



UNIVERSITY
COLLEGE
FREIBURG

Student Handbook

B.A./B.Sc. Program Bachelor of
Liberal Arts and Sciences
Academic Year 2016-17

Albert-Ludwigs-Universität Freiburg

**UNI
FREIBURG**

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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. The following 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 students: 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 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 first year students,

We warmly welcome you to the city of Freiburg and more importantly, to the LAS community! Studying LAS means a lot more than reading books and writing papers, it means studying in a group of inspiring individuals, it involves questioning your world, broadening your horizon and taking action. So welcome, we are glad that you have decided to join us for this adventure!

As a UCF student, you are now part of the Students’ Council, the students association of the LAS program at 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 provides a platform to contribute to the academic environment and the community of students and staff at UCF. Through discussing the curriculum, organizing students' exchanges with other Liberal Arts programs, organizing conferences and talks or assembling fellow students to pursue a common passion – there are many ways to get involved. Ultimately, the Students Council thrives because of you, the LAS students and thus we could not be happier to welcome you into our community and encourage you to participate!

You are eager to get involved? Excellent, we will soon provide you with further information about how to get involved. Nevertheless, if you would like to get a first glimpse of student life at UCF, we encourage you to check out our website where you can find more information about our structure as well as the dates of our regular meetings: www.studentscouncil.de

If you have any further questions, feel free to get in touch with us! We are looking forward to meeting you all soon.

LAS Executive Organizers – Abdur Rehman Zafar and Veronika Datzler: studentscouncil@ucf.uni-freiburg.de

LAS Mediators – Laura Schinzel and Paul Weber: lasstudentsmediator@gmail.com

University College Freiburg

1 Institutional Structures and People

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, Dr. Ursula Glunk**, heads the teaching team and plans and oversees all teaching activities at UCF. Together with the **Managing Director, Paul Sterzel**, she is responsible for the daily affairs and strategic development of the college.

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. She is also responsible for the **LAS Program Consultation**.

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. The LAS 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.

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:** Dr. Sabine Sané
- **English:** Dr. Denise Kaltschütz
- **Other Languages:** Dr. Melanie Fröhlich

Following the conviction that the key to interdisciplinarity 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 modules: “Theory of Knowledge” and “Theory of Science”. Together with his Assistant Professor, the professorship also offers courses in the Major Culture and History and the Electives area.

Prof. Dr. Veronika Lipphardt holds the **Chair for Science and Technology Studies**. She contributes to the LAS Core with the two mandatory modules “Knowledge in Context” and “Science in Context”. Together with her Assistant Professor, the professorship offers additional courses in the Core, the Major Culture and History and the Electives area.

2 Communication at UCF

2.1 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.

2.2 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”.

2.3 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.

2.4 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.

2.5 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.

3 Consultation and Advising

Information on the LAS courses is available in the Course Catalog. There and on the UCF staff page, you can also find the lecturers' contact details and office hours. If you have questions, please always refer to the information provided in the Course Catalog, on ILIAS and in the Student Handbook first.

If you do not find the information and insights you need, we have several information channels that you can use:

3.1 Program Consultation for Current LAS Students

Program consultation focuses on technical and organizational questions regarding the LAS program. Dr. Karin Moll is responsible for LAS program consultation and can be contacted at:

Email: las.consultation@ucf.uni-freiburg.de

Phone: 0761-203 67614

Student Office Hour: Friday, 9–10h, Room 01069, Alte Universität

3.2 Examination Office

The Examination Office is responsible for the administration of forms, exams, grades, and transcripts.

Email: examination@ucf.uni-freiburg.de

Natascha Gimbel: Tel. +49 761 203-67342

Kathleen Robinson: Tel. +49 761 203-67613

Office Hours: Monday and Wednesday, 9–12h, Room 01070, Alte Universität

Postal Address:

University of Freiburg

LAS Examination Office

Bertoldstr. 17

79085 Freiburg

3.3 Major/Core/Language Consultation

Major/Core/Language consultation focuses on the content and organization of these areas of studies. Please always consult the information provided by the coordinators first (e.g. Governance wiki, Major Interest Groups on ILIAS).

Earth and Environmental Sciences: Dr. Sabine Sané at sabine.sane@ucf.uni-freiburg.de

Life Sciences: Dr. Simon Büchner at simon.buechner@ucf.uni-freiburg.de

Governance: Dr. Liudmila Mikalayeva at liudmila.mikayeva@ucf.uni-freiburg.de

Culture and History: Dr. Ryan Plumley at ryan.plumley@ucf.uni-freiburg.de

Core: Dr. Matthias Möller at matthias.moeller@ucf.uni-freiburg.de

English: Dr. Denise Kaltschütz at denise.kaltschuetz@ucf.uni-freiburg.de

Other Languages: Dr. Melanie Fröhlich at melanie.froehlich@ucf.uni-freiburg.de

3.4 Consultation for Outgoing and Incoming Exchange Students

Consultation for outgoing and incoming exchange students focuses on questions that are relevant before, during, and after their stay abroad or their stay at UCF. Please consult the study abroad information in the student handbook and on our website and on ILIAS.

Contact: Anne Klemperer at anne.klemperer@ucf.uni-freiburg.de

3.5 Academic and Professional 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. Advising focuses on your academic and professional development, not on technical or organizational questions regarding your LAS studies.

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.

3.6 University of Freiburg Services

For an overview of services and consultation the University of Freiburg and other institutions offer, please see the resources provided by the University centrally:

http://www.studium.uni-freiburg.de/service_und_beratungsstellen-en/service_und_beratung-en?set_language=en

LAS Curriculum

1 Foundational Documents

The foundational documents are available on the UCF website (<http://www.ucf.uni-freiburg.de/liberal-arts-and-sciences/statutes-and-handbooks>).

