Survival Guide for MA Students
English Department
-2024-

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1. General information (u:space, u:find, u:search, welcome guide, study law, etc.)

Students at the University of Vienna have access to essential platforms such as u:space, u:find, u:search, Moodle, etc.

- **u:space** – your main administrative hub regarding your studies! You can enroll / cancel study programs and it also gives you access to your study records, registration overview, grades, documents, and more. You can also pay your ÖH/tuition fee (under "Financial matters") each term through u:space.
- **u:find** – you can use the platform to access the university's syllabus, for all study programs and for both current and past semesters. You can find the syllabus for courses offered at the English department here[1].
- **u:search** – the University Library's search engine offers you access to thousands of research materials (articles, books, magazines, etc.)
- **u:theses** - find academic theses, which have been completed at the University of Vienna since 2008.
- **Moodle** – here you can find all study materials and course information for the classes you have registered

Important information for all students at the University of Vienna:
https://studieren.univie.ac.at/en/study-organisation/
Official Welcome Guide: https://studieren.univie.ac.at/en/welcome-guide/

2. Registering for courses/lectures

You can register for courses (*pi-LV*) and lectures (*npi-LV*) through u:space/u:find. Registration for courses in the winter semester takes place in September, for courses in the summer semester - in February. Registration for courses is mandatory.

For lectures we strongly recommend registering, as it gives you access to the corresponding Moodle platform. Registering for the lecture does not automatically mean you are registered for the corresponding exam. If you wish to take one of the exam sittings, you will need to register separately on u:find for it (during the registration window).

> **Pi-LV** = prüfungsimmanente Lehrveranstaltung – course with continuous assessment (e.g. KU, PS, SE, UE, VU)
> **Npi-LV** = nicht-prüfungsimmanente Lehrveranstaltung – course with non-continuous assessment (VO, TR)

Possible registration status before the allocation of study places:
- Prerequisite currently not met (Voraussetzung noch nicht erfüllt)
- Allocation by registration deadline (Zuteilung nach Anmeldefrist)

Possible registration status after the allocation of study places:
- Registered (angemeldet)
- On waiting list (auf Warteliste)
- Alternative place available (Alternativplatz verfügbar)
- In process (in Bearbeitung)
- Closed (geschlossen)

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[1] The link brings you to the 2023 summer term course syllabus. Please change this to your desired semester via the double arrows beside "2023S" in the upper right corner.

- No place received (keinen Platz erhalten)

*Students can take part in courses with continuous assessment only if they are **registered** (angemeldet) for the courses.*

Allocating points: The registration for courses with limited number of participants is based on the points you allocate during the registration period. Each semester students receive 1000 points, which they can distribute between the courses with continuous assessment. The registration has a bidding character – the more points you allocate, the higher the chances to get into the course/group of your choice. Students get 1000 points per institute (if you are studying both in the MEd and MA, you get a total of 1000 points for both study programs for courses at our department).

Attention: Once you registered for a course you have to commit to it by showing up to the first lesson. If you cannot make it to the first lesson of your course, you need to write the lecturer an e-mail stating the reason you cannot attend BEFORE the start of the lesson. All students who do not show up and fail to inform the lecturer in time will be automatically deregistered and your place can be given to somebody else.

For more information about the registration period please read here.

Usually, the registration for courses includes some prerequisites, which need to be completed before the end of the registration period. You can see these listed in the corresponding curriculum.

> Deregistering from courses (pi-LV) without negative consequences is possible until **October 31st** for courses taking place in the winter term and until **March 31st** for the summer term, unless stated otherwise in u:find. Please always check the relevant information about course registration in the individual course description on u:find!

3. Recognition process

The recognition of courses is a rather complex administrative and legal process. The course recognition (Anerkennung) represents the transfer of course(s) from one program to another. This can be a study program you have studied at the University of Vienna or another university.

If you have taken courses at a different department/university, you will need to have a consultation with the SPL team first. For recognitions of courses between study programs offered at the English department, please make sure to get in touch with the SSS team. You can reach both teams under: recognition.anglistik@univie.ac.at

More information about the process, documents you may need, deadlines, etc., here.

4. MA Anglophone Literatures and Cultures

You can find more information about the program (curriculum, module overview, structured study path) here.

4.1. Admission with stipulations (Auflagen)

Upon admission to the program all students receive an admission letter stating the conditions of the admission. Depending on your academic background and the undergraduate program you have graduated from, your admission may include (but is not always the case) a stipulation of further exams (up to 30 ECTS).

