



UNIVERSITY
COLLEGE
FREIBURG

Student Handbook

B.A./B.Sc. Program
Liberal Arts and Sciences
Academic Year 2019-1:

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.

Our starting point is the students: you have your 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 study LAS, actively seek to make sense of the world and to be 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. However, we believe that innate curiosity and the desire to be well-rounded people are most congruent with our program and should be the primary motivation to choose it.

Linked to this first conviction 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 abilities and possibilities within themselves. Therefore, 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 conviction 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 informs our approach to instructional design and teaching methods as well as our emphasis on the performative aspect of student learning.

Based on our convictions 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 you with a structured opportunity to learn broadly about the human and the non-human world, to systematically develop your capacity for high-level intellectual work and exchange with others, and to gradually unfold your own unique abilities and interests in ways suited to your 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. 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 Liberal Arts and Sciences 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 LAS student association at UCF:

"The UCF Students Council is the official students' representation ("Fachschaft") of the LAS 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. 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 – Carlotta Rudolph, Franziska Franke and Sean Krusch: studentscouncil@ucf.uni-freiburg.de

LAS Mediators – Chiara Giardi, Leslie Debus and Philip Strecker: lasstudentsmediator@gmail.com

Studying at University College Freiburg

For having a smooth start with your LAS studies, it is important to understand how UCF is organized, what support structures exist, where to find information and how to communicate.

1 Organization and People

The **Dean of Studies**, Prof. Dr. Wolfgang Freitag, is responsible for the LAS program and ensures that the Study and Examination Regulations are observed. He chairs two committees:

- The **LAS Board of Studies** (Studienkommission / program committee). This committee deliberates and develops recommendations for the LAS program and is responsible for the LAS Study and Examination Regulations. Members: four professors from different faculties at the University of Freiburg, an academic staff member and four LAS students.
- The **LAS Board of Examiners** (Prüfungsausschuss / examination committee) which ensures that the Study and Examination regulations are observed and adjudicates as required. Members: three professors, one academic staff member, and one LAS student (appointed by the Board of Studies).

The **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. Both meet regularly with the [Student Council](#) to exchange ideas concerning student life, the LAS program and organizational matters.

The **Academic Program Coordinator**, Thorsten Leiendecker, is responsible for the semester planning, course organization and **LAS Program Consultation**. Please contact him if you have technical and organizational questions regarding the LAS program or your study progress or in case you have a question and do not know exactly who to address.

LAS Program Consultation

Thorsten Leiendecker

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

Tel.: +49 761 203-67614

Student Office Hour: Friday, 9–10h, Room 01069, Alte Universität, Bertoldstr. 17

The **LAS Examination Office** (Prüfungsamt) lies in the hands of Kathleen Robinson. She is in charge of all student and exam-related administration of the LAS program whether it concerns forms, grades, or transcripts.

Examination Office

Kathleen Robinson:

Email: examination@ucf.uni-freiburg.de

Tel. +49 761 203-67342

Office Hours: Monday and Wednesday, 9–12h, Room 01070, Alte Universität, Bertoldstr. 17

Postal Address: University of Freiburg, LAS Examination Office, Bertoldstr. 17, 79098 Freiburg

A **Coordinator** is responsible for each study area of the LAS program.

- Core: Dr. Matthias Möller
- Major Earth and Environmental Sciences: Dr. Sabine Sané
- Major Culture and History: Dr. Ryan Plumley
- Major Governance: Dr. Liudmila Mikalayeva
- Major Life Sciences: Dr. Simon Büchner
- English: Dr. Denise Kaltschütz
- Other Languages: Thorsten Leiendecker
- Study Abroad: Anne Klemperer

The University of Freiburg established two professorships in conjunction with UCF and the LAS program:

- Prof. Dr. Wolfgang Freitag holds the **Chair for Epistemology and Theory of Science**. He contributes to the LAS Core with the two mandatory modules “Theory of Knowledge” and “Theory of Science”. 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”. The professorship also offers courses in the Core, the Major Culture and History, and the Electives area.

UCF works with a considerable number of lecturers and [Teaching Fellows](#) from the University of Freiburg and beyond.

