

Survival Guide for BEd students  
English Department  
-2023-

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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](#)<sup>1</sup>.
- **u:search** – the University Library’s search engine offers you access to thousands of research materials (articles, books, magazines, etc.)
- **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/studienorganisation/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.

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)
- No place received (keinen Platz erhalten)

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<sup>1</sup> 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.

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

**Attention:** 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.

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.

**Some common registration problems (BEd UF Englisch):**

- The STEOP must be completed both in Pedagogy and UF Englisch in order to register for further courses
- Correct allocation of M08a and M08b
  - if you wish to complete VK Literature and Language Education, the course PS Literary Studies has to be assigned to M08a
  - if you wish to complete VK Cultural Studies and Language Education, the course KO Critical Media Analysis has to be assigned to M08b

Deregistering from courses (pi-LV) without negative consequences is possible until **October 31<sup>st</sup>** for courses taking place in the winter term and until **March 31<sup>st</sup>** 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](mailto:recognition.anglistik@univie.ac.at)

More information about the process, documents you may need, deadlines, etc., [here](#).

### 4. UF Englisch

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

#### 4.1. STEOP

The STEOP for UF Englisch includes two lectures and one exam. Each lecture has a corresponding tutorial, which students are recommended to attend. The lectures are offered once per year (in the winter term), while the tutorials can be attended both in the summer and the winter semester. In the summer semester students can watch the video recordings from the winter term. The videos are

available on Moodle. There are two exam sittings per semester: for the winter term – one in December and one in January; for the summer term – one in May and one in June.

In order to take further courses for the UF Englisch you need to have completed both the STEOP for this teaching subject and for Pedagogy.

More important information about the STEOP [here](#).

#### 4.2. VELT

All students in the bachelor programs need to complete the VELT test in addition to the STEOP in order to sign up for Integrated Language and Study Skills 1 (ILSS 1) course. The VELT estimates your English language proficiency and your aptitude to take the course.

We recommend completing the VELT as early as possible, since the ILSS 1 course should be taken in the second semester already.

You can repeat the VELT as many times as you wish/need. The exam score is valid for 3 semesters. You need to register for the VELT via u:find.

**Hint:** Go to u:space and open the course directory for your whole study program – you should be able to see the VELT listed in the top section, under the STEOPs.

Once you complete the ILSS 1 course, you do not need the VELT score anymore.

More information about the VELT, mock questions, and the next sitting [here](#).

#### 4.3. Structured study path

Students of the bachelor programs are registered to courses with continuous assessment on the basis of the structured study path. This means that more advanced students get higher chances to be registered for their preferred course. You can find the suggested study path for your study program in the curriculum and [here](#).

The study path is measured in percentage (e.g. 75%) on u:space. Even if you have not completed 100% but fulfill the general requirements, you can still get a course spot. It is important to note that students, who are more advanced in their studies have a higher chance to get the group/course of their request.

More information about the path of study [here](#).

#### 4.4. Schulpraxis + alternative Absolvierung

According to the structured study path students are supposed to begin their school practicum and the corresponding course (Practicum Coaching, Materials Evaluation and Development) in the 6<sup>th</sup> semester. The registration happens via u:space and is administrated by the SSC LehrerInnenbildung/Praktikumsbüro. As soon as you receive a spot for the school practicum, you will be assigned a spot in the Practicum Coaching course (Begleitlehrveranstaltung). In order to successfully complete this phase, you need to pass both components.

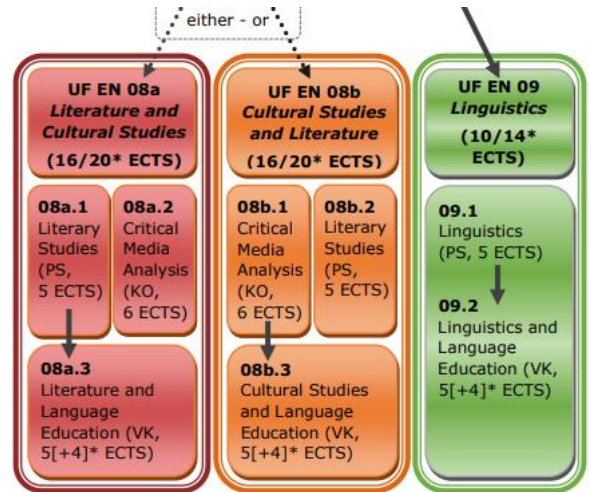
Some students have already started teaching in schools before they begin with the school practicum phase in their studies. Therefore, it is possible to complete the school practicum in an alternative way at the school, where you are employed. You can find more information about the prerequisites and the

procedure here, under [Alternative completion of the School Practicum UF English in BEd: https://spl-anglistik.univie.ac.at/our-programmes/bed-407046/](https://spl-anglistik.univie.ac.at/our-programmes/bed-407046/)

More information about the school practicum [here](#).