These courses should help you fill any gaps and get you up to speed with the courses foreseen in the program. These exams/courses have to be completed by the end of your second semester in the program to ensure that the foundational knowledge and concepts important for your further classes are covered.

4.2. Recommended study path

Students in the MA can choose how to organize and structure their semester. We have complied a recommended study path, which can help you fit all of the courses you need to complete in the program, the master's thesis, and the defense in 4 semesters. You can find the study path here.

Please note that some of the modules include prerequisites, which need to be completed before signing up. Therefore, while you are free to choose the way you organize your semester, you need to pay attention to the requirements for each course (especially Module 4 and 6).

4.3. Internship and/or Electives (M05)

M05 provides you with the opportunity to expand your academic knowledge on topics from the field of Literary and Cultural Studies as part of the Anglophone Studies, via courses offered by other departments/universities, at a master's level.

Each semester you will find the pre-approved courses on u:find, which you can take for this module. Other courses can also be accepted after a consultation with the SPL Team (director of studies). Furthermore, if the course/lecture you wish to take is connected to your research project or master's thesis topic, you can also get in touch with the SPL Team and inquire whether the course you have chosen can be accredited.

If you are planning on completing an exchange program during your studies, you can also take classes abroad and have them recognized towards the module.

One part of the module can also be completed through an internship, complemented by a compulsory reflection course UE *Internship* (1 ECTS). Before you start your internship, make sure to get in touch with the SPL Team and inquire whether it can be accepted as part of M05. You can find more information about applying for the internship approval here.

4.4. From the *MA Seminar* to the master's defense

After completing your second semester, we recommend focusing on finding a topic for your master's thesis and a supervisor. Taking care of these aspects before the start of the third semester will better prepare you for the SE *MA Seminar*.

- Finding a topic and starting your research is already endorsed in the courses *Toolkit for Research and Writing* and *English for Academic Purposes*. You can also use the search engine u:thesis to find academic theses, which have been completed at the University of Vienna.
- After settling on a topic, you will need to find a thesis supervisor. You can find a list with all members of staff, who are available and eligible to supervise here.
- In the third semester we recommend taking the SE *MA Seminar* (M06). Please note that this course is strongly focusing on your thesis topic, research, and bibliography. Students also receive peer feedback as well as recommendations from the lecturer.

Therefore, taking the course before having a clear idea about your master's thesis is not advisable.

Hint: In case you have not found a topic for your thesis or still struggling to choose the focus of your topic, you can postpone taking the *MA Seminar* to your fourth semester, once you have found a topic, on which you wish to work.

- After you have found a supervisor, you will need to officially **register your thesis topic** with the SSC Phil.-Kult. You can find how to do so here.
- Once you have written your thesis, it has to be uploaded to HoPLA – the system checks for instances of plagiarism and sends a report to the director of studies. Once the director of studies has approved the thesis, it will be sent for grading to your supervisor.

NB!: Your supervisor can of course provide you with feedback and review the thesis at different stages of the work in process. However, the official evaluation takes place once the plagiarism check is through and is based on the version, uploaded to HoPLA.

- Once the supervisor receives the green light to officially evaluate the thesis, they have up to 2 months for providing the official assessment, together with your grade.
- After your thesis has been graded and your documents have been checked, you can sign up for the defensio (see *4.5. Finishing your studies*).
- For the final exam (master's defensio) you will be evaluated by a committee of two examiners and a chairperson. The first examiner will be your supervisor, you can choose the second examiner yourself (you can choose someone, who supervises theses in literary and/or cultural studies). In order to find a chairperson, please consult this list and contact the teachers individually.
- You can find more information on the final exam here. It is best to talk directly to your supervisor about any questions you may have regarding the exam, the preparation, and what you can expect.

4.5. Finishing your studies

Once you have completed all mandatory courses in the program, you will need to send us:

- your transcript of records (Sammelzeugnis)
- If applicable: your notice of admission (Zulassungsbescheid) - *see 4.1. Admission with stipulations (Auflagen)* above

After your documents have been checked by us, you <u>can sign up for the defense</u> with the SSC Phil.-Kult. You will need to send your registration form no later than 2 weeks before the date of your exam. More information how to sign up here.