2 Your Academic Advisor

We ask students to take significant individual responsibility for their own education, but individuals in isolation rarely make good choices. 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. Academic 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: 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: adjusting to a new cultural environment, struggling to keep up with the demanding workload or even failing a course, 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 faculty advisors are people who have also made hard choices and continue to do so in their professional lives. They can provide you with a new 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. 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.

Keep in mind that advising is not an information service. If you have questions about the structure of the curriculum, study abroad opportunities, the procedure for independent projects, or about other aspects of our program, you should first consult the other information sources available: this handbook, the ILIAS Info Board (see below), the UCF website, information sessions about the Majors, the LAS Program Consultation. 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.

3 Information Sources and Communication at UCF

Most information concerning the LAS program can be found online. In the following, we describe the most important information systems and share some communication tips for LAS students. A good way to contact UCF faculty and admin staff is to visit them during office hours or to send them an email. If you are not sure who to contact for a particular question, please write to las.consultation@ucf.uni-freiburg.de rather than sending the same email to many different people.

3.1 myAccount, Email, ILIAS and HISinOne

The University of Freiburg provides all students with a UserID that gives access to all important IT services. You can manage your UniAccount on the platform [myAccount](#) on which you can administer your passwords and membership in several mailing lists. This account gives access to services such as your university email account, [Campus Management](#), [Wi-Fi](#), [Freiburg's University Library](#) and the [Online Literature Database ReDI](#) as well as the [e-learning platform ILIAS](#).

Your university email address and ILIAS are official communication channels and will be treated as such by your instructors, administration, and staff. We assume you read information sent to your university email address or published through ILIAS. You should check your university email at least once a day. In order to receive timely information, be sure to sign-up on the "Info Board" on ILIAS.

ILIAS serves as a communication, course management, and program administration tool. Your instructors will create folders on ILIAS for their courses and will use the ILIAS email function to communicate with students 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, general LAS material can be found on ILIAS: LAS forms (e.g. applications for credit recognition, study abroad, internships...) as well as important publications (e.g. the Module Handbook and Course Catalogs). We encourage you to regularly check the Info Board on ILIAS for updates.

The Campus Management system HISinOne allows you to register for courses and exams, retrieve transcripts and update your personal contact information. This is also the place to look up the grades you have received.

3.2 Letters to your postal address

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. Official letters (e.g. information about the procedure if you have failed a course) will be sent to this address. You can update your address online, via Campus Management/HISinOne, or in person at the University's "Service Center Studium".

3.3 Contacting Instructors and Advisors

Your instructors and advisors are busy professional people who have many responsibilities. While they are generally very happy to talk to you, to help you, and to teach you, you should treat their time with respect. Some instructors and advisors hold student office hours (specific times when they are available in their office for consultation). Others prefer to arrange individual meetings. If you are going to ask for a significant time commitment from an instructor or advisor (e.g. for a letter of recommendation, help with independent supervised study), ask well ahead of the relevant deadline. For most purposes, 3–4 weeks is sufficient.

3.4 Communication Principles: Intercultural Respect

Beyond the internationality within the LAS community, UCF strives to be an intercultural and inclusive institution that respects and values cultural difference and creates and maintains academic, professional, and personal relationships across cultural differences. This means that we have to make an effort to understand how people communicate differently, behave differently, and participate in community differently. 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 awkward moments, miscommunications, and unintentional offenses that are inevitable in such an environment.

"Intelligent Multilingualism:" English is the language of instruction for the LAS program and the default for both spoken and written communication at UCF. However, we are also part of a German university. Some administrative matters are best handled in German. 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. This mix of languages is all to the good, but it requires some thought and self-control to work well. Given our commitment to language learning, we try to practice intelligent multilingualism. Each individual is expected to assess which language is most appropriate in any given situation, taking into account their best understanding of the other participants and the purpose of the communication. Communication and language should be inclusive, not exclusive or divisive.

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. At UCF, we affirm each individual's right to forms of address with which she or he is comfortable. Most 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.

4 You are Part of the University of Freiburg and its Network

UCF and the LAS program are part of the **University of Freiburg**. All central university offerings and consultation services are available to LAS students. The "Studying" section of the [Student Portal](#) provides an abundance of information for beginning and advanced students alike. The university also offers an extensive [guide for international students](#).

