

B.A./B.Sc. “Liberal Arts and Sciences”

Handbook for Incoming First Year Students – Academic Year 2015/16



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Mission and Principles

“Liberal Arts and Sciences” (LAS) is not just a program name, but an approach to undergraduate education. Different from other study programs, LAS is not organized around a particular subject area, an academic discipline, or the needs of a particular profession. Rather, LAS is organized around a particular view of people and their development through knowledge. This statement is intended to make clear the mission of our program and principles around which your four years of LAS study are organized. Much in the spirit of these principles, they are themselves not set in stone, but an ongoing topic for discussion in the learning community.

Our starting point is the student: They each have their own combination of past experiences, present needs, and future aspirations. These specific features of each individual are resources for education because they provide motivation for learning. We believe that students are intrinsically motivated learners, people who, by choosing to come to LAS, actively seek to make sense of the world and to feel competent within it.

Of course, extrinsic motivation also has its place in university study, and in LAS. Career success, academic competition, social expectations, family obligations, and many other factors motivate students to come to university – and legitimately so. But we believe that innate curiosity and the desire to be well-rounded people are most congruent with how our program is designed, and should be the primary motivation to choose it.

Linked to this first belief is the idea that students’ current state of beliefs, needs, goals, abilities, and knowledge are not all that they have been or will become. In fact, education is a way of assisting a person to expand their knowledge and skills, and thus create new powers and possibilities within themselves, which is why our approach to education – unique and heretofore unprecedented in the German public university context – offers each student the opportunity to realize his or her unique intellectual potential.

Our second belief is that knowledge is an ongoing collective human project. It does not just exist in authoritative books, but extends to what we do with those books and how we interact with the world. Knowledge has to be created, preserved, and transformed through the individual hard work and collective effort. This belief informs our constructivist approach to instructional design and teaching methods and our emphasis on the performative aspect of student learning.

Based on our beliefs about students and about knowledge, we believe that Bachelor education should create a space for self-motivated and dynamic students to become active agents in collective knowledge production. It is the mission of the LAS program to provide a structured opportunity for students to learn broadly about the human and the non-human world, to develop systematically their capacity for high-level intellectual work and exchange with others, and to unfold gradually their own unique abilities and interests in ways suited to their needs and aspirations. Our program is not aimed at gaining mastery of a predefined body of knowledge, training in a specific discipline, or linear professionalization directed by expert authorities. Instead, we understand our students’ educational experience as a project of self-directed exploration (especially in the Major and Electives), coordinated with shared learning (especially in the Core), in a framework that does justice both to the constraints and the possibilities of our time and place.

LAS Student Council Letter of Welcome

Dear fellow students,

We warmly welcome you to Freiburg and to the LAS community! You will soon notice that studying LAS can mean a lot more than only studying. It means studying together with fantastic people (that is, you!) who are curious, who question their world, and get involved. As a UCF student, you are now part of the Students Council, the study association of all Liberal Arts and Science Students of the UCF:

“The UCF Students Council is the official students’ representation (“Fachschaft”) of the Liberal Arts and Sciences program at the University of Freiburg. It expresses the students’ right and desire for self-determination and carries the spirit of the Liberal Arts and Sciences and its hallmark explorative character into the extracurricular life of the students. It is responsible for establishing and maintaining a peaceful social environment within the UCF marked by the values of equality, tolerance, and responsibility.”

– Charter of the Students Council

The Students Council thus provides a platform to actively shape the program you are studying – both academically and community-wise. Be it discussing the curriculum, organizing a students' exchange to and with Maastricht University College, setting up a talent-show, or assembling fellow students to pursue a common passion – the Students Council depends on you. We are therefore very happy to welcome you to the Students Council and encourage you to participate!

As to the exact structure – you'll learn about it soon enough! In the meantime, you can check out our website. There, you can find more information about the structure of the Students Council. Furthermore you will find the dates of our regular meetings: www.studentscouncil.de

For now, all you need to know is that the Common Room is the place to hang out and the Reading Room is the place to get inspired.

All offices will be explained on the website, in the following just the most important contact details. For any upcoming issues, feel free to get in touch with us!

LAS Executive Organizers – Patrick Gross & Rebekka Deuse: studentscouncil@ucf.uni-freiburg.de

LAS Mediators – Abdur Rehman, Saskia Schwermer: studentsmediators@ucf.uni-freiburg.de

UCF – Institutional Structures and Contacts

The interdisciplinary programs at University College Freiburg (UCF), including the B.A./B.Sc. Program in Liberal Arts and Sciences (LAS), fall under the responsibility of the **UCF Dean of Studies, Prof. Dr. Wolfgang Freitag**.

As Dean of Studies, Prof. Freitag is also chairman of the interdisciplinary **LAS Board of Studies** (Studienkommission) that consists of professors from different faculties at the University of Freiburg and LAS students. It deliberates and develops recommendations for the LAS Program and is responsible for compliance with the LAS Study and Examination Regulations.

Furthermore, it appoints the members of the **LAS Board of Examiners** (Prüfungsausschuss; 3 professors, 1 academic staff member and 1 student). The Board ensures that the provisions of the study and examination regulations are observed and adjudicates as required according to the Study and Examination Regulations.

Whereas the Dean of Studies has the overall oversight, the **UCF Academic Director** is responsible for the organization and strategic development of the UCF study programs.

The Academic Director is supported by the **LAS Academic Program Coordinator Dr. Karin Moll**, who is responsible for the management of institutional processes within UCF and between UCF and the university.

The **LAS Examination Office** (Prüfungsamt) lies in the hands of **Natascha Gimbel**. She and **Kathleen Robinson** are the college's faces to the students and handle daily office work. They are in charge of all student and exam-related administration of the LAS program.

Each study area of the LAS program has a **Course Coordinator** who is responsible for that specific curricular field and takes on central teaching tasks as **Lecturer**:

- Core: Dr. Matthias Möller
- Major Culture and History: Dr. Ryan Plumley
- Major Governance: Dr. Liudmila Mikalayeva
- Major Life Sciences: Dr. Simon Büchner
- Major Earth and Environmental Sciences: Sabine Sané

Following the conviction that the key to interdisciplinary lies in understanding the premises, processes and realities of the sciences and humanities, the University of Freiburg established two new professorships associated with UCF and the LAS program:

Prof. Dr. Wolfgang Freitag holds the **Chair for Epistemology and Theory of Science**. In addition to his role as Dean of Studies, he contributes to the LAS Core by offering two mandatory courses: "Theory of Knowledge" and "Theory of Science". Together with Assistant Professor, **Dr. Katharina Kraus**, the professorship also offers courses in the Electives area and the Major Culture and History.

Prof. Dr. Veronika Lipphardt holds the **Chair for Science and Technology Studies**. She contributes to the LAS Core with two mandatory courses: “History, Sociology and Anthropology of Knowledge” and “Science Studies”. In winter semester 2015/16, she will also offer a course on “Responsibility and Leadership in Academia”. Sarah Fründt, her doctoral student, and an Assistant Professor associated with the Chair for STS, will offer courses in the Electives area and the Major Culture and History.

Academic Rules & Regulations

All academic rules and procedures relating to the LAS degree program can be found in the document, “University of Freiburg Study and Examination Regulations for the Bachelor of Liberal Arts and Sciences Degree Program” (Studien- und Prüfungsordnung; StuPO, version 2015 not 2012). This document can be found on the UCF homepage in the “LAS Downloads” section of the “Program Overview”. All students enrolled at UCF in the LAS degree program are expected to have carefully read these rules and regulations, as they are responsible for knowing and complying with them. We therefore strongly advise you to carefully read this document to avoid possible disappointments and problems later. If you have questions with regard to these rules and regulations, please do not hesitate to contact your study advisor.

Your First Year at UCF – Program Overview

The Liberal Arts and Sciences program is organized in blocks with several class sessions per week, allowing for an intense teaching and learning environment. To make integration into the University of Freiburg easier for students, faculty members and administration, we synchronize our blocks as much as possible with the semester schedule at the University of Freiburg. For the upcoming academic year 2015/16 this means:

- Block I, winter semester 2015/16: 19 October–11 December 2015
- Block II, winter semester 2015/16: 11 January–4 March 2016
- Block III, summer semester 2016: 11 April–10 June 2016
- Block IV, summer semester 2016: 13 June–29 July 2016 (7 weeks)

During your **first year**, you should take the following courses:

Winter Semester	Block I	Block II
	Exploring Complex Problems	Sharing Knowledge
	Theory of Knowledge	
	Advanced Academic English	
	Language	

Summer Semester	Block III	Block IV
	Introduction to Major 1	Introduction to Major 2
	Dealing with Numerical Information	Introduction to Major 3
	Language	

Detailed information on these courses, including times and rooms is available in the LAS Course Catalog.