#### 4.5. Modules 08a, 08b, 09 and the bachelor thesis

The study program offers two alternative modules: **08a** with focus on Literary Studies and **08b** with focus on Cultural Studies. The first part of these modules consists of two courses *PS Literary Studies* and *KO Critical Media Analysis*, both of which are mandatory. The **08a** module is concluded by the *08a.3 VK Literature and Language Education* (the direct prerequisite for this course is *PS Literary Studies*) and **08b** module by the *08b.3 VK Cultural Studies and Language Education* (the direct prerequisite is *KO Critical Media Analysis*).



It is important that all courses are entered either under 08a or 08b and not split between the two modules. This can otherwise create issues upon registering for courses or when applying for finishing your degree program.

**M09** focuses on Linguistics (*PS Linguistics* + *09.2 VK Linguistics and Language Education*) and is mandatory as well.

Students also need to write one bachelor thesis in the UF Englisch, within one of the three VK courses (either in 08a.3, 08b.3 or 09.2). Once the thesis has been graded, your course lecturer should inform the SSS team. The bachelor thesis grade will be entered in your transcript with the additional 4 ECTS.

**Hint:** If you wish to change the allocation of the courses *PS Literary Studies* and *KO Critical Media Analysis* you can do so on u:space via "Studium" → "Püfungspass" and clicking on the grade and the eye-symbol to change the module allocation.

Prüfungen	ECTS ⓘ	Note	
KO Critical Media Analysis	6		👁️

#### 4.6. Wahlbereich

As part of the study program students need to complete 10 ECTS within the M10 Electives (Wahlbereich). This module is shared between the two teaching subjects, meaning students can decide whether they want to complete all 10 ECTS in one subject or distribute the amount between the two. Each semester the SPL appoints courses, which are suitable for this module as the courses need to be connected to either English studies or Pedagogy/Didactics. You can find the list in the u:space syllabus. In case you wish to take a course, which falls into this category, but is not part of the list, you will need to seek permission from the director of studies (SPL).

For students with an external second teaching subject (e.g. UF Musikerziehung, UF Bildnerische Erziehung) the Wahlbereich in UF English needs to contain 5 ECTS.

If UF Englisch is your third subject (Erweiterungsstudium) you need to complete 5 ECTS for M10.

#### 4.7. Latin

In order to complete the bachelor program all students need an additional qualification in Latin. If you had Latin in school, you can provide the admission office with your school transcripts. Otherwise, you can complete the Latin supplementary exam during your studies.

Please note that Latin cannot be the last grade in your study program.

More information [here](#).

#### 4.8. Finishing your studies

You can complete your studies once you have fulfilled all three components of your study program: Pedagogy, 1<sup>st</sup> subject, and 2<sup>nd</sup> subject. Once all of the modules are completed, you need to submit your documents to three service units: the Zentrum für LehrerInnenbildung, the SSC/SSS of your first and your second subject.

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 and no issues have been detected. Therefore, it is best if the study is completed in the summer term. If you plan on finishing your studies in the winter semester you can talk to your lecturers and inquire whether an earlier hand-in deadline/grading might be possible.

More information about signing up for a consecutive master program (with the same subject) [here](#).

You can find the explanation how to submit your documents [here](#).

### 5. ERASMUS+ / exchange programs

Students have the opportunity to apply for a semester/year abroad during their studies. Usually, the exchange program can start from the 4<sup>th</sup>/5<sup>th</sup> semester the earliest (Language in Use 1 and PPOCS1 should be completed before your exchange semester starts).

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

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

### 6. Board exams and 4<sup>th</sup> 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 (4<sup>th</sup> 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 for the STEOP should take place **two weeks** prior the exam at the latest.

For all other board exams, the registration 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 UF Englisch (Lehramt) and the BA English and American Studies. The course **Practical Phonetic and Oral Skills 1** is part of both study programs. The student takes his fourth attempt through the program BA English and American Studies 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](#)
- Supplementary exam in Latin (Lateinergänzungsprüfung): [StudienServiceCenter](#) (exam) & [Department of Classical Philology](#) (courses)
- Tuition fees, other financial matters: [Admission office](#) and [ÖH](#)
- School practicum: [SSC Lehrerinnenbildung](#)