



The Bachelor's Study Course from A to Z
(A Study Manual)

Hi, dear fellow students,

welcome to the *Philosophy & Economics* course of study at the University of Bayreuth! Studying at a university is in many regards challenging. Most of these challenges had to be mastered by us, and must now be mastered by you, alone. We believe, however, that the task of organizing your participation in the P&E course of study shouldn't be burdensome. That's why we put together this Study Manual. It provides you with brief elucidations of various relevant topics from the students' point of view and is intended to make navigating your studies easier.

Please note that the details given in this study manual are not legally binding. Rather, it primarily tells you where and how to obtain important information. You can find the legal guidelines in the [Examination and Study Regulations](#) of the P&E study course.

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30-Point Hurdle

According to the [Examination and Study Regulations](#), after the second semester all P&E students must have passed the so-called 30-point hurdle. This means that, during the first two semesters, you have to accumulate 30 [credit points \("CP"\)](#) for the P&E study course. If you don't, you will be exmatriculated, that is, your P&E studies will be at an end. Registering for Philosophy or for Economics (*Volkswirtschaftslehre*) will still be possible, but it may happen that German Universities will reject your application for a programme comparable to P&E. A corresponding decision will be made on behalf of the respective university.

So, keep the 30-point hurdle in mind and organize your studies accordingly. Don't worry: if you follow the [Study Recommendation](#) and pass all your exams, the 30-point hurdle will be no problem at all.

But if for some reason you don't attend all lecture courses and seminars, or don't pass the corresponding exams, then you may be in trouble at the end of the second semester. If it looks like this is going to happen then turn either to the [study course moderator](#) (*Studiengangsmoderator*) or to [Dr. Uwe Czaniera](#) at the end of May at the latest. Since nobody actually wants to throw you out, together you may be able to find a solution. For example, in order to reach 30 credit points, you may have to deliver certain examination achievements, e.g., a term paper, during the summer semester (so, usually until September 30). It is not permissible, however, to deliver examination assignments (e.g., repeat exams) *after* the end of the summer semester. Furthermore, that such a solution will be possible is not guaranteed. That's why it is important for you to approach these two in time, and on your own initiative, or even better, to not let such a situation arise in the first place.

If you follow the Study Recommendation, you obtain about 30 CP per semester, which corresponds to a yearly sum of 60 CP. So the 30-CP-per-year hurdle should not pose a real problem.

Bachelor Thesis

The [Examination and Study Regulations](#) say (in § 12, para. 1):

In the bachelor thesis, the candidate is supposed to demonstrate that she or he has mastered the basics of scientific practice in her or his subject and is able to apply them independently to a circumscribed topic.

Here are some hints for how to proceed:

- Think about the topic you would like to work on. It could be related to your further career, or it could be a matter close to your heart which you may never again have time for.
- Approach an instructor of your choice early on, to make sure they are willing to supervise you. Keep in mind that some instructors are much sought after with regard to BA theses and therefore keep a waiting list. Possible supervisors are all team members from Philosophy and from Economics who have at least an MA or an MSc degree in one of the two subjects.

- Supervision can also be performed by persons from other disciplines or from other universities. In that case, you must first obtain the go-ahead from the [Study Course Administration](#).
- You can also write your BA thesis *externally*, supervised by a member of a business company. In such a case, you must find a team member from Philosophy or Economics who is willing to act as a *pro forma* supervisor. The external person performs the supervision and appraisal of your thesis and proposes a grade. On the basis of the documents at hand the *pro forma* supervisor then decides whether the proposed grade is to be accepted.
- Register your thesis when you feel secure that you can finish it within 8 weeks. The registration is carried out by the supervisor in CampusOnline. If your thesis is supervised externally, it must be registered by the Study Course Moderation. After the official registration, the eight-week time limit is binding (cf. § 12, para. 3, of the [Examination and Study Regulations](#)).
- The thesis must be submitted to the Examination Office inside the time limit, in duplicate, typewritten, bound and paginated. It must contain a table of contents and a list of references. An additional exemplar must be submitted in electronic form. At the end of the thesis there must be a declaration by the author, signed in their own hand, that they have written the thesis independently and have used none but the listed sources and aids, and that they have not previously submitted the thesis to obtain an academic degree.