You can complete your studies once you have fulfilled all compulsory modules in the program as well the master's thesis and the master's defense. Once all of the modules are completed, you will automatically receive the graduation documents via email from the SSC Phil.-Kult.

You can find all the steps and an explanation how to submit your documents here.

> Keep in mind that processing the documents and issuing the degree certificate can take up to 4 weeks after all documents have been submitted to the responsible units.

5. ERASMUS+ / exchange programs

Students have the opportunity to apply for a semester/year abroad during their studies. Usually, the exchange program can start as early as your first semester in the program.

General information about the exchange programs [here](#) and [here](#).

Information about ERASMUS+ for students at the English department [here](#).

6. Board exams and 4th attempt

Students have four attempts per course/exam in order to successfully complete the class. However, after four negative attempts the student has to be deregistered from the study program(s), in which this course/exam is a compulsory part of the curriculum and cannot be re-enrolled again in the program(s) at the University of Vienna.

6.1. Registration to lecture exams (4th attempt)

The last attempt when repeating an exam counts as a board exam (kommissionelle Prüfung). The registration for the exam happens via email, at least 3 weeks before the exam takes place. The exam (content and format) is not different from the one which the rest of the students will receive during the exam sitting you are taking. The only crucial difference is that the exam sheets will be evaluated by the exam committee (two examiners and a chairperson). If you need to register for a board exam, please let the SSS team know in advance – they will organize the exam committee for you and provide you with the information so that you can fill out the required documents:

[Registration form](#)

[Exam minutes](#)

The registration for the board exam should take place **three weeks** prior to the exam at the latest.

6.2. Registration for courses with continuous assessment (4th attempt)

If you are taking a course (SE, KO, PS, UE, etc.) for the fourth time this is your last attempt. Students cannot register via u:space on their own, therefore, they need to contact the SSS before the end of the registration period so that they can be registered manually. Please make sure to mention this is your last attempt and to include the following information:

- Course name
- List of groups, in the order of your preference

Should the last attempt be negative, the student cannot continue their studies in the same study program and in other programs that include this course/exam as part of their main curriculum.

e.g. *Alex M. is registered for the MA English Language and Linguistics and the MA Anglophone Literatures and Cultures. The course* **English for Academic Purposes** *is part of both study programs. The student takes his fourth attempt through the program MA English Language and Linguistics and fails the course.* **Consequence**: *Alex M. needs to be disenrolled from both study programs.*

7. Barrierefrei

Students who have been diagnosed with medical conditions which can impair their performance during exams or in class can contact the Barrierefrei team for further help. The team can offer a counselling session and help you with the application process. After establishing what can be beneficial for you in an exam/class environment, the Barrierefrei team can provide you with more input.

More information here.

8. STV Anglistik

The student representatives (Studienvertretung or StV) are a group of students who provide a link between the student body and the department. They represent you and your interests when certain decisions concerning the department and its study programs have to be made (e.g., curriculum changes, attending hearings to pick out new lecturers, etc.), or when new initiatives are rolled out.

The StV can be of assistance if you have general questions about your studies, or need advice or guidance, and they can signpost you to appropriate facilities if the matter is outside their scope of responsibilities.

They also keep the department staff updated on problems that may arise during the course of the semester and are therefore your first point of contact should you want to issue a complaint.

Apart from their more serious responsibilities, the student representatives also regularly host events to make it easier for you to connect with other colleagues. There are also a number of student societies that are funded by the student representatives, and they also offer an additional library service. If you would like to stay up to date, you might want to follow them on Instagram (@stv_anglistik) or keep an eye out for their monthly mail.

You can contact them via email (stv.anglistik@oeh.univie.ac.at) or in person during their office hours. If you would like to make an appointment, please send them an email in advance.

Find out more about our student representatives on their social media channels (Instagram, Facebook) or on their website.

9. Contact us

You can find a list with all of the SSS Anglistik services and what we can help you with here.

You can find the SSS Anglistik's contact details here.

A map of the institute, including the lecture rooms and offices here.

Some of the topics that the SSS Anglistik **cannot** help you with:

- Registering the topic and supervision of the MA thesis: StudienServiceCenter
- Admission requirements or procedure: Admission office
- Admission to PhD programs: Center for Doctoral Studies
- Tuition fees, other financial matters: Admission office and ÖH
- Nostrification of degrees: Büro Studienpräses
- Graduation ceremony: Academic ceremonies & celebrations