In case you find yourself in a personal problem situation, you can contact:

- [University of Freiburg Central Academic Advising](#): A team of central academic advisors provides help with all problems and questions that may arise before, during, or after your studies. To arrange an advising appointment with one of the [advisors](#), please call their telephone hotline 0761 203-4246.
- [University of Freiburg Advising Service for Students with Chronic Illnesses](#): Ms. Beate Massell provides information on compensation for disadvantages in course work and examinations.
- [The Studierendenwerk Freiburg](#) offers psychological counselling, social counselling, legal advice, medical advice, advice on insurances and financial matters, studying with children, studying with disabilities and more.

For a further overview of services, please see the resources provided [here](#).

Studying Liberal Arts and Sciences: Curriculum

1 Foundational Documents

Three important documents inform you about study requirements, modules and courses. They are available on the [UCF website](#).

- The **LAS Study and Examination Regulations** (Studien- und Prüfungsordnung, StuPo, current version: 2015) form the legal foundation of the LAS degree program. They include information on the content and structure of the LAS program, the types of assessments, the number of re-sit exams that are allowed, the orientation and intermediate examination, and specific graduation requirements. LAS students are responsible for complying with Study and Examination Regulations and expected to have carefully read them. If you have questions with regard to the Study and Examination Regulations, please do not hesitate to contact Thorsten Leiendecker at las.consultation@ucf.uni-freiburg.de.
- 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.
- For most modules that are required to complete the LAS program, students can choose between different courses. The courses that are offered and the corresponding modules are published every semester in the **LAS Course Catalog**. In addition, the Course Catalog provides information on course registration procedures and important dates and deadlines during the semester.

2 LAS Study Components

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 (and no later than the end of the fourth semester), students choose one of the following Majors: Earth and Environmental Sciences, Life Sciences, Governance, Culture and History.

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

3 Your First Year at UCF: The Foundation

The Foundational Year comprises seven Core courses and three Introductions to the Majors (60 ECTS).

The LAS 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. 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	

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		

Most courses in the Foundational Year belong to the Core. The **Core** is a distinctive feature of the LAS program in Freiburg and offers a foundation for knowledge and reflection in academic work and beyond for all LAS students regardless of their Major. Our aim is to bring together different approaches and contributions from a variety of fields and disciplines for a fruitful reflection of academic work, knowledge production, and scientific practice in general, but also in the field of your LAS specialization. Over time and disciplines, understandings vary of what science is, what fundamental ideas underlie it, how 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. The Core program consists of three parts: (1) basic and advanced academic skills, (2) reflections on knowledge and science, and (3) a curriculum on Responsibility and Leadership.

The Core courses in the Foundational Year focus on methods of research and analysis as well as on techniques of writing and presenting. This approach that students' start into academic life at UCF is both stimulating and structured. These academic key skills are complemented with the first Responsibility and Leadership module and the module "Theory of Knowledge" from the area Reflections on Science and Knowledge.

You will also have a choice of Introduction to Major courses and should begin to consider which Major interests you most and fits your study goals best. The introductory Major courses provide an important methodological background for further study. Their successful completion is a prerequisite for most second year courses in the respective Major. We strongly recommend that you take three Introduction to Major courses in Blocks III and IV of your first year. Three introductions together constitute the "Intermediate Examination" (Zwischenprüfung, see Study and Examination Regulations §19) for the LAS degree that must be completed by the end of your fourth semester of study.

Important requirements Year 1

- **Orientation Examination:** The examination of the module Theory of Knowledge constitutes the LAS "Orientation Examination" (see Study and Examination Regulations §18). You must complete this examination by the end of your second semester.

4 Years Two to Four

In your second, third and fourth year of study, you will focus on your Major, additional Core courses and the Electives. In the following, we will shortly introduce a general study outline in relation to the study components.