In the bachelor's study course P&E, no provision is made for students submitting a *joint* thesis as their bachelor thesis. The [Examination and Study Regulations](#) explicitly specify that students must demonstrate that they have mastered scientific practice and can *autonomously* apply it (see § 12, para. 1, above), and your ability to work autonomously can only be tested if you are the sole author of the thesis.

It holds for bachelor theses as well as for [term papers](#) that you must declare every source that you have taken information from, so you won't be suspected of plagiarizing. Besides correctly citing the literature, take care to mention all other sources. For example, you should also indicate if you utilize and reproduce ideas from lectures, seminars, conferences or other talks. Should it emerge that there is a source you have not properly indicated, this will automatically lead to your thesis's not passing, moreover perhaps to your exmatriculation, and in the worst case to criminal proceedings for giving a false statement under oath. The legal basis of the rules for bachelor theses is stated in the [Examination and Study Regulations](#).

Bayreuther Dialoge

The Bayreuth Dialogues ("Bayreuther Dialoge") are a symposium on current social topics hosted annually by P&E students. More on the objectives and the program of this year's Bayreuth Dialogues can be found on the dedicated [web site](#).

Since you are P&E students, you too can get involved with organizing various aspects of the Dialogues, for instance, the topic, funding, marketing and the acquisition of speakers and sponsors. The Dialogues take place each year in October or November, organized by that year's third semesters. The start of the organizing work, however, is already in the preceding summer semester, when they are still in the second semester.

Interested first semesters can of course also participate in the Dialogues or assist the current organizing team as helpers during the event. Information on how to get involved will be provided in the course of your Fresher's Week (see [Mentoring program](#)).

Campus, Buildings, Auditoriums, Seminar Rooms

If at times you don't know how to get to your destination (a typical start-of-semester problem), the [Campus Map](#) will help you (it is also reproduced on your student ID's backside).

CampusOnline/cmlife

For getting uni-related things done, CampusOnline, or rather [cmlife](#), is the second-most important platform for you (after [E-Learning](#)). CampusOnline is the underlying system, which has been supplemented by a more user-friendly interface in the form of cmlife. Instructions on how to use it can be found [here](#). You need cmlife for the execution of all registrations for seminars, lecture courses and exams. This is also where you can get whatever printouts you need drawn up, for instance, your certificate of matriculation or the Transcript of Records (which comprises a list of your academic achievements up to date). Here, too, you can inspect your exam grades and the status of your tuition fee as well as change personal data like your address. Please take care to re-enrol for the upcoming semester in a timely manner. Re-enrolling is done by simply transferring the tuition fee to the corresponding bank account. Directions for this can be found on cmlife under the heading "*Semesterbeitragsstatus*".

Cohort Spokespersons (Jahrgangssprecher)

The cohort spokespersons for a P&E cohort are the communication link between students and instructors or [study course moderators](#). The spokespersons – three per cohort – are elected annually by the respective cohort.

It must be noted, however, that the position of "cohort spokesperson" is not an academic office, that is, the influence of the cohort speakers on the departments' decisions is limited. The position is not useless, though, quite the contrary. By being, as it were, a cohort's mouthpiece, the cohort spokespersons can communicate the students' concerns to the study course management.

Consultation Hours (Sprechstunden)

A lecturer's consultation hours are usually intended for resolving specific subject-material and organizational matters. Most professors have fixed, regular times for consultation hours. For these, look up the web pages or ask in the chair's office.

Consultation hours are not suited for discussing problems concerning the subject matters of the professor's lectures or seminars. This is best done after the lecture or seminar session. Or even better, you bring up your question in the next [tutorial](#) or the next [exercise course](#).

A professor's consultation hours are mostly about presenting, and getting approved, your proposed topics for term papers. The [study course moderators'](#) consultation hours, by contrast, are for when you have major problems in organizing your studies.

If you want to talk to a professor, you should always make an appointment beforehand. For most professors, this is done via their office.