1.1 LAS Study and Examination Regulations

The Study and Examination Regulations (Studien- und Prüfungsordnung, StuPo, current version: 2015, not 2012) provide the legal background of the LAS degree program. The regulations entail information on the content and the structure of the LAS degree program, on graduation requirements (e.g. required modules to complete the degree program), and on the regulations and processes concerning examination. All students enrolled in the LAS degree program are expected to have carefully read the Study and Examination 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 the Study and Examination Regulations, please do not hesitate to contact Dr. Karin Moll at las.consultation@ucf.uni-freiburg.de

1.2 LAS Module Handbook

Whereas the Study and Examination Regulations provide general information on the required modules to complete the LAS degree program, the LAS Module Handbook gives detailed information on each module.

1.3 LAS Course Catalog

For most, but not all (!) of the modules that are required to complete the LAS degree program, students can choose between different courses. The courses that are offered and the corresponding modules are published in the LAS Course Catalog that is published every semester.

In addition, the course catalog provides information on course registration procedures and important dates and deadlines during the semester.

2 LAS Study Outline

The **Core** (66 ECTS) is shared by all LAS students. It encompasses basic and advanced academic skills, reflections on knowledge and science, and a curriculum on Responsibility and Leadership.

The **Majors** (102 ECTS) provide an in-depth education in a specific academic field that is, in itself, interdisciplinary. After their first year of studies (or no later than the end of the fourth program semester), students choose one of the following Majors: Earth and Environmental Sciences, Life Sciences, Governance, Culture and History. To declare the Major, please submit the form "Declaration of Major" (available on the Info Board on ILIAS) to the LAS Examination Office.

In the **Electives** (72 ECTS), students can choose from a variety of courses (e.g. courses of other Majors, courses of other degree programs, language courses) and projects (e.g. independent projects) to further shape their educational profile.

LAS Students must complete all parts (Core, Major, and Electives) of the degree program in order to complete their studies. In addition, students are required to demonstrate foreign language proficiency by the end of the fourth semester of their studies at UCF (see Milestones Year 2-4).

3 Foundational Year: Your First Year at UCF

The Liberal Arts and Sciences program is organized in a combination of block and semester structure. There are two 8-week blocks per university semester 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 teaching as much as possible with the semester schedule at the University of Freiburg. Course dates for each semester are available on the UCF website and in the LAS Course Catalog.

Winter Semester	Block I	Block II
	Research and Presentation	Written Expression
	English for Academic Purposes	
	Theory of Knowledge: Knowledge, Truth, and Inference	
	Responsibility and Leadership I: An Introduction to Responsibility and Leadership or Language Course	

Summer Semester	Block III	Block IV
	Introduction to Major 1	Introduction to Major 2
	Dealing with Numerical Information	Introduction to Major 3
	Knowledge in Context or Language Course	

In the **first semester**, students develop and sharpen their academic key skills (scientific methods, exchange formats, researching and working with academic literature and sources, academic presentation). All LAS students, irrespective of their cultural background or intellectual interests, need a common base of resources for mastering academic challenges. Therefore, the Foundational Year focuses on methods of research and analysis as well as on techniques of writing and presenting. This framework makes up most of the first year's classwork and ensures that students' start into academic life with LAS is both stimulating and structured. These academic key skills are complemented with the first module of *Responsibility and Leadership* and the module Theory of Knowledge from the area *Reflections on Science and Knowledge*.

In your first semester of studies, you should take the Core modules of the Foundation Year:

- Research and Presentation,
- Written Expression
- English for Academic Purposes
- Theory of Knowledge (Course title: "Knowledge, Truth, and Inference")
- Responsibility and Leadership I (Course title: "An Introduction to Responsibility and Leadership"). Students who must follow language classes to achieve A2 level in a second language (e.g. German) take language classes instead of Responsibility and Leadership I. They then take the module Responsibility and Leadership I in their second year of studies.

Please note, that the examination of the module Theory of Knowledge constitutes the Orientation Examination of the LAS program (see Study and Examination Regulations §18). Completing this examination is an important step in your bachelor studies and must be finished by the end of your second semester of study.

In **your second semester**, you will take the modules "Dealing with Numerical Information" and "Knowledge in Context". Students who must follow language classes to achieve A2 level in a second language (e.g. German) take language classes instead of "Knowledge in Context." They then take "Knowledge in Context" in their second year of studies.

You will also 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. If you want to be able to take courses in a

specific Major in your second year of studies, you should take the introduction to this Major. Successful completion of the introductory module is a prerequisite for most courses in the respective Major. Moreover, the introductory courses provide 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.

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.

4 Year 2-4 Milestones

The following recommendations for the Majors and Core are addressed primarily to people who know by the end of their first year that they are seriously interested in a specific Major, even if that decision is not final. If you only come to a specific Major in your second year, you will need to adjust your plans accordingly.

4.1 Major Declaration

After their first year of studies (or no later than the end of the fourth program semester), students choose one of the following Majors: Earth and Environmental Sciences, Life Sciences, Governance, Culture and History. To **declare the Major**, please submit the form "Declaration of Major" (available on the Info Board on ILIAS) to the LAS Examination Office.

4.2 Proof of Language Proficiency

English

As stated in the Study and Exam Regulations of the LAS program, students are required to demonstrate a **C1** level of proficiency in the English language **by the end of the fourth semester of their studies**. We cannot exempt students from countries where English is one of the official languages (e.g. Singapore). Bilingual students who did not provide proof of C1 level upon entering the program will also have to prove attainment of level C1.

