

Important information for students of the European Joint Master's Degree in English and American Studies who plan to spend the semester(s) after their mobility term away from Bamberg

Should you spend your last semester(s) at one of the partner universities (i. e. second mobility semester) or anywhere else outside Bamberg, it is your responsibility to take care of the following administrative tasks:

(Please note: registration for a second mobility semester is done together with the registration for your first, obligatory mobility semester during your first semester.)

General obligations:

- Re-register at Bamberg University for all semesters until your graduation.
- Pay for your German health insurance. Do not cancel your German health insurance because this will lose you your student status and you will automatically be exmatriculated.
- Leave your new postal address(es) with the Registrar's Office, the International Office, the Examinations Office and with us.
Registrar's Office: studierendenkanzlei@uni-bamberg.de
Examinations Office: guk.pruefungen@uni-bamberg.de
English Literature Department: jointdegree@englit.de
- Make sure you receive all e-mails sent to your student e-mail account. The university's administration only uses your student e-mail address.

Before leaving Bamberg (2nd semester):

- Choose a supervisor for your MA thesis and talk to him/her about the topic and the modalities of his/her supervision while you are away. You need your supervisor's confirmation that he/she is willing to supervise your thesis although you are not in Bamberg.
- Let the Bamberg Foreigners' Office (Ausländerbehörde, town hall) know that you will either stay abroad for more than 6 months (this will lose you your German student visa) or that you will come back to Germany after 6 months, but not to Bamberg.

During your 4th (and potentially 5th or 6th) semester:

- Stay in touch with the International Office to fulfil all your Erasmus obligations (mobility semester), esp. fill in and send back all of the documents the International Office asks you to.
- Make sure your Joint Degree Coordinator receives your transcript(s) of records from the partner university/ies so your grades can be transformed into German grades. Indicate which of your classes from your mobility semester you want to count towards which module. Your coordinator will then forward your classes and grades from abroad to the Examinations Office to be uploaded into your Flexnow account.
- Register your MA thesis with the Examinations Office once your supervisor has confirmed your final title. In order to register your MA thesis, you need to fill in forms that the Examinations Office may be willing to send to you via postal mail. Please ask for these forms via e-mail (guk.pruefungen@uni-bamberg.de), fill them in and send them back to the Examinations Office. As you will need the signature of both your supervisor and the head of the examination board, Prof. Houswitschka, it would make sense to officially authorize a fellow student at Bamberg to collect these signatures and take care of all your administrative issues (i. e. write a confirmation letter authorizing a fellow student and sign this letter).
- Make sure your MA thesis fulfills all the stylistic and formal criteria of your focus area (Style Sheet!).
- Hand in three exemplars of your MA thesis within the set deadline (6 months) at the Examinations Office and make sure they fulfill the criteria indicated on the forms that have been issued to you by the Examinations Office (esp. cover page, electronic version of your MA thesis, abstract, declaration).

Postal address:

Otto-Friedrich-Universität Bamberg
Prüfungsamt, Referat II/3
Kapuzinerstraße 25
96047 Bamberg
Germany

- When you are close to finishing your MA thesis (ca. 4 weeks before you hand it in), e-mail your Bamberg Joint Degree coordinator your title and your abstract. They need both to find you a second reader from one of the partner universities.
- Immediately after handing in your MA thesis, let your coordinator know the exact day you handed it in and the date when the correction period for the supervisor and your second reader ends (3 months). Send your coordinator a pdf-version of your MA thesis as an e-mail attachment.
- Arrange for a date for the defense of your MA thesis with your supervisor. This oral examination must take place before you are exmatriculated (i. e. either before the end of September or before the end of March).

- Send your coordinator all the paper certificates (Papierscheine) you may have collected over the course of your studies and indicate what you want the credits to be counted towards (e. g. Free Electives, extra transcript).
- Note that the Examinations Office will keep your Diploma and Diploma Supplement until you either pick it up in person or send them a letter indicating your current postal address and authorizing them to send you these documents via postal mail (postal address of the Examinations Office see above).
- Once you have received your Diploma, get in touch with your coordinator so (s)he can ask Paris for your additional diploma to be issued.

Please note that the coordinators in Bamberg cannot (!) take your administrative tasks from you, even if this means you need to travel to Bamberg to take care of them yourself!
Make sure you always receive information via e-mail!