LAS Academic Calendar

Date		Milestones
October 2015		
1.10. -15.10.		2 nd year students or higher: Course Registration for Block I and II in HISinOne
12.10.-16.10.		Welcome Week 1 st year students (only): Course Registration for Block I and II 1 st year students (only): Exam Registration for Block I and II
Mon	19.10.	Block I begins University semester begins Exam registration and withdrawal for courses of Block I and external courses at the University of Freiburg begins
November 2015		
Wed	04.11.	Board of Studies meeting and Board of Examiners meeting
Sun	01.11.	Deadline: Application for external courses at the University of Freiburg
Sun	08.11.	Deadline: Exam registration and withdrawal for courses of Block I and external courses at the University of Freiburg ends
Sun	15.11.	Deadline: Application for UCF Exchange Programs for the academic year 2016/17 - University College London - Maastricht Double Degree - Schreyer Honors College/Penn State
December 2015		
Fr	11.12.	Block I ends
24.12.-06.01.		Christmas Break of the University of Freiburg
January 2016		
Mon	11.01.	Block II begins Exam registration and withdrawal for courses of Block II and semester long UCF courses begins
Sun	31.01.	Deadline: Exam registration and withdrawal for courses of Block II and semester long UCF courses ends Deadline: Declaration of Major (declarations submitted after this deadline will not be taken into account for course selection of the summer semester 2016) Deadline: Application Credit Recognition for Study Abroad Deadline: Application for UCF Exchange Programs for the academic year 2016/17 - University College Maastricht (Erasmus) - Amsterdam University College - University College Utrecht - Science Po Grenoble - Universidad Complutense de Madrid
February 2016		
Thu	05.02.	Board of Studies meeting and Board of Examiners meeting
Sat	13.02.	University semester ends
March 2016		
Fri	04.03.	Block II ends
End of March		Course Registration for the summer semester 2016
Preview April 2016		
Mon	11.04.	Block III begins
Mon	18.04.	University semester begins

Academic Advising

Academic advising is a system used broadly in liberal arts and sciences programs around the world. Advising pairs students with faculty, creating a relationship that ideally lasts for the full four years of your study. The purpose of this relationship is to provide advice and guidance as you make important decisions about your studies and your future professional life.

We ask students to take significant individual responsibility for their own education, but individuals in isolation rarely make good choices. Academic advising provides support as you encounter the challenges of self-motivated study. At a number of points in your LAS degree you will need to make important decisions that will affect the path of your future: your choice of Major, whether to pursue an independent project, or where to apply to study abroad. Moreover, you may run into some difficulties along the way: struggling to keep up with the demanding workload or even failing a course, adjusting to a new cultural environment, or balancing studies with work. In such cases, you may want to seek advice from a more academically and professionally experienced person, your advisor. Your responsibility for your own education is only meaningful when you have the support and means to feel competent and informed about your own decisions.

Your faculty advisors are people who have also made hard choices and continue to do so in their professional lives. They can help to give you perspective on your own situation, help you to think through your options in a systematic and constructive way, and help you to cultivate your own decision-making process.

Keep in mind that advising is not an information service. If you have questions about the structure of the curriculum, about study abroad opportunities, about the procedure for independent projects, or about other aspects of our program, you should first consult the many other information sources available: this handbook, the ILIAS Info Board, the website, information sessions about the Majors, and so on. Only after you have informed yourself and considered your options to the best of your ability should you then arrange a meeting with your advisor if you need to discuss your options and how to navigate them.

In LAS, the advisor-advisee relationship is intended to be collegial. This means that your advisor is not an authority figure but rather a more experienced collaborator with you on your educational journey. They cannot and will not make decisions for you. Instead, you should cultivate a respectful working relationship with your advisor, one based on reciprocal responsibilities. They should be available to you for the important moments of your education. And you should be sensitive to their other responsibilities – they are also teaching staff, course coordinators, administrators, etc. – and reasonable about requests.

Communication at UCF

1 Email and ILIAS

The University of Freiburg provides all students with an email account. Your university email address and ILIAS are professional and official communication channels and will be treated as such by your instructors, the administration, and staff. That is, **you are responsible for any information sent to your university email address or published through ILIAS**. You should check your university email at least once a day. Instructors will often send important messages about your courses through the ILIAS system that is linked to this email account, and you should make sure that the message forwarding system is functioning properly. **In order to receive timely information, be sure to sign-up on the “Info Board” on ILIAS.**

ILIAS is the official e-learning platform of UCF and the University of Freiburg. Among its key functions are course management, program administration, and communication. Your instructors will create folders on ILIAS for their courses, in which they will publish information about the course that they deem pertinent. They will also use the email function to communicate with students registered on ILIAS about the course. The email function is synchronized with your student email account. Therefore, it is crucial that you register for a course on ILIAS for which you plan to write the exam.

In addition to course-related information, a wide variety of important study-related materials can be found on ILIAS. Among other things, all official forms can be found in a single folder on ILIAS; for example, applications for credit recognition, study abroad, and internships, can all be found here. Important publications, such as the LAS Module Handbook and LAS Course Catalogs can also be found here. You are strongly encouraged to regularly visit the Info Board on ILIAS to check for updates.

2 Snail Mail

It is your responsibility to ensure that your current surface mail address (i.e., the address where you actually live) is on file with the University of Freiburg. This is important because any official mail (e.g. information about the procedure if you have failed a course) will be sent to this address. You can update your address online, via Campus Management/HISinOne, or in person at the University’s “Service Center Studium”.

3 Contacting Instructors and Advisors

Your instructors and advisors are busy professional people who have many responsibilities. They are generally very happy to talk to you, to help you, and to teach you: most of them came to their jobs because they believe that your education matters. But their time is precious, and you should treat it with respect.

If you are going to ask for a significant time commitment from an instructor or advisor (for a letter of recommendation, help with independent supervised study, or the like), ask well ahead of the relevant deadline. For most purposes, 3-4 weeks is sufficient, but individual instructors and advisors may have varying expectations.

Some instructors and advisors hold office hours (specific times when they are available in their office for consultation) as a way of being available to students. Others prefer to arrange individual meetings. And most vary their practice. Inform yourself as best you can about the relevant person's practice by checking their office door or simply asking.

4 Principles: Intercultural Respect

The LAS community is international simply by the fact that people of many different nationalities and cultures participate in it. But we strive to be more than just international. We strive to be intercultural: to create and maintain academic, professional, and personal relationships across cultural differences. In order to be truly intercultural, we have to make an effort to understand how people communicate differently, behave differently, and participate in community differently. Our overarching goal is to be a culturally inclusive community, one that respects and values cultural difference.

The goal is not for everyone to feel comfortable all the time. To the contrary, one of the advantages of studying and working in an intercultural environment is that we learn to manage the inevitable awkward moments, the miscommunications, and the unintentional offenses that such an environment creates.

But even miscommunication can be handled with sensitivity and respect for difference. Hence, all members of our community are asked to be attentive to the contexts of communication in which they find themselves and to think actively about how their communicative behavior affects the others around them.

5 Practicalities: Respect in Practice

At UCF, it is not unusual to hear two native German speakers interacting in English. Nor is it uncommon for two native English speakers to speak in German. As LAS becomes more international, many other languages will enter the mix. This mix of languages is all to the good, but it requires some thought and self-control to work well. Some specific points about language use:

“Intelligent Multilingualism”

LAS is an English-language program. This means that virtually all classrooms are conducted in English (excluding language learning and possibly advanced courses on language-specific topics). **English is our one universally shared language and is the default for both spoken and written communication.**

However, LAS is also part of UCF, an institution in a German university. Many administrative matters are best handled in German. Moreover, LAS insists that all students develop strong German language skills and both encourages and demands its students to learn a third language or more.

Given our commitment to language learning, we try to practice intelligent multilingualism. While English should always be the default option, **each individual is expected to assess which language is most appropriate in any given situational context, taking into account their best understanding of the other participants and the purpose of the communication.** Language should unite us, not divide us, and we should avoid excluding people by speaking in a language they do not understand whenever possible. Groups formed for academic or work-related purposes should consciously decide which language is best for that purpose and make sure that this is acceptable to all parties.

Formality and Respect: Titles (Dr., Prof., Ms., Mr.), Last or First Name, Sie/du, etc.

An intercultural community is founded on mutual respect, but respect takes different forms in different cultural contexts. Our solution to this dilemma is to affirm each individual's right to forms of address with which she or he is comfortable. Most of your instructors will make clear, either explicitly or implicitly, how they prefer to be addressed and how they will address you. If you prefer something else, it is your right and your responsibility to make this known.

Course selection, Exam Registration, Credits and Grades

1 Course Registration

The LAS curriculum is organized in a block structure. Blocks usually have a duration of eight weeks; there are two blocks per university semester. You will have the opportunity to select the courses that you would like to attend in both blocks at one time at the beginning of the semester. Course registration is conducted in the **HISinOne** system during the UCF course registration periods as announced in the Academic Calendar.

2 Exam Registration, Exam Withdrawal, Illness, Exam Failure

While course registration occurs on a semester basis, exam registration and withdrawal takes place each block. Students can register for and withdraw from exams via the **Campus Management** system during the specified exam registration periods. First year students register for examination for all courses of their first semester during the Welcome Week. Please refer to the Academic Calendar in this handbook for the exam registration and withdrawal periods for each block. It is only possible to register for an exam during the registration period; **failure to do so implies that you are not allowed to take the exam.**

Exam registration is binding. If you register for an exam and then do not take it, you automatically receive a failing grade and are required to take the next possible resit exam (Nachholprüfung). The Examination Office will inform you about the date, time, and location of the resit exam by postal mail (not by email!) at least one week ahead of time. For this, it is important that your mail address is up to date (see **Communication at UCF >> Snail Mail**).

