

WS 2016/17

Otto-Friedrich Universität Bamberg

*Lehrstuhl für Englische  
Literaturwissenschaft*



## Sheet Regulations and Deadlines for the Department of English Literature (Prof. Dr. Houswitschka)

(Information only, please sign the German version of the sheet)

-**Attendance** is not obligatory, but it is **highly recommended**, and **absolutely necessary** in order to have the preparation to pass the exam/term paper.

-**The FlexNow! registration is your responsibility.**

We are glad to help in case you have difficulties or real problems, but you have to register before the deadline, **both for the class and the exam+module exam. After the deadline, we cannot help you anymore.** To make things easier for the students, we (Lehrstuhl für Englische Literaturwissenschaft) have a particularly long registration time this semester, both for the class and the exam. Please remember that **other departments have different deadlines.**

**You will only obtain credits and a grade if you are successfully registered in FlexNow!**

-During the time of the registration for the exam Chiara Manghi will offer an extra office hour just for FlexNow! problems.

-If you have questions or problems regarding FlexNow! registrations (at our department only) you should go to Chiara Manghi's office hour (Tuesdays 2-3 pm, An der Universität 9, Raum 204) or to Frau Hirschmann-Raithel (Mo-Fr 10-11 am, An der Universität 9, Raum 202). **Only if it is not possible for you to come in person will we solve FlexNow! problems via email. Please keep in mind that we can only help you if you give us all necessary information (full name, matriculation number, course of studies, module you want the class/exam in, your Modulhandbuch/LPO, etc).**

### **DEADLINES FOR (DE)-REGISTRATION FlexNow!**

**FlexNow! registration and de-registration for the CLASS:**

**09.08.2016-23.01.2017 (10:00-23:59)**

**FlexNow! registration and de-registration for the EXAM+MODULE EXAM:**

**28.11.2016-27.01.2017 (10:00-23:59)**

**FlexNow! registration and de-registration for the exam+module exam for the INTRODUCTION to English and American Literature:**

**28.11.2016-09.02.2017 (10:00-23:59)**

**For those of you writing a TERM PAPER, the paper is due on 27.03.2017**

-Students with valid reasons can obtain an extension of the deadline up to 12 months.

-The **topic and draft of the title of your paper** must be decided with your lecturer by (at the latest) the last office hour of the term (Vorlesungszeit).

-In case you need your grade earlier the deadline is 4 weeks before the end of class, the topic has then to be decided 4 weeks before your deadline. This rule does not apply for the exam for the Introduction, in case you are ill we need an official doctor's note (the only acceptable form is available by clicking on the link in the German version of the information sheet).

-Students who decide not to take an exam/not to write a term paper have to deregister from the exam or they will fail.

-Students taking an oral exam in the **Ergänzungsmodul** can find further information and all the useful links in the German version of the information sheet.