Year	Study Outline
Two	<p>In general, you will commit to your declared Major and start covering basic Major-specific methodological and theoretical knowledge, especially in the Compulsory Modules (see below). If you did not do so in your first year, you must successfully complete three Introduction to Major courses by the end of this year.</p> <p>Important requirements for Year 2 By the end of the fourth semester, you need to have completed/declared:</p> <ul style="list-style-type: none"> – Intermediate Examination (Study and Examination Regulations § 19) – Choice of Major (Study and Examination Regulations § 6.3) – Proof of Language Proficiency in English plus additional language(s) (Study and Examination Regulations § 4a)
Three	<p>You will complete the Compulsory Modules, cover the Compulsory Elective Modules (see below), and start looking into Specialization Options. Year 3 offers opportunities for you to develop your academic profile. Beyond courses at UCF, you may also want to take advantage of the offerings in the rest of the University and/or the study abroad opportunities.</p>
Four	<p>Typically, you will complete all necessary module requirements in your fourth year. Building on your developed profile and interests and with view to your own intellectual and professional goals, your last year at UCF leads towards your Bachelor thesis, the capstone of your LAS studies. The preparation for your Bachelor thesis is complemented by the Core Module Research Design across Disciplines.</p>

4.1 LAS Majors

In the LAS program, we offer four Majors that each provide an in-depth education in a specific academic field:

1. Earth and Environmental Sciences
2. Life Sciences
3. Governance
4. Culture and History

In order to make an informed choice, you must complete three out of four 'Introduction to Major' courses. We strongly recommend taking the Introductions in your second semester at UCF. After your first year (and no later than the end of the fourth program semester), you declare your Major by submitting the form "Declaration of Major" (available on the Info Board on ILIAS) to the LAS Examination Office.

LAS and the LAS Majors allow and oblige you to identify and actively pursue your intellectual interests. The recommendations below provide orientation for the choice of courses within your Major during your LAS studies. They are intended as a guide rather than a plan, and much will depend on your individual choices, your own motivation and initiative. While choosing courses within your Major, take into consideration your current interests, but also plans for future studies and professional outlook. We strongly recommend that you join the Interest Groups on the ILIAS platform of all Majors that are of interest to you and consult information resources such as

- the LAS Study and Examination Regulations as well as the Module Handbook
- the comprehensive Governance Wiki
- the Life Sciences Wiki
- the student-run EES website at <http://ucf.earth/>
- the Culture and History Interest Group on ILIAS
- the Major Coordinators

Each LAS Major comprises modules that must be covered by taking concrete (LAS) courses. The table below lists the modules in each Major and the recommended year of your studies to take them. If you declare your Major towards the end of the second year, adjustments to the recommendations will be necessary.

Compulsory Modules provide you with the foundation required for the successful completion of your Major at UCF. Advanced Modules allow you to gain knowledge in a narrower topic of each Major. Over the time of your studies, different courses will be offered which can be counted for an Advanced Module. Specialization Options provide the opportunity for even more focused and research-oriented study in your Major. These modules can be pursued within courses or as a Supervised Independent Study. They can serve as the starting point for the development of your Bachelor thesis.

The following table provides an overview of compulsory and advanced modules per Major. Between brackets you find an indication of the recommended year of your studies for taking this module.

	Compulsory Modules	Advanced Modules
Earth and Environmental Sciences	<ul style="list-style-type: none"> - Introduction to Earth and Environmental Sciences (1) - Earth Sciences (2) - Ecology (2) - Methods of Observing Nature (2) - Data Processing and Modeling in the Sciences (3, 4) - Mathematics and Physics for LAS (2) - Chemistry (2) 	<ul style="list-style-type: none"> - Global Cycles of Matter and Materials (2,3,4) - Humans and the Environment (2,3,4) - Evolution and Dynamics of the Planetary System (2,3,4) - Analytical Methods (2,3,4) - Specialization Option I (3, 4) - Specialization Option II (3, 4)
Life Sciences	<ul style="list-style-type: none"> - Introduction to Life Sciences (1) - Mathematics and Physics for LAS (2) - Cell Biology (2) - Biochemistry (2) - Physiology (3,4) - Computer Science, Data Processing and Modeling in the Life Sciences (2,3,4) - Laboratory Work for the Life Sciences (2,3) - Methods for the Life Sciences (2,3,4) 	<ul style="list-style-type: none"> - Advanced Life Sciences I (2,3,4) - Advanced Life Sciences II (2,3,4) - Advanced Life Sciences III (2,3,4) - Specialization Option I (3,4) - Specialization Option II (3,4)