In case of illness, you can withdraw from an exam outside of the normal withdrawal period by submitting the relevant form, which can be found on the Info Board on ILIAS, to the Examination Office. Note, that you need to provide a doctor's note if you miss an exam due to illness. In this case you can take the exam the next time it is offered, which is often the time of the resit exam.

3 Examination Office (Prüfungsamt)

The Examination Office, headed by Mrs. Natascha Gimbel, is responsible for the management and administration of exams and grades. If problems arise with the exam registration, students must contact Mrs. Gimbel *during* the registration period, not afterwards. The Examination Office is located in the Alte Uni building, room 01 070, and is open on Monday and Wednesday from 9:00 am to 12:00 pm.

4 Attendance Rules for LAS Courses

1. Since it is a central aim of Freiburg LAS program to form, maintain and develop a discursive community, attendance at our courses is mandatory whenever that is legally permissible, unless another arrangement has been announced for a specific course.
2. Lecturers can make attendance optional for all students in specific courses or for specific sessions when that is appropriate. Lecturers keep in touch with the Dean of Studies or the Academic Director about such arrangements.
3. Students may miss two classes (but not more than 20% of teaching time) in a course unexcused, i.e., without having to give specific reasons, if they then demonstrate that they have made up for the content missed, and have adequately prepared for subsequent classes. Lecturers may ask some form of evidence for this.
4. If students miss three or four classes (up to 40% of teaching time), and have a specific and acceptable reason for doing so, lecturers may, at their own discretion, give them an extra assignment to make up for the time missed. With a view to their own workload, lecturers are not obliged to provide such an opportunity.
5. Acceptable reasons are illness, close family members in need of care, death of close family members, and urgent problems relating to visa and residence permits. Lecturers may ask for written proof. In case of illness, a formal doctor's statement (Krankschreibung) is always needed unless the lecturer determines otherwise.
6. If students miss more than two classes unexcused, or more than four classes for whatever reason, they cannot get credits for the course.
7. If some issue not listed under (5) is really important to a student, she should, if at all possible, determine by herself whether it is worth missing a class unexcused or not, and avoid implicating staff in that decision by asking for exceptions.
8. When a course is administered outside of UCF, especially by the central language institute SLI or other departments of the university, the attendance rules of the administering institution apply, without exception.

9. In cases of exceptional hardship, formal appeals can be made to the Dean of Studies in writing (not by email) via the advisor.
10. Missing formal exams (Prüfungsleistung) for whatever reason is a separate matter and subject to the provisions in the Study and Examination Regulations.

5 Understanding Credit Points and Grades

ECTS – What are they?

“The European Credit Transfer and Accumulation System” (ECTS) is a tool that helps to design, describe, and deliver study programs and award higher education qualifications. The use of ECTS, in conjunction with outcomes-based qualifications frameworks, makes study programs and qualifications more transparent and facilitates the recognition of qualifications. By making higher education comparable across Europe, ECTS makes teaching and learning in higher education more transparent and facilitates the recognition of all studies. It aids curriculum design and quality assurance and allows for the transfer of learning experiences between different institutions, greater student mobility and more flexible routes to gain degrees” (European Commission).¹

The duration of the LAS degree program, including the time needed to complete the bachelor’s thesis, is eight semesters. The degree program consists of coursework equivalent to 240 ECTS credits. Hence, to keep up with your studies, you should take courses equivalent to 30 ECTS per semester. According to the European Credit Transfer and Accumulation System (ECTS), one ECTS credit within the Bachelor of Liberal Arts and Sciences degree program is equivalent to an average workload of 30 hours. Many, if not most, of the courses you will take at UCF will carry a 6 ECTS workload. This implies that you will spend 180 hours of your time on activities related to the course, of which a minimum of 40 hours will involve active class participation. Due to the latter, class attendance is mandatory.

Grading system

German universities use a 5-point grading scale to evaluate student performance. Likewise, UCF applies this system, as follows:

1	= very good	= excellent achievement
2	= good	= achievement that significantly exceeds requirements
3	= satisfactory	= achievement that meets average requirements
4	= adequate	= achievement that still meets requirements despite deficiencies
5	= not adequate	= achievement that does not meet requirements due to substantial deficiencies

In order to allow differentiation within the evaluation of assessments, intermediate grades can be awarded by raising or lowering the grade by 0.3. However, the grades 0.7, 4.3, 4.7, and 5.3 cannot be awarded.

Plagiarism

1 What is Plagiarism?

According to the rules of academic practice, an author has to identify, in a verifiable way, all sources used in the preparation of a piece of academic writing. In the case of bachelor students, short responses, reviews, essays, theses or any other types of written assignment are considered pieces of academic writing.

In order to meet the requirement of verifiability, adequate information pertaining to sources needs to be provided, including:

- the name of the author cited or quoted,
- the title of the article, book or online material,
- in the case of articles and books (also electronic versions) – the page(s) cited or quoted,
- the date and place of publishing,
- as well as the date of access, for Internet sources.

Failure to properly provide in-text citations of external sources used, as well as failure to provide a full and complete list of sources cited, both constitute plagiarism.

¹ http://ec.europa.eu/education/tools/ects_en.htm

2 When has Plagiarism been Committed?

Plagiarism may be intended or unintended. It is therefore important to be able to distinguish between what counts as plagiarism within the academic community and what constitutes bad academic practice, but is not a case of plagiarism.

Plagiarism is considered to have been committed when an author:

1. Submits ready-made essays and assignments from the Internet or works by other students. Compilations of parts of several works fall in this category as well. This is the most evident and the worst case of plagiarism;
2. Makes use of long passages without quotation marks, or only slightly reformulates another author's text without mentioning the source. These are both clear cases of plagiarism;
3. Paraphrases a passage completely without indicating the source. This constitutes a clear case of plagiarism.

Other cases that do not constitute plagiarism but exemplify instances of bad academic practice and are considered indicators of low quality academic writing include:

1. When an author provides an incomplete list of references, such as only mentioning the author at the end of the paragraph or usage of (nearly) identical wording as found in the original source texts;
2. When an author extensively makes use of directly quoted or paraphrased text from other sources in lieu of own original argumentation and writing, even if the quoted source is adequately referenced.

Being unaware of referencing rules or lacking substantive experience in academic writing are not excuses for plagiarizing. In case of uncertainty, you are encouraged to consult your instructor for referencing instructions or a style sheet.

3 Who is Hurt by Plagiarism?

Plagiarism hurts students who commit it, since vital academic skills such as critical and analytical reading, thinking and writing remain undeveloped. In addition, plagiarism spoils students' reputation, which is a critical asset in one's studies and career. Plagiarism hurts other students as well, since they invest more effort into studies and may be in a disadvantaged position compared to students whose plagiarism may go undetected. Finally, plagiarism hurts the College, since its reputation depends on the conduct of its students, their ability to assume responsibility and to consistently demonstrate loyalty to the academic community as a whole, by delivering academic work of high standard.

Furthermore, plagiarism is a violation of the contract between students and the College. College is the place where students and instructors work together to develop knowledge and a better understanding of the world by making genuine contributions. Plagiarism breaches the contract as it tries to substitute personal intellectual effort with products of other people's intellectual effort. Thus, plagiarism is basically theft.

4 What are the Practical Consequences of Plagiarism?

In practical terms, if you fail to provide a full reference for a quote or an idea in your assignment now and then and it is an honest mistake, you will not be harshly penalized. However, your grade for the assignment may be reduced. In clear cases of plagiarism, you will receive a failing grade for the assignment. If this is a critical assignment, such as an essay you submit to complete a course, you are likely to fail the course and will thus not earn any credit points for it. Consequences can be quite dramatic if the course in question is obligatory or a prerequisite for more advanced courses. In some cases where students of the University of Freiburg cheated in course exams, they were obliged to prolong their studies at the University by one additional year.

Moreover, the new University Law gives the universities the right to decide whether exmatriculation may be applied in individual cases of serious plagiarism. Thus, if the administration of UCF is informed by an instructor that a student has committed plagiarism, the student potentially faces expulsion from the program.

Credit recognition

1 Credit recognition for Non-LAS Courses taken at the University of Freiburg

While we offer you most courses you need at UCF, there will be occasions when you want to complement our program by taking courses at other departments of the University of Freiburg. We expect this to be a complementary element of your studies rather than the rule; it should correspond to a clear intellectual interest which cannot be satisfied at UCF, and thus be undertaken in your later semesters rather than at the beginning of your studies. The number of ECTS points given at UCF for an external course is based on the Rules and Regulations for the LAS program: 1 ECTS corresponds to 30 hours of workload and a 6 ECTS course comprises 40 full contact hours. This means that in some cases the amount of ECTS points you will receive may differ from the amount announced by the course instructor at the University. Recognition is usually subject to prior notice and final approval by the Board of Examiners.

There are two options for courses you can take at other departments of the University (or in the EUCOR partner universities of Basel and Strasbourg).

The first option is to take **a course as an Elective**. The main considerations here are the fit of the course with your general study plan as well as the resulting workload and potential overlap in class time or assignments' due dates with the other courses you are taking. In cases where there is overlap in time, preference should always be given to LAS courses over external courses. It is up to students to seek permission for attending such courses in the relevant department, and to provide all necessary documentation.