Native English speakers or students who provided proof of level C1 upon entering the program do not have to provide any further test results. All other students are strongly encouraged to ascertain if they have reached C1 level already at the end of their first semester of studies by taking one of the following tests: TOEFL, IELTS, Cambridge ESOL, or the Oxford Placement Test. Please note that UCF will not reimburse exam fees.

Other Languages

As stated in the Study and Exam Regulations of the LAS program, students who speak German or English as their native language are required to demonstrate an A2 level of proficiency in a second foreign language **by the end of the fourth semester of their studies at UCF**. Students who speak neither German nor English as their native language must possess at least level A2 German language skills according to the Common European Framework of Reference for Languages.

Students have the following options for proving their A2 proficiency:

1. Successful completion of an A2-level language course offered either by UCF or SLI.
2. An officially recognized diploma (e.g. DELF for French, DELE for Spanish) certifying the degree of competence (at least A2).
3. Final German "Abitur" exam (written or oral examination) in a modern foreign language.
4. The "DAAD Proof of Language Skills" offered by SLI. Please note that the exam fee of 30 euros will not be reimbursed by UCF.

4.3 Core

The **Core** is a distinctive feature of the Freiburg LAS program and offers a foundation for knowledge and reflection in academic work and beyond for all LAS students regardless of their particular Major. Our aim is to bring together different approaches and contributions from a variety of fields and disciplines for a fruitful re-

reflection of academic work, knowledge production, and scientific practice in general, but also in the field of your individual LAS specialization.

Over time and disciplines understandings vary of what science is, what fundamental ideas underlie it, how the scientific work is organized and what characterizes an accurate and responsible scientific practice. A critical and comparative perspective shows that ways of doing science are multifarious, context dependent, and require careful reflection. Therefore the Core Program consists of three parts:

- Academic Methods and Key Skills
- Reflections on Science and Knowledge
- Responsibility and Leadership

All Core Modules are compulsory but in some cases and in consultation open to an external recognition (abroad or for courses from other departments of the University of Freiburg). Detailed descriptions of the modules are available in the LAS Module Handbook.

Core: Year 2-4 Milestones

During year 2-4, the Core focuses mainly on the area *Reflections on Science and Knowledge*. This contributes to the strong emphasis on reflections on scientific knowledge and methods which is represented by two Chairs at UCF: [Epistemology and Theory of Science \(ETS\)](#) and [Science and Technology Studies \(STS\)](#).

The modules in this part form the inter- and meta-disciplinary backbone of the LAS program, providing a coherent conceptual and methodological framework for the different areas of specialization in the Majors. Key topics in the courses offered by the ETS Chair are logic, the human epistemic condition, epistemic and social status of scientific theories, the progress of science, and the reality of scientific objects. The STS Chair offers courses that focus and comment on science, technology, and academia in history and the present and their interdependence with society, as well as on mundane knowledge practices.

In their intensification phase, students have to complete all remaining modules of the *Reflections on Science and Knowledge* area:

- Knowledge in Context (if not already taken in year 1)
- Theory of Science
- Science in Context

This is complemented by a specialization in the area of *Responsibility and Leadership (2)*. In its first module (which might be shifted to year two in case of additional language training) an introduction is given into the fields of social (in)equality, personalities and group processes, applied ethics, and characteristics of leadership. The second module builds on this content and deepens the study of selected areas. Both modules of *Responsibility and Leadership* combine rigorous academic input with personal reflection and training for personal development.

The intensification phase concludes in the last year with an intense preparation for the bachelor thesis by the module *Research Design Across Disciplines*.

Studying Abroad

The interdisciplinary and comparative approach of the Core program can be complemented by experiences from abroad. However, due to the standards of the LAS program, not every module is suitable for recognition. This applies especially for the structured and sequential modules of the first year and the preparation for the bachelor thesis (*Research Design Across Disciplines*). The content of *Responsibility and Leadership* has proven very open for external fulfilment as long as central requirements are met in a complementing way. Courses for the section *Reflections on Science and Knowledge* might also fit in some cases but are in general more difficult to substitute. Please contact the core coordinator at an early stage for your individual options and requirements.

4.4 Major: Earth and Environmental Sciences

The Major Earth and Environmental Sciences (EES) takes an interdisciplinary approach in order to provide a holistic view of our planet Earth. Students will study physical and living environments with a strong focus on Environmental Governance and Sustainability. Compulsory modules comprise principles from Earth sciences and ecology. They aim to equip students with a scientific understanding of processes controlling the environment in both the past and present. Students also 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 and environment by choosing elective courses from the political and social sci-

ences, economics, law and/or cultural studies. The 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. Furthermore more information on the EES Major can be found on the student run webpage <http://ucf.earth/>.

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.

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
- Earth Sciences
- Ecology
- Methods of Observing Nature
- Data Processing and Modeling in the Sciences
- Mathematics and Physics for the Liberal Arts and Sciences
- Chemistry

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 (e.g. Sustainability)
- Humans and the Environment (e.g. Environmental Governance, Ecotoxicology, Environmental Psychology)
- Evolution and Dynamics of the Planetary System (e.g. The Earth in the Universe)
- Analytical Methods (e.g. Geographical Information Systems, Lab or Field work)

Specialization Options

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

Milestones Earth and Environmental Sciences: Detailed Description

Further information can be found in the EES interest group on ILIAS.

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. You should also try to take all compulsory courses at the UCF. Only in exceptional cases you can take compulsory modules outside the UCF.

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 in Context).

