

Survival Guide for BA students
English Department
-2023-

Table of Contents:

1. General information (u:space, u:find, u:search, welcome guide, study law, etc.)	3
2. Registering for courses/lectures	3
3. Recognition process	4
4. BA English and American Studies	4
4.1. STEOP	4
4.2. VELT	5
4.3. Structured study path.....	5
4.4. Erweiterungscurriculum and Alternative Erweiterungen	5
4.5. Latin	6
4.6. Finishing your studies.....	6
5. ERASMUS+ / exchange programs.....	6
6. Board exams and 4 th attempt.....	6
6.1. Registration to lecture exams (4 th attempt).....	6
6.2. Registration for courses with continuous assessment (4th attempt).....	7
7. Barrierefrei	7
8. STV Anglistik	7
9. Contact us.....	8

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](#)¹.
- **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)

¹ 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 31st** for courses taking place in the winter term and until **March 31st** 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

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

4. BA English and American Studies

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

4.1. STEOP

The STEOP includes four lectures and three exams. You can find the module overview [here](#). 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.

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

4.2. VELT

All students in our bachelor programs need to complete the VELT test in addition to the STEOP in order to sign up for the 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 a visual representation with comments [here](#).

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

4.4. Erweiterungscurriculum and Alternative Erweiterungen

The BA English and American Studies offers students the opportunity to broaden and improve their skills in a different area apart from the field of English and American Studies. As part of the program students need to complete 45 ECTS as extension curriculum. At least 30 ECTS have to be completed within modules with fixed content (minor study programs).

You can find a list with all EC-modules on u:space and [here](#).

Additionally, you can complete 15 ECTS for the alternative extension (AE) by taking courses from other departments/universities, which you can freely choose.

More information about the distribution of the ECs and AEs [here](#).

In case your grades were assigned to the wrong module, please make sure to contact the correct service unit, offering this EC.

For moving a grade from an EC module to the AE module, please contact the SSS Anglistik.

For moving a grade from the AE/Interessensmodul to the EC, please contact the SSS/SSC of the department offering the EC.

4.5. Latin

In order to complete the bachelor program all students need 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](#).

4.6. Finishing your studies

You can complete your studies once you have fulfilled all compulsory modules in the program as well as the extension curriculum (45 ECTS). Once all of the modules are completed, you will be able to apply for the issuing of your degree certificate via u:space through a ticket system.

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

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. 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](#).

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 4th/5th 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 4th 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 (4th 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](#)