If you wish to apply for a course at another department of the University of Freiburg to be recognized as an Elective, the procedure is the following:

1. Seek permission for attending the course in the relevant department.
2. Fill in all sections of the form "Application for Non-LAS Freiburg Courses. Electives", part I. A syllabus/timetable of the course, information about ECTS, workload, readings and information on assessment must be attached. Usually this information is available in the module handbook and/or the course catalog of the corresponding degree program.
3. Submit it to the Examination Office by the deadline announced in the LAS Academic calendar.
4. You will have to register for the examination via Campus Management, but only after you receive detailed instructions on the procedure from the Examination Office.
5. Once you have completed the course, submit the filled-in second page of the form (Part II), and proof of the successful completion of the course to the Examination Office.

The deadlines for submitting this information can be found in LAS Academic Calendar. The Board of Examiners will take a decision soon after the deadline.

The second option is to take a University course **as part of your studies in the Major**. The Major is a central part of the LAS program, and you should be given the opportunity to collect your Major credits within LAS. We do not encourage you to replace LAS courses in your Major by outside courses unless (1) the course is not offered within the LAS program at the point in your studies when you need it, (2) the course is a very good fit for an "advanced" or "specialization" option in the later years of your studies. It is up to students to seek permission for attending such courses in the relevant department, and to provide all necessary documentation.

In any case the course must be graded and has to correspond well to a module within the Major. The fit of the course with a module will be pre-checked by the Course Coordinator of the Major. Applications for external courses to be counted towards the Major need to be submitted in 6-ECTS packages. That is, you may take a 6-ECTS course and ask to count it towards a module, or combine two 3-ECTS courses (or a 4-ECTS and a 2-ECTS course) on one larger topic into one module. It is your responsibility to come up with such packages of courses.

If you wish to apply for a course at another department of the University of Freiburg to be recognized as part of your Major, the procedure is the following:

1. Seek permission for attending the course in the relevant department.
2. Fill in all sections of the form "Application for Non-LAS Freiburg courses. Major", part I.
3. Submit it to the Course Coordinator for your Major a week before the course's start. A detailed syllabus/timetable of the course, information about ECTS, workload, readings and information on assessment must be attached (usually this information is available in the module handbook and the course catalog of the corresponding degree program); A detailed syllabus is required here. Note that in case very little information is available about the course in the module handbook or course catalog, it might be possible to obtain such information directly from the instructor by contacting her/him. Course Co-

ordinators will need the information about the content of the course to provide informed advice on whether the course fits into the Major or not; a course title alone will probably be insufficient. Only when course information cannot be obtained from the instructor, you can submit it after the first class of the course in question.

4. Submit it to the Examination Office by the deadline announced in the Academic Calendar.
5. Obtain from the Examination Office the form "Exam Registration", fill it in and submit it to the Examination Office during the exam registration period.
6. Once you have completed the course, submit the filled-in second page of the form (Part II), and proof of the successful completion of the course to the Examination Office.

The deadlines for submitting this information can be found in the LAS Academic Calendar. The Board of Examiners will take a decision soon after the deadline.

2 Credit Recognition for Courses taken at other Institutions

As specified in the Study and Examination Regulations, a certain number of credits can be earned by taking suitable courses that are part of degree programs at universities other than the University of Freiburg. Recognition is subject to prior notice and final approval by the Board of Examiners.

Before attending an external course, students must submit a completed application form, which can be found on ILIAS, to the Board of Examiners requesting pre-approval to take the course. A detailed syllabus/timetable of the course, providing information on workload, number of ECTS, the topics and literature covered, as well as the method(s) of assessment and grading structure must be submitted with the application form. Upon completion of the course, sample study materials, a copy of the assessment and a formal statement about successful participation must be provided. Non-university study of any kind cannot be considered. For deadlines, please refer to the LAS Academic Calendar. We encourage you to discuss your plans with your study advisor before you start the application process.

Independent Projects

One of the goals of LAS is to support the independent initiative of students in their university studies. Hence, beyond the normal curriculum offered by LAS, the Study and Examination Regulations make it possible to apply for academic credit for a variety of independent projects, including internships or practical projects and supervised independent study.

There are two kinds of independent projects (§ 6):

1. Practical projects or internships for *Elective* credit, graded or ungraded.
2. Supervised independent study for *Major* credit in the Specialization Options.

You are responsible to organize every aspect of your independent project, including contacting and enlisting the support of advisors and supervisors. You should plan well ahead in order to respect the time and responsibilities of potential supervisors. Keep in mind that supervisors participate at their own discretion and may not always have the time or interest to support your project. Detailed guidelines are available on ILIAS and summarized below.

1 Practical Projects and Internships

LAS is an academic program, but it also seeks to be supportive of the professional and career aspirations of its students. Practical projects (e.g., in the fields of education, social work, the arts, or in certain cases sports) can receive ECTS credit when academically relevant and undertaken as a form of goal-oriented inquiry with a high degree of motivated self-direction. It is important to note that it is not the activity as such (e.g. helping out in a museum) that gets you credit, but its documented academic relevance and spirit of inquiry (e.g. working in a museum on a specific exhibit, researching and critically reviewing the relevant literature and writing a final reflection on the relevance of the exhibit for your intellectual and professional development).

Internships enable students to get a substantial insight into a potential future field of work, and some first work experience in that field. They should thus cover a substantial period of time in which a student works on one or more clearly defined tasks or projects in the day-to-day work of a company, a branch of the government, an NGO, or the like. Internships of less than two months' time are highly unlikely to receive credit as they are normally too short to accommodate a substantial project and to provide real insight into working life.

Both practical projects and internships need to be prepared by a proven engagement with relevant literature, thoroughly documented and accompanied by an element of written reflection. Students should work with a recognized institution. Credit for internships and practical projects can only contribute to the Electives portion of your study program.

2 Supervised Independent Study

Although rich and varied, the LAS curriculum cannot always meet the specific academic goals of all individual students. In order to create flexibility in the curriculum and to promote independent study in students, LAS allows students to receive credit for academic work pursued independently under supervision.

Independent study is reserved for advanced students in their 5th-8th semester and is designed primarily to meet two goals. First, it is for those students who need specific coursework in order to enter a Master program and cannot find a suitable solution in the normal LAS curriculum or in other courses at the University of Freiburg. Second, it is for exceptionally motivated students who wish to pursue advanced scholarly or scientific study not available in the normal curriculum and have identified a professor with whom they can do so.

In all cases, the intellectual, academic, and scientific standards for supervised independent study are high. Projects must meet the research standards of their field. The project need not produce original research in the narrow sense, but it should deal directly with research in a specific discipline – e.g., by reviewing the “state of the field” in a particular scientific area, mastering a complex body of scholarly knowledge, or developing policy proposals based on study of recent scholarly research.

Credit for supervised independent study contributes to the Major portion of your study program as a Specialization Option. In exceptional cases, it may count towards the Electives.

3 Summary

Independent projects, internships, and supervised self-study are meant to make a degree of individualization of a student's LAS degree program possible. But keep in mind that the application proposals for such projects must meet the high quality standards of LAS in order to be approved. Moreover, credit recognition does not follow from the fact that a certain project has been undertaken: regardless of the brilliance of the initial proposal and the effort or expenses involved, the Board of Examiners may still refuse credit recognition if the results of a project are not found to be in accordance with the general academic standards of the LAS program.

In order to pursue such projects, students will have to exhibit creativity, originality, and perseverance; they will have to plan in a structured and realistic way; and they will have to take risks. This combination of academic, professional, and personal skills is very much in the spirit of our program, after all, and we wish our students much success.

Studying abroad

Many LAS students use the four-year structure of the program to integrate a year abroad into their curriculum. UCF encourages you to broaden your personal and academic horizon in that way. A year abroad makes most sense in the third year of study. There are many options, and you need to research and weigh them carefully.

Apart from the institutional resources below, and the wealth of information available on the web, other students will be able to provide you with useful information, and you can ask your advisor for support if you find decision-making difficult. However, as a first-semester student, you have a lot of time: No decisions need to be made before next spring, i.e., the beginning of your second semester, and there are no deadlines before the later part of that semester!

These are the main ways to go abroad in the LAS program:

1 International Office Exchanges

The International Office of the University of Freiburg administers exchanges outside of Europe, and to a few European destinations. These usually cover university fees, which can be very high in some countries, but not living, insurance and travel expenses. We generally invite the IO for a consultation session with all LAS stu-

dents in the spring, but you can also go and pick up their brochures on the ground floor in the Rectorate where their offices are. The earliest of their deadlines – for North American destinations – are in August.

2 UCF Exchanges

UCF administers exchanges in the ERASMUS framework with UC London, IEP Grenoble, Universidad Complutense Madrid and with Dutch UCs in Utrecht, Maastricht and Amsterdam. There are no tuition fees paid to the host institutions on ERASMUS exchanges, and students are provided with a small monthly stipend (the amount of which varies by destination). It is important to mention that these stipends are not usually enough to cover all the expenses involved in an exchange, especially for destinations (such as London) with high costs of living. UCF also runs a semester exchange with the Schreyer Honors College at Penn State University, Pennsylvania, USA. Our students do not pay tuition fees at Penn State, but there are no stipends to off-set travel and living costs. Our flagship exchange is the double degree program with University College Maastricht, which is also the only one of our exchanges that comes with a monthly scholarship (ca. 700€) from the DAAD. As with the other UCF exchanges, no tuition fees are paid. Selections for the Maastricht double degree, London ERASMUS and Pennsylvania UCF exchanges happen early in your third semester, all others at the end of January. More detailed information is available on ILIAS.

