulsory modules and elective modules.

compulsory module	are modules that must be completed by all students of a course of study. They convey central contents of a subject and are often taken at the beginning of the course. They also give a good impression of whether the choice of subject was the right one.
elective compulsory module	are obligatory modules, which are offered with different contents. Students can choose an option and thus set their own priorities.
elective module	are modules that students can choose from a larger but predetermined range of courses in order to acquire additional knowledge and qualifications that complement their studies or facilitate their entry into professional life. They enable students to individually design their studies.

## **For the creation of your semester-timetables you will need the following tools:**

- ➔ Study and exams regulation
- ➔ Exemplary study plan
- ➔ List of modules
- ➔ Access to the online platforms UniVZ and Stud IP to retrieve information on courses offered and to register for courses.

## **Scheduling:**

- ➔ Which proof of performance must be provided in which semester?

Not all courses are offered in every semester, so you should make sure that you take the (elective) compulsory modules that are intended for the semester or academic year in question. Otherwise, your studies could be delayed by further semesters.

- ➔ How many events can you attend simultaneously?

Please take into account all services that are necessary in addition to attending the events in order to receive the certificates of achievement (e.g. presentations, exams, homework, preparation and follow-up). You should acquire about 30 credit points per semester and for this you should not attend more than 20 semester hours of courses per week. At the beginning of your studies it is better to take less than more in order to avoid excessive demands.

## **Module selection:**

First of all, you have to take part in compulsory courses. Then select events from the compulsory and optional areas that interest you and that complement your compulsory courses. Your selection may be limited by your time options, and of course events may not overlap. Before you register, you should make sure that the courses are assigned to the module you want to take. Read the remarks and comments in the module description and in Stud.IP carefully. There you will also find the registration modalities. You should register for all interesting courses, because you don't know in which course you will actually get a place - sometimes there are not enough places available for everyone.

## **Exams Registration:**

The registration for courses in StudIP does not replace the registration in FlexNow for the acceptance of the exams. If you want to take an exam, you have to register in FlexNow for the exam in time. Dates for the exams can be found in the UniVZ at the information about the course.


## HELP:

- ➔ Tutorial for the timetable creation on e-Campus:  
<https://www.youtube.com/watch?v=aD7OxLrH0rM>
- ➔ Tutorial of the faculty of humanities for the timetable creation:  
<http://www.uni-goettingen.de/de/stundenplanberatung+an+der+philosophischen+fakult%C3%A4t/448227.html> (German)

## CONTENT-RELATED TASKS FOR STUDY COURSES AND TIMETABLE CREATION:

1. Have a look at the exemplary study plan for your study course. To what extent does it offer you flexibility in choosing your courses?
2. Do you enjoy the flexibility that is offered to you in the design of your study programme? Or do you find it a burden? Why?
3. Can you set individual study priorities in your degree programme? If so, which specialisation would be useful for your studies? Why?
4. Which elective courses are useful for practising the professions that interest you? How do you deal with the range of elective courses on offer if you do not yet have a specific job description in mind?

## INTERCULTURAL TASKS FOR STUDY COURSES AND TIMETABLE CREATION:

1. Do you find the study and exam regulations useful? To what extent does it  make sense?
2. Comparing the countries and cultures of origin: How is the study programme organised? How is the equal treatment of students, the uniformity of the work required for a degree and the comparability of degrees ensured? What are the advantages and disadvantages of the systems in comparison?
3. Do you find it difficult to follow and understand the study and exam regulations? Which terms or structural aspects are not understandable or comprehensible for you?