If you have problems with some subject matter, it will often be useful to write an e-mail to the instructor or tutor, asking them to clarify the issue in the next session. But here, too, it is best to first ask your fellow students, then the tutors or teaching assistants, and only as a last resort the professors.

Contact Persons

For all matters regarding the study course P&E there are contact persons. Experience shows that with any concerns and problems it is good to work “bottom-up”. That is to say, start by asking your fellow students. Higher semesters, in particular, will in most cases be in the know about many things (see also [Mentoring program](#)). If your fellow students can't help, turn to the [offices](#) (*Sekretariate*). Either you get immediate help there or you will be directed to the right person. Further contact persons are the [study course moderators](#), the professors (see [Consultation hours](#)), the [student administrators](#) and the department's [student body](#) (*Fachschaft*).

Course Reserves

A professor's course reserve (“Semesterapparat”) is a compilation of books and journal issues important for his lecture courses and seminars. The course reserves of the Philosophy professors are located in the [central library ZB](#), those of the Economics professors in the [branch library RW](#). Literature from the course reserve is intended for in-library use only, that is, you cannot take it out of the library, but you can scan them or make copies. If a professor has installed a course reserve, they will tell you so at the beginning of the semester.

CP (LP)

For successfully accomplishing an [examination achievement](#) and thus passing a [module](#), you get a certain number of credit points (“CP”; in German: *Leistungspunkte*, “LP”). All in all, during your P&E bachelor's studies you have to accumulate 180 CP. The number of CP for a given examination achievement is calculated by the amount of work scheduled for discharging it. One CP corresponds to circa 30 hours of work. More on this can be found in the [Examination and Study Regulations](#) and in the [Module Handbook](#).

Creditability of Courses

It is in general not possible for [examination achievements](#) from events in *other* courses of study at the University of Bayreuth to be credited as [P&E modules](#). An exception is made if for a module scheduled for that cohort by the [Study Recommendation](#) there were no, or too few, courses on offer in the given semester. Furthermore, it is possible to get credits for courses (e.g., in Mathematical Economics [*Wirtschaftsmathematik*]) whose contents supplement or amplify courses from Economics. The creditability of a course must in any case be cleared with the [study course moderators](#) before the course starts. If the respective term has already started, courses can't be credited anymore.

If [examination achievements](#) are accomplished during a [term abroad](#), they can be credited by individual agreement (see also [ECTS](#)).

The crediting of [examination achievements](#) which you have accomplished prior to your P&E bachelor's studies will normally be decided already at your admission to P&E studies. The person responsible for this is [Uwe Czaniera](#).

Dates

Important dates in Bayreuth University's academic year can be found on the pages of the [Student Administration Office](#) under the heading "[Dates in the Academic Year](#)". Here, there are listed, for example, the dates of beginning and end of the semester and of the lecture period, respectively, days when there are no classes, and the deadline for re-enrolling.

ECTS

"ECTS" is short for "European Credit Transfer and Accumulation System", a system designed to ensure the comparability of academic achievements across Europe. Via the ECTS you can get credited for examination achievements from other European countries at Bayreuth University and vice versa. This system becomes relevant for you in three cases:

- (1) If, prior to your P&E bachelor's studies, you have already studied at a foreign European university and want to get the resulting examination achievements credited in Bayreuth.
- (2) If, *after* your P&E bachelor's studies, you want examination achievements from Bayreuth to be credited for studies at a foreign European university.
- (3) If you want examination achievements from a [stay abroad](#) at a European university to be credited for your P&E studies.

E-Learning

Bayreuth University's [E-Learning Server](#) is the university's central online platform for organizing (most) lecture courses and seminars. Here, dates and times are announced to students, and materials, notes and further information concerning lecture courses, exercise courses and tutorials are provided.

To get access to the E-Learning Server's contents, you have to log in with your user ID (e.g., "s5hamuel") and your password (obtained at immatriculation and to be changed only on Bayreuth University computers). You have to look in the course register for the courses you want to take (instructions for this are in the [P&E Module Manual](#)) and click on "*Einschreiben*" ("enrol") at the bottom of a course's page. Only then will you have access to the corresponding materials. Some courses require an enrolment key, which will usually be provided in the first session.