3 Other Erasmus Programs

You can go on an ERASMUS exchange with the partner universities of other departments when their own students do not fill these places (which is often the case). Deadlines tend to be in spring, but vary from department to department. It is up to you to research these options on your own. LAS students are a good source of information, as many of them have gone on ERASMUS exchanges with other departments, in particular the history and political science departments. Erasmus exchanges provide a secure administrative framework and a small monthly stipend.

You can also approach universities directly and enquire about the possibility to be admitted as a “free mover”, but note that this is often expensive and requires an extra effort.

Scholarships are available from some sources (e.g. DAAD, Fulbright commission), but need careful advance planning. In addition, it is possible to apply for Auslands-BaföG for your study abroad. BaföG is often awarded for this purpose, even in some cases if you do not receive this support during the course of the rest of your degree program in Freiburg.

In a few cases it is possible to arrange housing via the host institution. It is, however, your responsibility to make your own arrangements with regard to housing, insurance, travel and visas. If you will be going to a non-EU destination it is important to be organized and allow enough time for the processing of visas, etc. For some exchange applications, and for scholarships, you will need references from teaching staff. Make sure you ask them early enough and respect their workload.

An Overview of Milestones for each Major

1 Major: Governance

The following recommendations are meant to help you orient yourself in the choice of courses within the Major Governance during your studies in the Liberal Arts and Sciences Program. As with the LAS program as a whole, much will depend on your individual choices, your own motivation and initiative, and the way that the program develops over the next few years. These recommendations reflect the current state of affairs and should be interpreted taking into account any relevant changes introduced at later stages.

Your choice of Major must occur only by the end of your fourth semester of study. However, if you want to be able to take courses from the Major Governance in your second year of studies, you should take the introductory module (**Introduction to Governance**) in Block III of the first year. Successful completion of this module is a **prerequisite** for most other courses in the Major, including the compulsory module Theoretical Foundations currently offered at the beginning of the second year (Block I). If you only come to Governance in your second year, you will need to adjust your plans accordingly.

For the general structure of the Major, refer to of the Study and Examination Regulations, § 6 (Program scope), Table 3, and to the Module Handbook available on the Info Board of ILIAS.

Compulsory Modules

- Introduction to Governance
- Theoretical and Philosophical Foundations of Social and Political Sciences
- Qualitative and Quantitative Methods

Compulsory Elective Modules

- Law
- Economics
- Political Science (*previously called "Comparative Government"*)
- International Governance
- Regional Governance
- Advanced Governance I, II and III

Specialization Options

- Specialization Options I and II

Milestones: Detailed Description**Year 1**

- Introduction to Governance (very strongly recommended, prerequisite for all advanced courses)
- Two other Introductions (strongly recommended)

In Blocks I-III of your first year of study, you should take the prescribed Core courses of the Foundation year: "Exploring Complex Problems," "Sharing Knowledge," "Theory of Knowledge," "Advanced Academic English," "Dealing with Numerical Information," and whatever language courses are appropriate to your situation. In Blocks III and IV, you will have a choice of Introduction to Major courses and should begin to think seriously about which Major is most interesting to you and most fitting your study goals.

Introduction to Governance (and other Introduction to Major courses): If you want to be able to take Governance courses in your second year of studies, you should take "Introduction to Governance" in Block III of the first year. Successful completion of this module is a prerequisite for all advanced courses in the Major.

We strongly recommend that you take **3 Introduction to Major courses in Blocks III and IV of your first year** (i.e., "Introduction to Governance," "Introduction to Culture and History," "Introduction to Life Sciences," and/or "Introduction to Earth and Environmental Sciences"). Three Introductions together constitute the "Intermediate Examination" (Zwischenprüfung) for the LAS degree. Completing these is an important step in your bachelor studies and must be finished by the end of your fourth semester of study. If you do not complete them in your first year, you may not be able to enter advanced courses for which they are prerequisites. You will usually also need to wait until the end of your second year of study before they are offered again.

Compulsory Elective Modules: First-year students should only consider one of these courses if the topic is of a very special interest to them. There will be plenty of time for topical courses later on in the program.

Year 2

- Theoretical and Philosophical Foundations (strongly recommended)
- Political Science (old title "Comparative Government"), Economics and Law (strongly recommended)

The structure of your second year within the Major Governance is at the moment rather set. You are expected to take one Governance course per Block, building a strong foundation for further studies in your third and fourth years.

Compulsory Module: In **Block I** you will take **Political Theory** (module Theoretical and Philosophical Foundations). The course focuses on major debates, such as the nature of freedom, power and equality, and introduces the most prominent streams of political thought in a highly interactive, student-centered teaching format.

Compulsory Elective Modules: The compulsory electives within the Major include Modules in Law, Economics, and Political Science, since the idea of the Major is to offer you an overview of disciplines and approaches to issues involving the regulation of common life and action in each of these different areas.

In **Block II** you will take **Comparative Government** (module Political Science). This course will equip you with the vocabulary and concepts necessary to understand the differences between various types of political regimes (democratic and authoritarian), grasp the dynamics of party politics and the role of the institutional

branches of power. This course therefore lays the foundation for more advanced courses on national and international government.

In **Block III** you will take **Principles of Economics** (module Economics). It is a classical introduction into economics, covering key concepts of macro- as well as microeconomics. We will strive to include into the course simulation games and other active learning methods so that you see how the economic concepts apply to everyday situations.

In **Block IV** you will take **Principles of Law** (module Law). With this introduction into the logic of law, the process of law-making and -implementation oriented at an operational understanding of the legal perspective on socio-political issues, *you will have completed the round of the essential socio-political disciplines and will be perfectly equipped for your third-year studies at UCF or abroad.*

The courses of the second-year Governance program are offered as 1-to-1 course-module options. We are not planning to offer other courses at UCF to cover these modules. Your progress through these courses and the progressive knowledge- and skill acquisition are painstakingly planned by the Governance team and, unlike many other courses, are offered mainly by the resident UCF instructors. *You are therefore expected to take these courses if you go into Governance, and it is highly recommended to take them in Year 2.* They are foundational, introductory courses, which will not only give you the vocabulary and concepts to enjoy more advanced courses, but will let you see which aspects and disciplines of the Governance area attract you most and pursue this direction in Years 3 and 4.

Year 3

- International Governance (recommended)
- Regional Governance (recommended)
- Advanced Governance I and II (recommended)
- Specialization Option I (recommended)
- Quantitative and Qualitative Methods (possible)

In your third year of studies, you should develop a clearer sense of your own specific goals within the Major. While continuing to take relevant courses from LAS, you may also want to take advantage of the range of courses offered in the rest of the University of Freiburg as well as its partners in Strasbourg and Basel. If you study abroad during this year, you will need to take at least two Governance modules per semester at your host institution.

Compulsory Modules: A methods course can be taken at this stage. Or, it can be postponed until your fourth year of studies.

Compulsory Elective Modules: During your third year it is recommended to take courses in the modules International Governance (courses fitting this module can be in the areas of international relations, international organizations, peace and conflict studies, international development, international economics, or international law), Regional Governance (regional studies, or a course similar to those in International Governance, but with a regional focus), as well as courses in Advanced Governance I and II (free choice of advanced courses in basically any domain of Governance).

Specialization Options: The two Specialization Options can normally be taken in the third and fourth years of your studies. The idea of Specialization Options is to allow you to deepen your knowledge in an area of your interest by focusing on a narrower topic, a case study, or using an unusual didactic approach. Such courses can concentrate on contemporary issues, favor an empirical approach, or cover trans-disciplinary topics: they can therefore be offered jointly by several Majors allowing you to meet students of other Majors. **We strongly recommend that you complete at least one Specialization Option by the end of your third year.** Keep in mind that this can be done in the context of a Supervised Independent Study. More information about Supervised Independent Study is available in this Handbook and on ILIAS.

Year 4

- Advanced Governance III
- Specialization Option I (if not completed in Year 3)
- Specialization Option II
- Quantitative and Qualitative Methods (if not completed in Year 3)

Complete any missing requirements from the Major and the Core in your fourth year.

Compulsory Elective Modules: If you have not yet done so, finish up all requirements from this portion of the Major. The methods course can be taken at this point. It makes more sense to take it in the winter semester, laying down the methodological foundation of your bachelor thesis.

Compulsory Modules and Specialization Options: The second Specialization Option and Advanced Governance III need to be taken in your fourth year of studies, if not yet completed. Courses taken as part of Advanced Governance III need to have a more pronounced research component, which can be realized, namely, in the topic and the type of the assessment – a research paper or a case study rather than a written or oral exam.

Bachelor Thesis: Set aside enough time for the Bachelor thesis in your fourth year of studies, do not postpone the conceptualization until the end of the first semester. Ideally, the thesis will build upon several courses you have taken and will combine your theoretical, methodological and practical knowledge acquired within the program.