Year 3

In your third year of study you have chosen your Major. Latest now you will be one of the EES Major students, therefore latest now 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: These you should have completed in the second year. If not, try to complete them latest in your third year.

Compulsory Elective Modules: Continue to take these if relevant.

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.

Electives: The third year is especially well suited to take courses in the Electives. Especially if you go abroad it is easier to get credits recognized in the Electives.

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. 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 second 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 should 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. If you are interested in writing your bachelor thesis outside the UCF, start early to look out for potential supervisors e.g. in courses taught by external lecturers.

4.5 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.

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 Life Sciences: Detailed Description

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 in Context).

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.

4.6 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.

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. We strongly recommend you to join the Governance Interest Group section of the ILIAS platform and consult the comprehensive Wikipedia on the Major, where you will find answers to most of your questions. Information in the Wiki is more complete and more up-to-date than in this Handbook, which is edited only once a year.

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 Governance: Detailed Description

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 **Winter Semester** you will take a course in **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 **Winter Semester** 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 **Summer Semester** you will take an introductory course into political science or international relations (course offer varies from year to year). This course will lay the foundation for more advanced courses on national and international government.

Equally in **Summer Semester** 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 mostly offered as 1-to-1 course-module options (except the module Political Science). 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. In addition to these introductions, you may take more advanced courses, but we recommend you to postpone this until your fourth semester unless you have a clearly formulated intellectual interest in the area of an advanced course.

Year 3

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

Before or during 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 full-cycle 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.

4.7 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.

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 Culture and History: Detailed Description

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. 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. 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.***

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. 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.

Examination

1 Exam Registration and Withdrawal, Illness, Failure

Most LAS courses (with the exception of language courses) entail a pass/fail assessment (Studienleistung) and a graded assessment (Prüfungsleistung). Details on the assessments are announced at the beginning of the courses. Students must register for both, pass/fail and graded assessments.

While course registration occurs before the semester starts, exam registration and withdrawal takes place once the courses have started. Students can register for and withdraw from exams via the Campus Management System **HISinOne** during the specified exam registration and withdrawal periods. Detailed information on exam registration periods are announced in the Academic Calendar in the LAS Course Catalog.

Please note: it is only possible to register for or withdraw from an exam during the registration period; failure to register for an exam implies that you are not allowed to take the exam.

If problems arise with the exam registration, students must contact the LAS Examination Office (examination@ucf.uni-freiburg.de) during the registration period, not afterwards. The LAS 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.

Exam registration is binding. If you register for a graded assessment 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 regular withdrawal period by immediately submitting the form “Withdraw from Examination”, which is available on the Info Board on ILIAS, to the Examination Office. Note that you need to provide the official form with a doctor’s note on it if you miss an exam due to illness. In this case you will need to take the exam the next time it is offered, which is often the time of the resit exam.

2 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. Usually, attendance constitutes to the pass/fail assessment of our courses.
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.

3 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 | = excellent | = 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.

4 Plagiarism

4.1 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,

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

- 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.

4.2 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.

4.3 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.

4.4 What are the Practical Consequences of Plagiarism?

1. When an instructor detects a suspected instance of plagiarism in a student's assignment or examination, he or she will report it to the UCF examination office.
2. The board of examiners will examine the suspected instance of plagiarism carefully by soliciting testimony from all relevant parties (i.e. student, instructor).
3. If the committee comes to the conclusion that the student did commit plagiarism, it will impose an appropriate sanction. The severity of the sanction will increase with the extent of plagiarism, the academic seniority of the student and previous instances of plagiarism. The following sanctions can be applied:
 - A warning that requires the student to redo the assignment
 - A failing grade on the assignment
 - A failing grade for the course
 - Suspension for one or more semesters
 - Exmatriculation

The following educational measures can be added.

- An assigned paper related to ethics or academic integrity.
 - Required participation in a non-credit seminar on ethics or academic integrity
4. All plagiarism cases will be recorded in the examination office.

Credit Recognition

1 Courses of other Degree programs at the University of Freiburg

While we offer 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.

Courses offered by other degree programs can be found in the course catalog of the University of Freiburg. The number of ECTS given at UCF and possible forms of assessment (graded or pass/fail) comply with the regulations of the degree program the course is offered by. The LAS Examination Board recognizes credits only after the completion of the courses.

There are two options for courses to be recognized:

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.

The second option is to take a University course as part of your studies in the **Core** or **Major**. The Core and Major are central parts of the LAS program, and you should be given the opportunity to collect your Core and Major credits within LAS. We do not encourage you to replace LAS courses in these areas 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 your Major in the later years of your studies. In any case the course must be graded and has to correspond well to a module within the Core or Major. The fit of the course with a module will be pre-checked by the Course Coordinator. 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.

Detailed information on the Application Procedure and the Application form are available on the Info Board on ILIAS.

2 Language Courses at the SLI

As part of their Electives, students can earn credits through language courses taken at the University's Sprachlehrinstitut (SLI). The course catalog and further information about course registration are available here: <http://www.sli.uni-freiburg.de/kurskatalog>

UCF will pay the course fee (normally 80-160 euros) for the following SLI language courses:

1. Semester-long German courses up to an A2 level of proficiency. UCF provides financial support amounting to 160 euros for intensive German language courses. Students agree to reimburse UCF if they fail to attend.
2. Language courses in a modern foreign language taken with the intention of demonstrating an A2 level of proficiency. Students agree to reimburse UCF if they fail to attend.

Registration for courses paid by UCF is only possible if your application has been approved by UCF. Detailed information on the application procedure and an application form for courses paid by UCF is available on the Info Board on ILIAS.