Governance	<ul style="list-style-type: none"> - Introduction to Governance (1) - Theoretical and Philosophical Foundations of Social and Political Sciences (2) - Qualitative and Quantitative Methods (2,3,4) 	<ul style="list-style-type: none"> - Law (2) - Economics (2) - Political Science (2,3) - Global Governance (2,3) - Regional Governance (2,3) - Advanced Governance I, II (2,3) - Advanced Governance III (3,4) - Specialization Option I (3,4) - Specialization Option II (3,4)
Culture and History	<ul style="list-style-type: none"> - Introduction to Culture and History (1) - Culture as a Topic of Academic Inquiry (2,3) - History as a Topic of Academic Inquiry (2,3) 	<ul style="list-style-type: none"> - Culture and History up to the Early Modern Period (2,3,4) - Culture and History since the Early Modern Period (2,3,4) - Philosophy (2,3,4) - Sociocultural Anthropology or Area Studies (2,3,4) - Art, Literature, Aesthetics, or Music (2,3,4) - Advanced Culture and History I, II, III (2,3,4) - Specialization Option I (3,4) - Specialization Option II (3,4)

4.2 Core

42 ECTS of the Core are typically gained in your first year of study (see Foundational Year). The remaining 24 ECTS are gained in years 2-4. Each Core Module is offered in form of concrete courses. Detailed descriptions are available in the Module Handbook and the Course Catalog. The following Core Modules that are not part of the Foundational Year. Between brackets you find an indication of the recommended year of your studies.

- Theory of Science (2)
- Science in Context (3,4)
- Responsibility and Leadership II (3,4)
- Research Design across Disciplines (4)

4.3 Electives

Electives allow students to supplement their Major and to shape their specific academic profile. Depending on their intellectual interest and future plans, students use the Electives to either deepen or broaden their studies. Some students take courses from another LAS Major as Electives. Others choose from a wide range of courses at the [University of Freiburg](#). The Elective section is also designed to accommodate studies abroad or internships. Academic advisors are ready to support students in making well-informed and meaningful choices regarding their Electives. Please note the regulations on the Electives as defined in the [Study and Exam Regulations](#).

5 Study Abroad

Many LAS students 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 resources below and the wealth of information available on the internet, you can ask other students and/or your academic advisor for information and advice.

Scholarships are available (e.g. from the DAAD or the Fulbright Commission), but need advanced planning. Also, you can apply for Auslands-Bafög for your study abroad even if you do not receive Bafög during your regular studies in Freiburg. While it is sometimes possible to arrange housing via the host institution, it is your responsibility to make 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.

5.1 UCF Exchanges

UCF offers a range of study abroad opportunities to destinations both within Europe and beyond. Please see UCF's website for current information on the programs that are available. There are two study abroad application periods (mid-November and late January). Deadlines for applying are announced in the student calendar. More detailed information on the application procedure and the application forms are available on the Info Board on ILIAS.

One unique exchange opportunity is the double degree program with University College Maastricht (please see our website for more information). We are still in the process of developing our exchange programs. In 2017-18 UCF will be sending students, for the first time, to Waseda University in Japan, the University of Warwick in the UK and to the Yale-National University of Singapore.

Studying abroad is often costly, in spite of the fact that students do not have to pay tuition fees on any of UCF's exchanges. Students going abroad on Erasmus programs (to European destinations) receive a monthly stipend (the amount of which varies by destination). These stipends, however, do not cover all expenses, especially for destinations with high costs of living (such as London). There are no stipends currently available for students participating in UCF's non-Erasmus exchanges.

5.2 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](#).

5.3 Erasmus "Restplätze"

There is also the possibility to go abroad through the Erasmus Programs of other University faculties by applying for open places (Restplätze). An overview of all Erasmus Partnerships is available at the [Student Portal](#). 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](#) of the particular faculty
- or the [Erasmus Office](#)

5.4 EUCOR – The European Campus

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](#).

5.5 Free Mover

You have the most freedom to choose a destination 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.