Studying Abroad

If you are going abroad for a semester or a year, you are normally expected to take 30 ECTS of courses per semester, about half of them within the Major. Thus, if you are going abroad for a year, you are advised to take 5 courses equivalent to the 6-ECTS modules in Governance. The guidelines for your third year outlined above equally apply to your course choice abroad. You will need to refer to the Course Coordinator for the Major in order to make a balanced and informed decision on this matter. More information about credit recognition is available on ILIAS.

Profiling Your Studies: Find an Intellectual Passion

The LAS program as a whole is intended to give you significant control over your own education. This control also means that you need to take responsibility for developing your own individual study profile. If you wish to pursue more advanced disciplinary study in an MA and/or Ph.D., you will need to profile yourself with a substantive background in some special area. **You need to identify and actively pursue your intellectual passion.**

While choosing courses within the Major, take into consideration your current interests, but also plans for future studies. E.g., if you plan to enter a Master program in international relations, try to tailor your course choice to get a solid basis in this area. This is possible if you choose international relations-oriented courses for modules in Advances Governance I, II, and III, relevant Specialization Options, but also outside of the Major – in choosing Electives, carrying out an individual project or making an internship. Note that you have a margin of discretion within courses as well, such as the choice of the essay, case study or group work topic.

2 Major: Culture and History

The following recommendations are meant to help you orient yourself in the choice of courses within the Major Culture and History during your studies in the Liberal Arts and Sciences Program. They are intended as a guide rather than a plan. That is, they describe the range of ways that you can successfully complete the C&H Major rather than one specific path through the program. As with the LAS program as a whole, much will depend on your individual choices, your own motivation and initiative, and the way that the program develops over the next few years. These recommendations reflect the current state of affairs and should be interpreted taking into account any relevant changes introduced at later stages.

Your choice of Major must occur only by the end of your fourth semester of study. Nonetheless, these recommendations are addressed primarily to people who know by the end of their first year that they are seriously interested in the C&H Major, even if that decision is not absolutely final. If you only come to C&H in your second year, you will need to adjust your plans accordingly.

In order to understand the milestones, you will need to keep in mind the Modules within the Major as outlined in § 6, Table 2 of the Study and Examination Regulations. More specific descriptions of each Module are also available on the Info Board of ILIAS. In brief, they are:

Compulsory Modules

- Introduction to Culture and History
 - Culture as a Topic of Academic Inquiry
 - History as a Topic of Academic Inquiry
-] Theoretical and methodological foundation courses.
Best taken in Years 2-3.

Compulsory Elective Modules

- Culture and History up to the Early Modern Period
 - Culture and History since the Early Modern Period
 - Philosophy
 - Sociocultural Anthropology or Area Studies
 - Art, Literature, Aesthetics, or Music
- Backbone of the C&H curriculum, demanding breadth of humanistic study. Topics vary. Best taken in Years 2-3, and according to individual interest.
- Advanced Culture and History I, II, III
- Three other courses that expand and deepen your humanistic study. Years 2-3.

Specialization Options

- Specialization Option I, II
- Advanced, research-oriented study. Fulfilled either through coursework or Supervised Independent Study. Years 3-4.

Milestones: Detailed Description

Year 1

In their first year, all LAS students should complete the Foundation Year: “Exploring Complex Problems,” “Theory of Knowledge,” “Advanced Academic English,” “Sharing Knowledge,” “Dealing with Numerical Information,” and three “Introduction to Major” courses. Beginning in Block III and IV, you will have a choice of Introduction to Major courses and should begin to think about which Major is most interesting to you or most fitting to your goals.

Introduction to Culture and History (and other Introduction to Major courses): If you want to be able to take courses Culture and History in your second year of studies, you should take “Introduction to Culture and History” in Blocks III or IV of the first year. Successful completion of this module is a prerequisite for courses in the Major. Moreover, the course provides an important methodological background for further study.

We strongly recommend that you take **3 Introduction to Major courses in Blocks III and IV of your first year** (i.e., “Introduction to Governance,” “Introduction to Culture and History,” “Introduction to Life Sciences,” and/or “Introduction to Earth and Environmental Sciences”). Three Introductions together constitute the “Intermediate Examination” (Zwischenprüfung) for the LAS degree. Completing these is an important step in your bachelor studies and must be finished by the end of your fourth semester of study. If you do not complete them in your first year, you may not be able to enter advanced courses for which they are prerequisites. You will usually also need to wait until the end of your second year of study before they are offered again.

Year 2

In your second year of study, you begin delving into topical courses in the Major by taking the courses offered as Compulsory Elective Modules. You should normally combine this with your continued progress in the Core curriculum (especially the Epistemology Lectures). This is your chance to discover the range of humanistic study. So take advantage of the opportunity our courses give you to unite structured learning with individual curiosity.

Compulsory Elective Modules: This is the ideal point to begin your exploration of the range of humanistic study by taking topical courses from those offered within LAS. Try to take at least one in each Block.

Compulsory Modules: CATAI and HATAI are intended to give you a firm understanding of the methodological and theoretical foundations of humanistic study. They are each offered once per year, usually one in WS and one in SS. **We recommend strongly that you complete either “Culture as a Topic of Academic Inquiry” or “History as a Topic of Academic Inquiry” by the end of your second year.**

Specialization Options: If you feel ready at this point to move your intellectual development toward humanistic research, you may consider taking a course offered as “Specialization Option: Culture” or “Specialization Option: History.”

Introductions to Major: If you did not do so in your first year (e.g., because of failing a course), **you must successfully complete a total of 3 Introduction to Major courses** by the end of this year.

Year 3

In your third year of study, you should begin to develop a clearer sense of your own specific goals within the C&H Major. Most immediately, this means that you should start to identify which humanistic topics (Japanese painting? Political philosophy? 20th-century film?) and modes of humanistic inquiry (Historical? Literary? Philosophical? Anthropological?) you want to pursue in more depth in order to prepare yourself for the Bachelor Thesis and for further study in a specific field.

While continuing to take relevant courses from LAS, you may also want to take advantage of the range of humanistic courses offered in the rest of the University of Freiburg as well as its partners in Strasbourg and Basel. If you study abroad in this year, you will need to plan to fulfill at least some of the C&H Modules in your host institution. More information and advice about studying abroad is available on ILIAS.

In this year you should also decide how you would like to fulfill the Specialization Option courses. These can be fulfilled through more advanced coursework or through Supervised Independent Study. You should consider the Supervised Independent Study especially if you already have a clear idea of what your special interests are, would like to work with a specific professor in their research area, or need background in a specific field for further study.

Compulsory Elective Modules: Continue to take these when relevant. Consider attending courses beyond LAS that develop your individualized line of study.

Compulsory Modules: ***We recommend strongly that you complete the second Compulsory Module, "Culture as a Topic of Academic Inquiry" or "History as a Topic of Academic Inquiry," by the end of your third year.*** If you will be abroad during this time, look specifically for an equivalent course at your host institution, keeping in mind the somewhat demanding Module requirements.

Specialization Options: At this point in your studies, you must begin to develop your skills and knowledge in a more research-oriented way. ***We strongly recommend that you complete at least one Specialization Option by the end of your third year.*** Keep in mind that this can be done in the context of a course or as a Supervised Independent Study. More information is available about Supervised Independent Study on ILIAS.

Year 4

Your final year of study should culminate in your Bachelor Thesis, the capstone of your education and an opportunity to pursue your intellectual passion using the rigorous academic skills, methods, theories, and knowledge that you have accumulated in your previous studies. More information about the Bachelor Thesis will become available as the academic staff develops a plan for this portion of LAS. Your fourth year is also an opportunity to complete any missing requirements from the Major and the Core.

Core: An important Core Module, "The Challenge of Interdisciplinarity" is offered in WS as a preparation for writing your Bachelor Thesis. ***You must take this course at this point if you wish to graduate on time.***

Compulsory Elective Modules: If you have not yet done so, finish up any other requirements from this portion of the Major.

Compulsory Modules: If you have not yet taken both, you will need to take the Compulsory Modules in your fourth year.

Specialization Options: At this point, you should be well prepared to pursue advanced, research-oriented academic work. Take a course that corresponds to one of these modules or pursue this Module as a Supervised Independent Study, perhaps building toward your Bachelor Thesis.

Bachelor's Thesis: This is the capstone of your studies and should represent your best work, the culmination of four years of humanistic study. Ideally, your thesis will be in an area relevant to your future career and study plans.

Studying Abroad

If you are going abroad for a semester or a year, you are normally expected to take 30 ECTS of courses per semester. Study abroad is a good opportunity to pursue your individual interests, for instance through courses that will count as Electives for your LAS Bachelor. But you also need to make sure to keep collecting credits in the Major. Thus, if you are going abroad for a year, you are advised to do at least half of your study in courses that can correspond to the C&H Modules: the Compulsory Elective Modules, the Compulsory Modules ("CATAI" or "HATAI"), and one or two very advanced courses to cover the Specialization Options.

More information about credit recognition is available on ILIAS. You may want to speak to the Course Coordinator in order to make a balanced and informed decision on studying abroad.