3 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. To that end, internships (e.g., in a company, a branch of government, an NGO, etc.) and practical projects (e.g., in the fields of education, social work, the arts, or in certain cases sports) can receive ECTS credit to the extent that they are academically relevant and undertaken as a form of self-directed inquiry. Credit for internships and practical projects is assessed as pass/fail (*Studienleistung*) and contributes to the Electives portion of your study program.

It is important to note that it is not the activity as such (e.g. work in an organization) that gets you credit, but its documented academic relevance and spirit of inquiry. Credit recognition is based on the quantity of academically relevant work and study hours, not the total time invested. Internships and projects should be broadly congruent with the academic and professional goals and should tangibly contribute to the intellectual development or the knowledge base of the student.

Detailed guidelines are available on ILIAS.

4 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 self-motivated study in students, LAS allows students to receive credit for supervised independent study.

Supervised independent study is strictly reserved for advanced students in their 3rd or 4th year of study 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 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 curriculum.

Supervised independent study can take a variety of forms, depending on disciplinary norms and the goals of the students. In all cases, the intellectual, academic, and scientific standards for supervised independent study must meet the research standards of their field (at the bachelor level). Even if the project does not produce original research in the narrow sense, it should deal directly with research in a specific discipline or field of study. Short descriptions of what is appropriate in your Major are available through your Major Coordinator (on the ILIAS Major Interest Group and/or the Major Wiki).

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.

Detailed guidelines (including specific requirements for the different Majors) are available on ILIAS.

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!

Scholarships are available from some sources (e.g. DAAD, Fulbright commission), but need careful advanced 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.

1 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 (see (<http://www.ucf.uni-freiburg.de/liberal-arts-and-sciences/study-abroad>)). 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.

Our flagship exchange is the double degree program with University College Maastricht. As with the other UCF exchanges, no tuition fees are paid.

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.

In 2016-17 UCF will be offering, for the first time, exchange places at Waseda University in Japan and to the Yale-National University of Singapore. As with the other exchange programs, no tuition fees are charged, but living expenses may be higher than in Freiburg.

Selections for the Maastricht double degree, London ERASMUS, Schreyers College Penn State University and other UCF exchanges happen early in your third semester, all others at the end of January. More detailed information on the application procedure and application deadlines are available on the Info Board on ILIAS.

2 International Office Exchanges

Study abroad places administered by the International Office are open to all students of the University of Freiburg. Deadlines for the different programs vary and some are up to one year in advance. For more information on destinations, scholarships and funding, and on the application procedures, please refer to the International Office website (<https://www.international.uni-freiburg.de/out/study/exchange>).

3 Erasmus "Restplätze"

There is also the possibility to go abroad through the Erasmus Programs of other faculties by applying for open places (*Restplätze*). An overview of all Erasmus Partnerships at the University of Freiburg is available at the website of the University of Freiburg: http://www.studium.uni-freiburg.de/studienbewerbung-en/austauschen/erasmus-en/austauschplaetze?set_language=en. Please note that deadlines, terms, and conditions vary between the departments. Some partnerships only allow you to take courses in a specific discipline while others are open. For specific questions, please contact the Erasmus coordinator (<http://www.studium.uni-freiburg.de/documents/erasmus/fachkoordinatoren>) of the particular faculty or the Erasmus Office (http://www.studium.uni-freiburg.de/service_und_beratungsstellen-en/eu-en).

4 EUCOR

The "European Confederation of Upper Rhine Universities" (EUCOR) allows students of the University of Freiburg to take classes at University of Basel, Université de Haute-Alsace, Karlsruher Institut für Technologie, and Université de Strasbourg. For more information, please see the university's Student Portal (http://www.studium.uni-freiburg.de/studienbewerbung-en/austausch-en/eucor-en/eucor.html-en?set_language=en)

5 Free Mover

You can also go to any university you like as a free mover. This option gives you a lot of freedom but it also means that you are responsible for all organization and administration yourself and that you will have to pay tuition fees.

Excerpt Course Catalog – Wintersemester 2016/17

1 Teaching Periods and Dates

Teaching Period	Dates
October Intensive	September 26 – October 7, 2016
Block I	October 17 – December 9, 2016
Block II	December 11, 2016– February 17, 2017 (no teaching during the university Christmas break)
University Semester	October 17, 2016 – February 11, 2017 (semester-long LAS courses run according to the regular university semester, no teaching during the university Christmas Break)

Dates for individual courses may slightly vary from these dates (see course descriptions).

2 LAS Academic Calendar

The LAS Academic Calendar contains important semester dates and deadlines for LAS students.

Date	Important Dates and Deadlines
September 2016	
Starting 18.9	LAS Course Registration with consecutive registration periods for courses of the upcoming winter semester (see Course Registration)
Fri 30.9	Deadline: Application for SLI Language Courses (individual courses paid by UCF, <u>not</u> courses listed in the LAS Course catalog, the application form and guidelines will be available on the Info Board on ILIAS)
26.09-07.10	October Intensive (courses are listed in the LAS Course Catalog for the October Intensive)
October 2016	
10.10-14.10	LAS Welcome Week
Sat 15.10	LAS Graduation Ceremony
Mon 17.10	Block I /University Semester begins Exam registration and withdrawal for courses of Block I AND semester long courses in HISinOne begin (not for courses of block II).
Fri 21.10	Deadline: Application for Non-LAS University of Freiburg Courses (for graded examinations only) (The application form and guidelines will be available on the LAS Info Board on ILIAS)
November 2016	
Tue 01.11	Public Holiday: All Saint's Day (no teaching)
Sun 06.11	Deadline: Exam registration and withdrawal for courses of Block I AND semester long courses in HISinOne (<u>not</u> for courses of block II)
Tue 15.11	Deadline: Round One Application UCF Exchange Programs for the Academic Year 2017/18: <ul style="list-style-type: none"> - University College London - University College Maastricht Double Degree - Schreyer Honors College/Penn State - University College Utrecht Details on the Application procedure will be announced on the LAS Info Board on

