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Survival Guide for MEd 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](#)<sup>1</sup>.
- **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/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)

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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.

- 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).

A common issue during the registration period is triggered by the wrong allocation of the courses to pathway A and B. Please check your u:space overview and make sure that all courses are allocated either to M01A+M04A or M01B+M04B.

**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.

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. MEd UF Englisch

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

#### 4.1. Recommended study path

The courses foreseen for the MEd UF Englisch can be completed within four semesters, next to the second teaching subject and the Pedagogy part. On page 7 [here](#), you can find the recommended study path.

Please note that in the program you will need to choose between pathway A and pathway B. Depending on which module you choose, you have the option to complete an AR course either in Linguistics or Literary/Cultural Studies. You can also opt for lecture courses (VO) instead.

*Hint:* In case you have noticed that the courses are not allocated correctly, you can change the order yourself. You can do so on u:space via "Studium" → "Püfungspass" and clicking on the grade and the eye-symbol to change the module allocation.

#### 4.2. Schulpraxis + alternative Absolvierung

As part of the MEd UF Englisch you will need to complete the Schulpraxis and the corresponding course SE *Practicum Course: Forschendes Lernen im Praxisfeld*. Please keep in mind that both the Schulpraxis and the course need to be completed simultaneously in the same semester. The registration takes place via u:space. You can find all important deadlines and steps [here](#).

If you are already teaching in a school, there is an option to complete the Schulpraxis alternatively. The process is administrated by the SSC LehrerInnenbildung, so please make sure to read the relevant information [here](#).

#### 4.3. Master's thesis and final exam

After completing your second semester, we recommend focusing on finding a topic for your master's thesis and a supervisor. You can decide whether you wish to write your thesis in UF Englisch or your other teaching subject. Taking care of these aspects before the start of the fourth semester will better prepare you for the SE *Thesis Seminar*. Only students who are writing their thesis in UF Englisch have to take this course.

Students who are enrolled in the UF Englisch as a **third subject**, should read the information [here](#), under the respective program. You cannot complete a master's thesis in your third subject (*Erweiterungsstudium*). You will also not be awarded an additional academic title (MEd) for the third teaching subject.

If you are writing your master's thesis in UF Englisch, please read the information below carefully:

- Some of the initial courses in the program will help you decide on a topic for your master's thesis. 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 fourth semester we recommend taking the SE *Thesis Seminar* (M05). Please note that this course is strongly focusing on your thesis topic, research, and bibliography. Depending on your field of research, you can choose between the *Thesis Seminar* focusing on Linguistics or Literary/Cultural Studies. 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.

- 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 4.4. *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, the second examiner will be a professor from your other teaching subject. 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.

If you are writing your thesis as part of your other teaching subject, please make sure to carefully read the information under **MEd Master of Education (199 507 xxx or 199 xxx 507, 196 046 xxx or 196 xxx 046)** - if thesis is written as part of your other subject [here](#).

#### 4.4. Finishing your studies

Once you have completed all mandatory courses for the UF Englisch part of the program, you will need to send us:

- your transcript of records (Sammelzeugnis)

You will also need to send your documents to the SSC LehrerInnenbildung and the SSC/SSS of your second subject as soon as you have completed all corresponding courses for each part of your study program. Completing your studies is possible once you have taken all mandatory classes, foreseen by the curriculum, completing the thesis, and the defensio.

Please note that depending on whether you are writing your thesis in the UF Englisch or in your other subject, there are different steps you need to keep mind. You can more information for each case [here](#).

Processing the documents and issuing the degree certificate can take up to 4 weeks after the defensio has taken place and 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 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](#)

For all board exams, the registration should take place **three weeks** prior to the exam at the latest.

### 6.2. Registration for courses with continuous assessment (4<sup>th</sup> 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.

## 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](#)