

## **Important information for students of the European Joint Master's Programme 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](mailto:studierendenkanzlei@uni-bamberg.de)  
Examinations Office: [guk.pruefungen@uni-bamberg.de](mailto:guk.pruefungen@uni-bamberg.de)  
English Literature Department: [maeas.englit@uni-bamberg.de](mailto:maeas.englit@uni-bamberg.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 (which will affect your residence status) or that you will come back to Germany after less than 6 months, but not to Bamberg.

**During your 4<sup>th</sup> (and potentially 5<sup>th</sup> or 6<sup>th</sup>) 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 academic coordinator and the Erasmus coordinator receive your transcript(s) of records from the partner university/ies so your grades can be transformed into German grades. Indicate which of your classes/modules from your mobility semester you would like to have recognised in which section of your learning agreement. 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](mailto: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 authorise a fellow student at Bamberg to collect these signatures and take care of all your administrative issues (i. e. write a confirmation letter authorising 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 academic coordinator in Bamberg your title and your abstract. We 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. 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) and after you have handed in your MA thesis.

- 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, additional 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 authorising them to send you these documents via postal mail (postal address of the Examinations Office see above).

**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!**