Course Evaluation and Feedback

The quality of teaching and interaction between students and lecturers in LAS courses is important for us all. Therefore, at the end of each course you will have a formal possibility to give feedback to the lecturer on such points as the clarity of the material, course organization, and learning outcomes. You will receive a standard two-page **questionnaire** with single-choice questions (agree/disagree with suggested statements) and two open-text questions asking you to point out aspects of the course particularly useful for your learning and to formulate suggestions for possible improvement based on your experience in the course. You can find the questionnaire on ILIAS along with some advice on how to give most efficient feedback.

These questionnaires are collected by the University's central administration to aggregate the data and establish reports with average values for each question and scanned or typed-in free-text comments. These reports are sent to the lecturers and the academic management of the LAS program. We see the reports as useful information for gaining an overview of learning experiences in LAS courses and as a source for inspiration to improve this experience for students and instructors. Therefore, the reports are discussed in several groups: between the Major Coordinator and the Instructor, between the Academic Director and the Major Coordinator, between the Academic Director and student members of the Evaluation Committee of the LAS Board of Studies. Furthermore, each semester, the conclusions from these discussions are presented to the Board of Studies.

In addition to this formal feedback possibility, we encourage you to provide feedback on the course and your learning experience directly to the instructor during or after the course. LAS instructions are usually open to such exchanges as it allows them to adapt the courses to the individual learning interests and styles. Please note that individual preferences and feedback students give on the course differ from person to person, and

that instructors take into account these multiple interests when designing and carrying out courses. If the instructor is not responsive to your feedback, you may want to approach the Major Coordinator who can collect impressions from several students and back your requests.

In case you wish to share feedback on a whole program component (e.g. Core or Major), please approach the responsible Coordinator. If your comment concerns LAS overall, please approach the Academic Director. In case of sensitive issues or if you are not sure how to best proceed, the mediators of the [Student Council](#) and the student members of the [Board of Studies](#) can advise you.

If you want to have a structural impact on LAS and UCF, you should consider becoming a member of the [Student Council](#).

Credits and Examination

1 Credit Points and Grades

1.1 ECTS – What are they?

The “European Credit Transfer and Accumulation System” (ECTS) helps to organize study programs and award and compare higher education qualifications. LAS is a four year or eight semester degree program and consists of coursework equivalent to 240 ECTS credits. Hence, to keep up with your studies, you should take courses equivalent to 30 ECTS credits per semester. One ECTS credit within the LAS program is equivalent to an average workload of 30 hours. Most LAS courses carry a 6 ECTS workload. This means that you will spend 180 hours on activities related to the course, of which a minimum of 40 hours will involve active class participation. Please note that “ECTS” and “credits” are often used interchangeably.

1.2 Grading System

UCF applies a German 5-point grading scale to evaluate student performance:

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

Intermediate grades can be awarded by 0.3 adjustments; the grades 0.7, 4.3, 4.7, 5.3 cannot be awarded.

2 Exam Registration and Withdrawal, Illness, Failure

Most LAS 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 during the specified exam registration and withdrawal periods.

You must register for exams: You must register for each exam (graded and pass/fail assessment) you want to take during the current semester through the Campus Management system. If you miss registering for an exam you will not be able to take it during that semester, but have to wait until the course is offered again! Detailed information on exam registration periods are announced in the Academic Calendar in the LAS Course Catalog. Students can register for and withdraw from exams via the Campus Management.

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.

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).

In case of **illness**, you can withdraw from an exam outside of the regular withdrawal period by immediately submitting the form “Withdraw from Examination” (available on the Info Board on ILIAS) to the Examination Office. If you miss an exam due to illness, you must provide the official form with a doctor’s note on it. 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. If you

are ill for a longer period of time, please consult the university information on [leaves of absence](#) or the [University of Freiburg Advising Service for Students with Chronic Illnesses](#).

Failing an exam. You fail an exam if it is assessed with the grade “not adequate” (5.0). A failed exam may be repeated once. A maximum of five failed assessments may each be repeated three times; this does not apply to assessments that are part of the **orientation examination, the intermediate examination or the Bachelor Thesis**. The second repeat exam usually requires renewed participation in the respective course (see Study and Examination Regulations § 17). 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 postal address is up to date. Instructors will announce the specific dates for resit examinations. They usually take place within the first two weeks of the following semester (exceptions are possible).