Date		Important Dates and Deadlines
		ILIAS.
December 2016		
Fri	09.12	Block I ends
Mon	12.12	Block II begins
		Exam registration and withdrawal for courses of Block II in HISinOne begin.
24.12-07.01		University Christmas Break (no teaching)
January 2017		
Sun	15.01	Deadline: Exam registration and withdrawal for courses of courses of Block II
Tue	31.01	Deadline: Round Two Application for UCF Exchange Programs for the Academic Year 2017/18: <ul style="list-style-type: none"> - University College Maastricht (Erasmus) - Amsterdam University College - Sciences Po Grenoble - Universidad Complutense de Madrid Details on the Application procedure will be announced on the Info Board on ILIAS.
		Deadline: Declaration of Major (to be taken into account for the upcoming course registration)
		Deadline: Application Credit Recognition for Study Abroad
		Deadline: Application for Graduation WS 2016-17
February 2017		
Sat	11.02	University semester ends
Fri	17.02	Block II ends
March 2017		
Beginning of March		Publication of the LAS Course Catalog SS 2017 at the UCF website
Starting Mid March		LAS Course Registration for courses of the Summer Semester with consecutive registration periods (details tba)

3 Course Descriptions Foundational Year

Foundational Year: Research and Presentation															
Course Number	00LE62VS-LAS-CO0008	Teaching Period	Block I												
Study Area(s)	Core	Credit Points	6 ECTS												
Module(s) (StuPo 2012)	Exploring Complex Problems	Module(s) (StuPo 2015)	Research and Presentation												
Open to Students	Year(s) 1, (2, 3)	Max. Enrollment	90												
Prerequisites	None														
Instructor(s)	Dr. Simon Büchner (buechner@ucf.uni-freiburg.de) Dr. Liudmila Mikalayeva Dr. Sabine Sané (Vivien von Königslöw) Dr. Ryan Plumley														
Format, Dates, Times and Rooms	<p>Lecture Mon, 14-16h (Oct, 17, 24 and 31), AU HS2</p> <p>Workgroups</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">WG1: Technological Transformations</td> <td style="width: 50%;">WG2: Inter-Nationalism</td> </tr> <tr> <td>Tue, 14-16h, AU 01036a</td> <td>Tue, 14-16h, AU 01065</td> </tr> <tr> <td>Thu, 14-16h, AU 01036a</td> <td>Thu, 14-16h, AU 01065</td> </tr> <tr> <td>WG3: Water and Sustainability</td> <td>WG4: Public Sphere</td> </tr> <tr> <td>Tue, 16-18h, Ph HS2</td> <td>Tue, 16-18h, Ph HS3</td> </tr> <tr> <td>Thu, 16-18h, KG 1132</td> <td>Thu, 16-18h, Ph HS3</td> </tr> </table> <p>Library tour during the first week, date, tba</p> <p>Final conference: Thu, 08.12., 14-18h, rooms tba Fr, 09.12., 09-13h, rooms tba</p>			WG1: Technological Transformations	WG2: Inter-Nationalism	Tue, 14-16h, AU 01036a	Tue, 14-16h, AU 01065	Thu, 14-16h, AU 01036a	Thu, 14-16h, AU 01065	WG3: Water and Sustainability	WG4: Public Sphere	Tue, 16-18h, Ph HS2	Tue, 16-18h, Ph HS3	Thu, 16-18h, KG 1132	Thu, 16-18h, Ph HS3
WG1: Technological Transformations	WG2: Inter-Nationalism														
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Tue, 16-18h, Ph HS2	Tue, 16-18h, Ph HS3														
Thu, 16-18h, KG 1132	Thu, 16-18h, Ph HS3														
Course Description	<p>The course covers two basic skills of scholarly work: literature research and presentation of a topic in a talk. It will impart theoretical knowledge on the skills while at the same time practice them on current complex problems. The students will learn how to independently research literature, how to summarize its content, how to use it in an essay, and how to present a topic to a particular audience. Throughout the whole module the research practices and traditions in different disciplines will be addressed. The course consists of lectures, which all students have to attend, and work groups of which students can choose one. This year's work group topics are:</p> <p>Technological Transformations (Büchner) Inter-Nationalism (Mikalayeva) Water (Sané) Public Sphere (Plumley)</p>														
Remarks	<p>This course is part of the Foundational Year. First year students register for this course during the Welcome Week.</p> <p>The library tour is compulsory and counts for attendance.</p>														