Profiling Your Studies: Find an Intellectual Passion

The LAS program is intended to give you significant control over your own education. This control also means that you need to take responsibility for developing your own individual study profile. If you wish to pursue more advanced disciplinary study in an MA and/or Ph.D., you will need to profile yourself with a substantive background in some special area. ***You need to identify and actively pursue your intellectual passion.***

You may discover this passion during your studies. You may have brought it with you from earlier life. Or you may find an interest in something outside of formal education that you wish to pursue in an academic way. Whether it's a particular period of history (ancient, medieval, modern, etc.), a particular culture group (China, the US, Scandinavia, etc.), or a kind of cultural product (philosophy, poetry, religious ritual, etc.), you need to have some topical focus on which you can bring to bear your interdisciplinary humanistic training in the C&H Major. Ideally, of course, your interest will be a specific combination (e.g., German poetry in the 20th century).

Especially in Years 3 and 4, use the Modules "Advanced Culture and History I/II/III", the Specialization Options (especially the opportunity for Supervised Independent Study), the Bachelor Thesis, and your Electives to work toward your own intellectual and professional goals.

3 Major: Life Sciences

The following recommendations are meant to help you orient yourself in the choice of courses within the Major Life Sciences during your studies in the Liberal Arts and Sciences Bachelor Program. They are intended as a **guide** rather than a plan. That is, they describe the range of ways that you can successfully complete the Life Sciences Major rather than one specific path through the program. As with the LAS program as a whole, much will depend on your individual choices, your own motivation and initiative, and the way that the program develops over the next few years. These recommendations reflect the current state of affairs and should be interpreted taking into account any relevant changes introduced at later stages. The latest information on changes regarding the Major Life Sciences can be found on ILIAS in the **Life Sciences Interest Group** (Info Board). We recommend joining this group if you are interested in taking Life Sciences as Major, even if you are not sure, yet, whether you will actually do so.

The declaration of your Major must occur only by the end of your fourth semester of study. Use the form "Declaration of Major" provided on ILIAS and hand it in to the UCF Examination Office. The following recommendations are addressed primarily to people who know by the end of their first year that they are seriously interested in the Life Sciences Major, even if that decision is not absolutely final. If you only come to Life Sciences in your second year, you will need to adjust your plans accordingly.

In order to understand the milestones described below, you will need to keep in mind the Modules within the Major as outlined in § 6, Table 4 of the **Study and Examination Regulations**. More specific descriptions of each Module are also available in the **Module Handbook**. In brief, they are:

Compulsory Modules

Compulsory Modules provide you with the basic knowledge required for the successful completion of the Life Sciences Major at UCF and you must take these courses at UCF. There is usually only one course offered for each of the Compulsory Modules. The Compulsory Modules are:

Introductory Module: Thought and Research in the Life Sciences (Introduction to Life Sciences); Mathematics & Physics for the Liberal Arts and Sciences; Cell Biology; Biochemistry; Physiology; Computer Science, Data Processing and Modeling in the Life Sciences; and, Laboratory Work for the Life Sciences.

Compulsory Elective Modules

The Compulsory Elective Modules (e.g., Advanced Life Sciences I, II, and III) allow you to gain advanced knowledge in a narrower topic of the Life Sciences. Over the time of your studies different courses will be offered which can be counted for a Compulsory Elective Module. Most of the Compulsory Elective Modules offered in the Life Sciences Major will be courses from the areas of **Neuroscience**, **Immunobiology**, and **Biomedical Engineering**. The module **Methods** must be covered by a course that teaches one or multiple research methods from the Life Sciences.

Specialization Modules

The Specialization Options (i.e., Specialization Option: Life Sciences I and II) allow you to take specialized courses on a focused topic from a *particular area* of **Neuroscience**, **Immunobiology**, or **Biomedical Engineering** (e.g. "The Neuroscience of Language"). When you take these courses you have ideally already some idea about your Bachelor thesis so that you can develop a topic for the thesis out of these courses.

Milestones: Detailed Description

Year 1

In Blocks I-III of your first year of study, you should take the prescribed Core courses of the Foundation year: "Introduction to Liberal Arts and Sciences," "Exploring Complex Problems," "Sharing Knowledge," "Dealing with Numerical Information," and whatever language courses are appropriate to your situation.

Beginning in Block III and IV, you will have a choice of Introduction to Major courses and should begin to think about which Major is most interesting to you or most fitting to your goals.

Introduction to Life Sciences (and other Introduction to Major courses): If you want to be able to take courses from the Life Sciences in your second year of studies, you should take "Introduction to Life Sciences" in Block IV of the first year since this course is currently offered once a year. Successful completion of this module is a prerequisite for some courses in the Major. Moreover, the course provides an important methodological background for further study.

We strongly recommend that you take **3 Introduction to Major courses in Blocks III and IV of your first year** (i.e., "Introduction to Governance," "Introduction to Culture and History," "Introduction to Life Sciences," and/or "Introduction to Earth and Environmental Sciences"). Three Introductions together constitute the "Intermediate Examination" (Zwischenprüfung) for the LAS degree. Completing these is an important step in your bachelor studies and must be finished by the end of your fourth semester of study. If you do not complete them in your first year, you may not be able to enter advanced courses for which they are prerequisites. You will usually also need to wait until the end of your second year of study before they are offered again.

Compulsory Modules: First-year students should focus on the Core courses and Introduction to Major courses and start taking Compulsory Modules of the Life Sciences Major not before the second year.

Compulsory Elective Modules: First-year students should only consider one of these courses if the topic is of special interest to them. There will be plenty of time for topical courses later on in the program. Note that some Compulsory Elective Modules may require prerequisites from the Compulsory Modules and you won't be able to take them during your first year.

Core Courses: Some students may wish to take a course for the Leadership and Responsibility modules.

Year 2

In your second year of study, you start covering basic methodological and theoretical knowledge from the Life Sciences in the Compulsory Modules. You should normally combine this with your continued progress in the Core curriculum.

Compulsory Modules: The Compulsory Modules are intended to give you a firm understanding of the methodological and theoretical foundations necessary to study the structures and functions of the human body and mind. **You should take the compulsory modules "Mathematics & Physics for the Liberal Arts and Sciences", "Cell Biology", "Biochemistry", and "Physiology" during the second year.**

Compulsory Elective Modules: You can complement the Compulsory Modules with a Compulsory Elective Module on a topic you find particularly interesting. Note that some Compulsory Elective Modules may require prerequisites from the Compulsory Modules.

Introduction to Major: If you did not do so in your first year, you must successfully complete a total of 3 Introduction to Major courses by the end of this year.

Core: **During this year you should complete the required Core Lectures** ("Theory of Science", "Science Research", and "History, Sociology, and Anthropology of Science"). You may also want to complement your study of Life Sciences with one module from Leadership and Responsibility.

Year 3

In your third year of study, you should begin to develop a clearer sense of your own specific goals within the Life Sciences Major. This means, you should decide for yourself which of the three branches Neuroscience, Immunobiology, or Biomedical Engineering suits your interest most and develop an idea about which topical area within these branches you want to pursue in more depth in order to prepare yourself for the Bachelor Thesis and for further study in a specific field. While continuing to take relevant courses from LAS, you may also want to take advantage of the range of Life Sciences related courses offered in the rest of the University of Freiburg as well as its partners in Strasbourg and Basel. If you study abroad in this year, you will need to

plan to fulfill at least some of the Life Sciences Modules in your host institution. More information and advice about studying abroad is available on ILIAS.

Compulsory Modules: **During the third year you should complete all compulsory courses.** If you haven't taken them so far you should take the modules "Computer Science, Data Processing and Modeling in the Life Sciences" and "Laboratory Work for the Life Sciences". The latter can be fulfilled by doing a research internship in a research lab at the University of Freiburg, a research institution (e.g. a Max-Planck- or a Fraunhofer Institute) or a research lab of a company (e.g. pharmaceutical companies in Basel). A guideline and a list of research labs that expressed their interest in having one of our students as an intern can be found in the folder of the Life Sciences Interest Group on ILIAS.

If you will be abroad during this time, look specifically for an equivalent course at your host institution, keeping in mind the somewhat demanding Module requirements.

Compulsory Elective Modules: Continue to take these when relevant. Consider attending courses beyond LAS that develop your individualized line of study.

Specialization Options: At this point in your studies, you should begin to develop your skills and knowledge in a more research-oriented way. **We strongly recommend that you complete at least one Specialization Option by the end of your third year.** Keep in mind that this can be done in the context of a course or as a Supervised Independent Study. More information is available about Supervised Independent Study on ILIAS.

Year 4

Your final year of study should culminate in your B.Sc. Thesis, the capstone of your education and an opportunity to pursue your intellectual passion using the rigorous academic skills, methods, theories, and knowledge that you have accumulated in your previous studies. More information about the B.Sc. Thesis will become available as the academic staff develops a plan for this portion of LAS. Your fourth year is also an opportunity to complete any missing requirements from the Major and the Core.

Compulsory Modules: If you have not taken all Compulsory Modules, yet, you must do so now. Ideally you should have taken all Compulsory Modules by the end of the third year.

Compulsory Elective Modules: If you have not yet done so, finish up any other requirements from this portion of the Major.

Specialization Options: At this point, you should be well prepared to pursue advanced, research-oriented academic work. Take a course that corresponds to one of these modules or pursue this Module as a Supervised Independent Study, perhaps building toward your B.Sc. Thesis.