3 Participation and Attendance Rules for LAS Courses

A central aim of the LAS program is to develop and maintain a learning community. Classrooms are seen as places where knowledge is co-created and developed. Most teaching formats at UCF rely on student participation, whether it is in class discussion, group work, group projects and presentations, or by simply asking a question in a lecture that no one else is brave enough to ask. Moreover, ECTS points are attributed based on the calculation of hours spent by students actively engaging with the course material: in class, in independent and team work, and in completing assignments. Therefore, attendance is required in most LAS courses. Exceptionally, in a few lectures with limited possibilities for interaction attendance is not monitored; you find the full list of these courses on the Info Board on ILIAS.

In accordance with learning goals, lecturers define and announce specific attendance requirements in their courses. These regulations are binding. For instance, attendance of all or particular classes can be defined as a part of the Studienleistung (pass/fail assessment; see Study and Examination Rules § 9) for the course. If this is the case, you need to attend all defined classes in order to obtain the Studienleistung.

For those courses where instructors do not formulate specific attendance rules, the general LAS “attendance policy” applies. Please note that instructors can choose to apply a more liberal or a stricter attendance policy. In cases of uncertainty, inquire about attendance policy in each course during the first session.

The LAS “attendance policy” suggests that instructors can allow students to miss four hours per standard UCF course, if students demonstrate that they make up for missed content and prepare adequately for subsequent classes.

In some cases, absence from class is not a matter of choice. Such reasons as illness, close family members in need of care, death of close family members, and urgent problems relating to visa and residence permits can prevent students from attending classes. Inform lecturers about such cases as well in advance as possible. The Examination Office may ask for written proof. In case of illness, a formal doctor’s note (Krankschreibung) is needed unless the lecturer determines otherwise. When students miss up to eight hours of class due to illness or serious problems and can catch up with the course material, lecturers may allow them to complete the course. In such cases, make up work may be assigned, there is however no obligation for the lecturer to offer this possibility. In cases of longer illness or problems impacting attendance students should contact the LAS Program Consultation (las.consultation@ucf.uni-freiburg.de) for advice.

For courses administered outside of UCF (e.g. other departments of the university) the attendance rules of the administering degree program apply.

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 written assignments are considered pieces of academic writing. In order to meet the requirement of verifiability, adequate information pertaining to sources needs to be provided, including:

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

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,
2. compiles of parts of several works,
3. makes use of long passages without quotation marks,

4. only slightly reformulates another author's text without mentioning the source,
5. paraphrases a passage completely without indicating the source.

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

1. providing an incomplete list of references, such as only mentioning the author at the end of the paragraph,
2. usage of (nearly) identical wording as found in the original source,
3. extensive usage 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.

Plagiarism is harmful. First of all, plagiarism harms 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, a critical asset in one's studies and career. Plagiarism also harms other students, since they invest more effort into studies and may be disadvantaged compared to students whose plagiarism may go undetected. Finally, plagiarism harms the College, since its reputation depends on the conduct of its students, their ability to assume responsibility and deliver academic work of high standard.

4.2 How is Plagiarism Dealt with at UCF?

If an instructor detects a suspected instance of plagiarism in a student's assignment or examination, he or she reports it to the LAS Examination Office. The Board of Examiners examines the suspected instance of plagiarism by soliciting testimony from all relevant parties (i.e. student, instructor). If the Board comes to the conclusion that the student committed plagiarism, it will impose an appropriate sanction. The severity of the sanction increases with the extent of plagiarism, the academic seniority of the student, and previous instances. All plagiarism cases will be recorded in the Examination Office. The following sanctions can be applied:

- a warning and requirement 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.

5 Credit Recognition

While UCF offers most courses you need, there will be occasions when you want to complement our program by taking courses at other departments of the University of Freiburg or abroad. Such a choice should correspond to a clear intellectual interest that cannot be satisfied at UCF and thus be undertaken in later semesters rather than at the beginning of your studies. The same holds for practical projects or supervised independent studies.