Foundational Year: Written Expression							
Course Number	00LE62VS-LAS-CO0009	Teaching Period	Block II				
Study Area(s)	Core	Credit Points	6 ECTS				
Module(s) (StuPo 2012)	Sharing Knowledge	Module(s) (StuPo 2015)	Written Expression				
Open to Students	Year(s) 1, (2, 3)	Max. Enrollment	90				
Prerequisites	None						
Instructor(s)	tba (tba)						
Format, Dates, Times and Rooms	<p>Lecture 12.12.-17.02.: Mon, 14-16h, AU HS2</p> <p>Workgroups</p> <table border="0"> <tr> <td>WG1: Tue, 14-16h, AU 01036a Thu, 14-16h, AU 01036a</td> <td>WG2 Tue, 14-16h, AU 01065 Thu, 14-16h, AU 01065</td> </tr> <tr> <td>WG3 Tue, 16-18h, Ph HS2 Thu, 16-18h, AU 01036a</td> <td>WG4 Tue, 16-18h, Ph HS3 Thu, 16-18h, Ph HS3</td> </tr> </table>			WG1: Tue, 14-16h, AU 01036a Thu, 14-16h, AU 01036a	WG2 Tue, 14-16h, AU 01065 Thu, 14-16h, AU 01065	WG3 Tue, 16-18h, Ph HS2 Thu, 16-18h, AU 01036a	WG4 Tue, 16-18h, Ph HS3 Thu, 16-18h, Ph HS3
WG1: Tue, 14-16h, AU 01036a Thu, 14-16h, AU 01036a	WG2 Tue, 14-16h, AU 01065 Thu, 14-16h, AU 01065						
WG3 Tue, 16-18h, Ph HS2 Thu, 16-18h, AU 01036a	WG4 Tue, 16-18h, Ph HS3 Thu, 16-18h, Ph HS3						
Course Description	<p>The Lecture introduces students to the challenges of sharing knowledge through written expression. One overarching goal is to explore how writing is not simply a passive medium of communication but also a social activity that involves many actors and has multiple effects in the world. Particular emphasis is put on different genres of academic writing and their prevalence in different disciplines.</p> <p>Over the Block, students will focus on a specific topic and practice two genres of academic writing. They will gain experience with different stages of the writing process: preparatory writing, research, outlining, drafting, and revising in progressive stages.</p>						
Remarks	This course is part of the Foundational Year. First year students register for this course during the Welcome Week.						

Foundational Year: An Introduction to Responsibility and Leadership			
Course Number	00LE62VS-LAS-CO0026	Teaching Period	University semester
Study Area(s)	Core (StuPo 2015 only)	Credit Points	6 ECTS
Module(s) (StuPo 2012)	-	Module(s) (StuPo 2015)	Responsibility and Leadership I
Open to Students	Year(s) 1	Max. Enrollment	90
Prerequisites	none		
Instructor(s)	Prof. Dr. Veronika Lipphardt (veronika.lipphardt@ucf.uni-freiburg.de)		
Format, Dates, Times and Rooms	Lecture 17.10.-10.02.: Wed, 14-16h, AU HS2 Thu, 18-20h, KG 1221 Workshops on Fridays (25 students each) 27.01., 12-20h, AU 01036a 12.01., 12-20h, HH01020B (Hermann-Herder-Straße 9) Additional dates tba		
Course Description	Responsibility and Leadership are two key terms of the LAS curriculum. This course aims at introducing basic concepts of responsibility and leadership. Further, it introduces students to past and present academic debates around these terms. Hence, it does not provide students with, for example, leadership skills, but rather critically examines how leadership has been understood in the past and how it is understood today. In addition, this course aims at sensitizing students to issues related to responsibility, gender and diversity, educational psychology, self concepts, and social interaction. Students will attend weekly lecture-and-discussion sessions, a number of guest lectures and a workshop that provides them with a diversity training.		
Remarks	This course is part of the Foundational Year. First year students register for this course during the Welcome Week.		

Foundational Year: English for Academic Purposes			
Course Number	00LE62S-LAS-CO0013	Teaching Period	University semester
Study Area(s)	Core (StuPo 2015), Language (StuPo 2012)	Credit Points	6 ECTS
Module(s) (StuPo 2012)	Advanced Academic English	Module(s) (StuPo 2015)	Englisch for Academic Purposes
Open to Students	Year(s) 1, (2)	Max. Enrollment	90
Prerequisites	none		
Instructor(s)	Dr. Denise Kaltschuetz (denise.kaltschuetz@ucf.uni-freiburg.de)		
Format, Dates, Times and Rooms	Seminar/Workgroups 17.10.-10.02.: WG1: WG2 Mon, 16-18h, HS16 Wilhelmstraße 26 Mon, 16-18h, KG 1140 Wed, 16-18h, Ph HS3 Wed, 16-18h, KG 1140 WG3 WG4 Tue, 10-12h, KG 1142 Tue, 12-14h, KG 1236 Thu, 10-12h, Ph HS1 Thu, 12-14h, KG 1236 WG5 Tue, 12-14h, KG 1142 Thu, 12-14h, KG 1243		
Course Description	<p>English for Academic Purposes (EAP) is aimed at first year students with little to no prior knowledge of academic writing.</p> <p>The first eight weeks (Block 1) of this 16 week course focus on how to write structured paragraphs and essays, how to incorporate information from outside sources in the form of paraphrase, summary and quotation and how to recognise academic genres. Block 2 deals with topics such as writing critically, data commentary, proof-reading and editing techniques, and persuasive essay writing.</p> <p>All class materials will be posted on Ilias and students are expected to bring their own copies to class. The success of this course very much depends on students' willingness to engage with the materials and come to class prepared, especially since this course is primarily based on group work and all students will have to write and edit papers in class.</p> <p>By the end of this course students will be able to:</p> <ul style="list-style-type: none"> • Write persuasively and critically • Analyse and evaluate academic texts • Use outside sources appropriately through paraphrase, quotation, or summary • Successfully proofread and edit their seminar papers 		
Remarks	This course is part of the Foundational Year. First year students register for this course during the Welcome Week.		