Bachelor's Thesis: This is the capstone of your studies and should represent your best work, the culmination of four years of scientific and humanistic study. Ideally, your thesis will be in an area relevant to your future career and study plans.

Studying Abroad

If you are going abroad for a semester or a year, you are normally expected to take 30 ECTS of courses per semester. Study abroad is a good opportunity to pursue your individual interests, for instance through courses that will count as Electives for your LAS Bachelor. But you also need to make sure to keep collecting credits in the Major. Thus, if you are going abroad for a year, you are advised to do at least half of your study in courses equivalent to the Compulsory Elective Modules in Life Sciences. Note, that you should take Compulsory Modules at UCF. You may also wish to take a more advanced course to cover one Specialization Option.

More information about credit recognition is available on ILIAS. You may want to speak to the Course Coordinator in order to make a balanced and informed decision on studying abroad.

Profiling Your Studies: Find an Intellectual Passion

The LAS program as a whole is intended to give you significant control over your own education. This control also means that you need to take responsibility for developing your own individual study profile. If you wish to pursue more advanced disciplinary study in a Master and/or Ph.D., you will need to profile yourself with a substantive background in some special area. **You need to identify and actively pursue your intellectual passion.**

You may discover this passion during your studies. You may have brought it with you from earlier life. Or you may find an interest in something outside of formal education that you wish to pursue in an academic way. Especially in Years 3 and 4, use the Modules “Advanced Life Sciences I, II and III”, the “Methods” module, the Specialization Options, the B.Sc. Thesis, and your Electives to work toward your own intellectual and professional goals.

4 Major: Earth and Environmental Sciences

The Major Earth and Environmental Sciences (EES) at the University College Freiburg takes an interdisciplinary approach to the study of our physical and living environment. Compulsory modules comprise principles from Earth sciences, ecology and chemistry. They aim to equip students with a scientific understanding of processes controlling the environment in both the past and present. Later on, students need to take at least one course in each compulsory elective module and in both specialization options. Apart from these basic requirements, students can strengthen their scientific profile by choosing other elective courses (electives) offered at UCF, the University of Freiburg, or other institutions. As part of the LAS program, students have the opportunity to take a more integrative approach to studying our Earth environment by choosing elective modules from the political and social sciences, economics, law and / or cultural studies. Latest information concerning the EES Major can be found on ILIAS in the EES Interest Group (Info Board). It is recommended to join this group if you are interested in taking this Major.

Your choice of Major must occur by the end of your fourth semester of study. Use the form “Declaration of Major” provided on ILIAS and hand it in to the UCF Examination Office. These recommendations are addressed primarily to students who know by the end of their first year that they are interested in the EES Major, even if that decision is not absolutely final. If you only join EES in your second year, you will need to adjust your plans accordingly. In order to understand the milestones, you will need to keep in mind the Modules within the Major EES as outlined in § 6, Table 5 of the Study and Examination Regulations. More specific descriptions of each Module are also available in the Module Handbook on ILIAS. In brief, they are:

Compulsory Modules

Compulsory Modules provide you with the basic knowledge required for the successful completion of the earth and Environmental Science Major at UCF. There is usually only one course offered for each of the Compulsory Modules. The Compulsory Modules are:

- Introductory Module: Thought and Research in the Area of Earth and Environmental Science
- Mathematics and Physics for the Liberal Arts and Sciences
- Chemistry
- Earth Sciences
- Ecology
- Methods of Observing Nature
- Data Processing and Modeling in the Sciences

Compulsory Elective Modules

The Compulsory Elective Modules allow you to gain advanced knowledge in a narrower topic of the earth and Environmental Sciences. Over the time of your studies different courses will be offered which can be counted for a Compulsory Elective Module. The Compulsory Elective Modules are:

- Global Cycles of Matter and Materials
- Humans and the Environment
- Evolution and Dynamics of the Planetary System
- Analytical Methods

Specialization Options

The Specialization Options such as Earth and Environmental Sciences I and Earth and Environmental Sciences II allow you to take specialized courses on a very narrow topic

Milestones: Detailed Description

Year 1

In Blocks I-III of your first year of study, you should take the prescribed Core courses of the Foundation year: “Theory of Knowledge” “Exploring Complex Problems,” “Sharing Knowledge,” “Dealing with Numerical Information” and whatever language courses are appropriate to your situation. Beginning in Block III and IV, you will have a choice of Introduction to Major courses (i.e., “Introduction to Culture and History,” “Introduction to Governance,” “Introduction to Life Sciences,” and/or “Introduction to Earth and Environmental Sciences”) and should begin to think about which Major is most interesting to you or most fitting to your goals. If you want to be able to take courses from EES in your second year of studies, you should take “Introduction to Earth and Environmental Science” in Block IV of the first year since this course is currently offered once a year. Suc-

Successful completion of this module is a prerequisite for some courses in the Major. Moreover, the course provides an important methodological background for further study.

We recommend strongly that you take 2 or 3 Introduction to Major courses in Blocks III and IV of your first year and Block I in your second year. The three together constitute the "Intermediate Examination" (Zwischenprüfung) for the LAS degree. Completing these is an important step and must be finished by the end of your fourth semester of study. If you do not complete them in your first year (or at the beginning of your second year), you may not be able to enter subsequent courses for which they are prerequisites. You may also need to wait until the end of your second year of study before they are offered again.

Compulsory Modules: First-year students should focus on the Core courses and Introduction to Major courses and start taking Compulsory Modules of the EES Major not before the second year.

Compulsory Elective Modules: First-year students should only consider one of these courses if the topic is of special interest to them. There will be plenty of time for topical courses later on in the program. Note that some Compulsory Elective Modules may require prerequisites from the Compulsory Modules and you won't be able to take them during your first year.

Core Courses: You should take the prescribed Core courses of the Foundation year: "Theory of Knowledge" (Orientation Examination), "Exploring Complex Problems," "Sharing Knowledge," "Dealing with Numerical Information". Some students may wish to take a course for the Leadership and Responsibility modules.

Year 2

In your second year, you start covering basic methodological and theoretical knowledge from EES in the Compulsory Modules. You should normally combine this with your continued progress in the Core curriculum.

Compulsory Modules: The Compulsory Modules are intended to give you a firm understanding of the methodological and theoretical foundations of EES. You should focus to take these modules during the second year.

Compulsory Elective Modules: You can complement the Compulsory Modules with a Compulsory Elective Module on a topic you find particularly interesting. Note that some Compulsory Elective Modules may require prerequisites from the Compulsory Modules.

Introduction to Major: If you did not do so in your first year, you must successfully complete a total of 3 Introduction to Major courses by the end of this year.

Core: During this year you should complete the required Core Lectures ("Theory of Science", "Science Research", and "History, Sociology, and Anthropology of Science"). You may also want to complement your study of Life Sciences with one module from Leadership and Responsibility.

Year 3

In your third year of study, you should begin to develop a clearer sense of your own specific goals within the EES Major. While continuing to take relevant courses from LAS, you may also want to take advantage of the range of EES related courses offered in the rest of the University of Freiburg. If you study abroad in this year, you will need to plan to fulfill at least some of the EES Modules in your host institution. More information and advice about studying abroad is available on ILIAS.

Compulsory Modules: During the third year you should complete all compulsory courses. If you will be abroad during this time, look specifically for an equivalent course at your host institution, keeping in mind the somewhat demanding Module requirements.

Compulsory Elective Modules: Continue to take these when relevant. Consider attending courses beyond LAS that develop your individualized line of study.

Specialization Options: At this point in your studies, you should begin to develop your skills and knowledge in a more research-oriented way. We strongly recommend that you complete at least one Specialization Option by the end of your third year. Keep in mind that this can be done in the context of a course or as a Supervised Independent Study. More information is available about Supervised Independent Study on ILIAS.

Year 4

Your final year of study should culminate in your B.Sc. Thesis, the capstone of your education and an opportunity to pursue your intellectual passion using the rigorous academic skills, methods, theories, and knowledge that you have accumulated in your previous studies. More information about the B.Sc. Thesis will

become available as the academic staff develops a plan for this portion of LAS. Your fourth year should also be an opportunity to complete any missing requirements from the Major and the Core.

Compulsory Modules: If you have not taken all Compulsory Modules, yet, you must do so now. Ideally you should have taken all Compulsory Modules by the end of the third year.

Compulsory Elective Modules: If you have not yet done so, finish up any other requirements from this portion of the Major.

Specialization Options: At this point, you should be well prepared to pursue advanced, research-oriented academic work. Take a course that corresponds to one of these modules or pursue this Module as a Supervised Independent Study, perhaps building toward your B.Sc. Thesis.

Core: An important Core Module, "The Challenge of Interdisciplinarity" is offered in WS as a preparation for writing your Bachelor Thesis. *You must take this course at this point if you wish to graduate on time.*

Bachelor's Thesis: This is the capstone of your studies and should represent your best work, the culmination of four years of scientific and humanistic study. Ideally, your thesis will be in an area relevant to your future career and study plans.

University College Freiburg
University of Freiburg
Bertoldstraße 17
79085 Freiburg, Germany
Tel. +49 761 203-67342
studyinfo@ucf.uni-freiburg.de

For more information, please
visit www.ucf.uni-freiburg.de
and join us on Facebook: www.facebook.com/ucf.las