5.1 Courses of other Degree Programs at the University of Freiburg

Courses offered by other degree programs can be found in the Course Catalog of the University of Freiburg. The LAS Examination Board can recognize credits only after the course has been completed. The number of credits recognized at UCF and possible forms of assessment (graded or pass/fail) comply with the regulations of the degree program that offers the course. There are two options for courses to be recognized:

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, preference should always be given to LAS courses.

As part of your studies in the **Core** or **Major**: These are central elements of the LAS program. We do not encourage replacing LAS Core and Major courses 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 a Core Module or for an "Advanced Module" or a "Specialization Option" in your Major. The fit of the course with a module will be pre-checked by the appropriate Core or Major 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 LAS module. It is your responsibility to come up with such course packages. External courses must be graded in order to be counted towards the Core or Major.

Information on the application procedure and the application form are available on the Info Board on ILIAS.

5.2 Study Abroad

Information about applying for credit recognition from studies abroad can be found on ILIAS, in the folder “Academic Program Administration.”

There are two credit recognition deadlines each year – one in each semester. The exact dates are announced in the student calendar. You need to apply for credit recognition during the semester when you return to UCF. The final decision on credit recognition for studies abroad is made by the Examination Board after you apply. There are therefore no guarantees before you leave concerning what courses will be recognized.

5.3 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 at: 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. This subsidy only applies to one language. 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.

5.4 Practical Projects and Internships

LAS is an academic program that also seeks to be supportive of students' professional and career aspirations. 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 counts towards your Electives.

Credit is not recognized for the internship or project as such (e.g. work in an organization), 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 in the project or internship. Internships and projects should be broadly congruent with your academic and professional goals and should tangibly contribute to your intellectual development and/or knowledge base. Detailed guidelines are available on ILIAS.

5.5 Supervised Independent Study

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 reserved for students in their third or fourth LAS year 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. Credit for supervised independent study contributes to your Major as a Specialization Option. In exceptional cases, it may count towards the Electives.

Supervised independent study can take a variety of forms, depending on disciplinary norms and your goals. 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. Guidelines and short descriptions of what is appropriate in your Major are available through on the ILIAS Major Interest Group and/or the Major Wiki.

LAS Timeline 2017/18

1 Teaching Periods and Dates

Teaching Period	Dates
October Intensive	September 25 – October 6, 2017
Block I	October 16 – December 8, 2017
Block II	December 11, 2017 – February 16, 2018 (no teaching during the university Christmas break)
University Semester	October 16, 2017 – February 10, 2018 (semester-long LAS courses run according to the 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 2017	
Starting 17.9	LAS Course Registration with consecutive registration periods for courses of the upcoming winter semester (see Fehler! Verweisquelle konnte nicht gefunden werden.)
Fri 30.9	Deadline: Application for SLI Language Courses (individual courses paid by UCF, the application form and guidelines will be available on the Info Board on ILIAS)
25.09-06.10	October Intensive (courses are listed in the LAS Course Catalog for the October Intensive)
October 2017	
09.10-13.10	LAS Welcome Week
Sat 14.10	LAS Graduation Ceremony
Mon 16.10	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 20.10	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)
Tue 31.10	Public Holiday: Reformation Day (no teaching)
November 2017	
Wed 01.11	Public Holiday: All Saint's Day (no teaching)
Sun 05.11	Deadline: Exam registration and withdrawal for courses of Block I AND semester long courses in HISinOne (<u>not</u> for courses of Block II)
Wed 15.11	Deadline: Round One Application UCF Exchange Programs for the Academic Year 2017/18: - University College London

Date		Important Dates and Deadlines
		<ul style="list-style-type: none"> - 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 ILIAS.
December 2017		
Fri	08.12	Block I ends
Mon	11.12	Block II begins
		Exam registration and withdrawal for courses of Block II in HISinOne begin.
23.12-07.01		University Christmas Break (no teaching)
January 2018		
Sun	14.01	Deadline: Exam registration and withdrawal for courses of courses of Block II
Wed	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 2017-18
February 2018		
Sat	10.02	University semester ends
Fri	16.02	Block II ends
March 2018		
Beginning of March		Publication of the LAS Course Catalog SS 2018 at the UCF website
Starting Mid-March		LAS Course Registration for courses of the Summer Semester with consecutive registration periods (details tba)

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