Foundational Year: Knowledge, Truth, and Inference			
Course Number	00LE62VS-LAS-CO0011	Teaching Period	University semester
Study Area(s)	Core	Credit Points	6 ECTS
Module(s) (StuPo 2012)	-	Module(s) (StuPo 2015)	Theory of Knowledge
Open to Students	Year(s) 1, (2)	Max. Enrollment	90
Prerequisites	none		
Instructor(s)	Prof. Dr. Wolfgang Freitag (wolfgang.Freitag@ucf.uni-freiburg.de)		
Format, Dates, Times and Rooms	Lecture : 17.10.-10.02.: Mon, 12-14h, AU HS2 Workgroups : WG1 Thu, 16-17h, R 00003A (Hermann-Herder-Straße 9) WG2 Thu, 17-18h, R 00003A (Hermann-Herder-Straße 9) WG3 Fri, 10-11h, AU 0165 WG4 Fri, 11-12h, AU0165		
Course Description	The course introduces some key concepts and issues of epistemology by means of a survey of topics pertaining to knowledge, truth, and inference. Taking as its starting point the human epistemic condition – our representations of reality may be true or false – it introduces the concepts of relativism and skepticism, but also some possible responses. The course also discusses the crucial notion of inference – both deductive and inductive – and introduces some elementary logic.		
Remarks	This course is part of the Foundational Year. First year students register for this course during the Welcome Week.		

French for Academic Purposes			
Course Number	00LE62S-LAS-LA0015	Teaching Period	University semester
Study Area(s)	Language (StuPo 2012 only), Electives	Credit Points	6 ECTS _(SL)
Module(s) (StuPo 2012)	French	Module(s) (StuPo 2015)	French
Open to Students	Year(s) 1, 2, 3, 4	Max. Enrollment	15
Prerequisites	French B1		
Instructor(s)	Dr. Melanie Fröhlich (melanie.froehlich@ucf.uni-freiburg.de)		
Format, Dates, Times and Rooms	Seminar: 17.10.-10.02.: Wed, 12-14h, AU 01 065		
Course Description	Ce cours s'adresse aux étudiants qui souhaitent approfondir leur maîtrise de la langue française (niveau B1.2/B2) dans un contexte scientifique. Les participants auront l'occasion d'exercer leur style écrit, de s'entraîner à l'expression orale dans une situation universitaire et de débattre sur divers sujets d'actualité.		
Remarks	none		

German for Academic Purposes			
Course Number	00LE62S-LAS-LA0016	Teaching Period	University semester
Study Area(s)	Language (StuPo 2012 only), Electives	Credit Points	6 ECTS <small>(SL)</small>
Module(s) (StuPo 2012)	German	Module(s) (StuPo 2015)	German
Open to Students	Year(s) 1, 2, 3, 4	Max. Enrollment	15
Prerequisites	German B1		
Instructor(s)	Angela Lamay (angelalamay@gmx.de)		
Format, Dates, Times and Rooms	Seminar 17.10.-10.02.: Wed, 12-14h, Ph HS2		
Course Description	Die Veranstaltung richtet sich an Studierende, die bereits über allgemeinsprachliche Sprachkenntnisse auf dem Niveau B1 verfügen. Ziel der Veranstaltung ist es, die bereits vorhandenen Fertigkeiten im Hinblick auf einen akademischen Kontext zu vertiefen und zu erweitern. Aktuelle gesellschaftliche und politische Entwicklungen werden ebenfalls berücksichtigt.		
Remarks	none		

Spanish for Academic Purposes			
Course Number	00LE62S-LAS-LA0017	Teaching Period	University semester
Study Area(s)	Language (StuPo 2012 only), Electives	Credit Points	6 ECTS <small>(SL)</small>
Module(s) (StuPo 2012)	Spanish	Module(s) (StuPo 2015)	Spanish
Open to Students	Year(s) 1, 2, 3, 4	Max. Enrollment	15
Prerequisites	Spanisch B1		
Instructor(s)	Alain Martín (alainmp@gmail.com)		
Format, Dates, Times and Rooms	Seminar 17.10.-10.02.: Wed, 12-14h, AU 01 036a		
Course Description	Este curso tiene como objetivo la adquisición de los recursos lingüísticos necesarios para utilizar el español en un contexto académico. Se redactarán textos escritos y se prepararán presentaciones orales.		
Remarks	none		

Spanish inicial I (A0-A1.1)			
Course Number	00LE62S-LAS-LA0010	Teaching Period	University semester
Study Area(s)	Language (StuPo 2012 only), Electives	Credit Points	6 ECTS _(SL)
Module(s) (StuPo 2012)	Spanish	Module(s) (StuPo 2015)	Spanish
Open to Students	Year(s) 1, (2, 3, 4)	Max. Enrollment	15
Prerequisites	none		
Instructor(s)	SLI, tba; Elena Pérez Almeida (anelegc@gmail.com)		
Format, Dates, Times and Rooms	Seminar 17.10.-10.02.: Wed, 12-14h, BT 201		
Course Description	Universo.ele /Units 1 -3 /Level A0 - A1.1		
Remarks	none		

Spanish intermedio I (A2.1-A2.2)			
Course Number	00LE62S-LAS-LA0012	Teaching Period	University semester
Study Area(s)	Language (StuPo 2012 only), Electives	Credit Points	6 ECTS _(SL)
Module(s) (StuPo 2012)	Spanish	Module(s) (StuPo 2015)	Spanish
Open to Students	Year(s) (1), 2, 3, 4	Max. Enrollment	15
Prerequisites	Spanish A2.1		
Instructor(s)	Mariana Vargas Ustares (chica_de_salta@yahoo.com.ar)		
Format, Dates, Times and Rooms	Seminar 17.10.-10.02.: Wed, 12-14h, BT 207		
Course Description	Vía rápida /Units 7 -9 /Level A2.1 - A2.2		
Remarks	none		

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