E-mail

On immatriculation, all students of Bayreuth University get a university e-mail address, that is, an ...@uni-bayreuth.de account. This account is where all official e-mail from Bayreuth University will be sent, for instance, from the [Student Administration Office](#), from E-Learning, from CampusOnline, from mail distribution lists etc. That's why it is important for you to always have access to this account. Since the related web interface isn't particularly user-friendly you should either let these

mails be forwarded to your personal account (if you have one) or retrieve them via your preferred mailing software. You can find instructions on how to do this under [E-Mail](#) on the pages of Bayreuth University's [IT Service Center](#).

Etiquette

In dealing with fellow students, instructors and research assistants, the usual rules of etiquette and respectful social intercourse hold. But unlike in school, at the university no one is in charge of enforcing these rules and norms. So upholding them is up to yourself.

For example, turning up on time at courses goes without saying. While "10:00 h c.t." means that you can show up a little after 10, it still shouldn't be more than 15 minutes later. Also, during courses, you should refrain from writing e-mails, updating software, watching the news, browsing YouTube or flirting with you neighbor. This holds in particular for auditoriums, where every person sitting behind you is sidetracked by what you do. A lecture is the wrong place for leisure activities.

Examination Achievements

In the P&E bachelor's course there are various forms of examination achievements. Basically all achievements which generate [CP](#) are examination achievements. These are recorded in [cmlife](#).

- (1) The simplest form of examination achievement is an ungraded 2-CP participation certificate for a seminar. Such a certificate can be acquired in the modules P1*-P5*, for active participation in a seminar (this means, e.g., writing an essay, providing written answers to textual questions or giving a presentation). The fundamental requirement is of course for you to be present in the seminar sufficiently often. How exactly this is handled is for the instructor to decide. Better ask them in good time.
- (2) The typical form of examination achievement to conclude a lecture course is a [written examination](#). For these, you get a grade and 5 CP.
- (3) In seminars, usually [term papers](#) are written. They yield graded 5 CP as well. Acquiring these is normally also tied to satisfactory presence and active participation in the seminar.
- (4) The biggest and most important examination achievement you accomplish during your studies is your [bachelor thesis](#). It is worth graded 13 CP.
- (5) In some lecture courses and seminars, the instructor dispenses with written examinations and instead resorts to oral exams. The amount of CP you can obtain depends on the exam's extent. Oral examinations are very rare, however.
- (6) Your [internship](#), too, is a substantial, if ungraded, examination achievement. For a successfully completed internship, you get 10 CP.

To keep track of your examination achievements, it is worthwhile to look up your "Transcript of Records" in [cmlife](#) from time to time, which also registers your current overall grade.

Examination and Study Regulations (Prüfungs- und Studienordnung (PSO))

The Examination and Study Regulations are the legal foundation for the arrangement of all examination matters in the P&E study course. You can find the current Examination and Study Regulations on the P&E web page under [Downloads](#). It is worth the trouble to throw a glance inside and to take note particularly of Appendix II – “Studienempfehlung”, that is, “[Study Recommendation](#)” (see also [Module Manual](#)).

Examination Office (Prüfungsamt)

The Examination Office is responsible for all examination matters; it is located in the *Zentrale Universitätsverwaltung ZUV* (“central university administration”; see [Campus Map](#)). Here, all your [written examinations](#) are physically archived. So this is where you can inspect the written examinations you have attended. To do so, you must identify yourselves with your student ID and ask for the respective examination papers. It is permitted to photograph the examinations. The Examination Office also receives medical certificates in case you couldn’t attend a written examination due to illness (see [Written examinations](#)).

Exercise Courses

Exercise courses accompany lecture courses in Economics and Mathematics. Similar to the tutorials for Philosophy courses, exercise courses are conducted by students from higher semesters or by some chair’s research assistants. They serve to deepen the topics of a lecture and to prepare for exams.

Fachgruppe Philosophie

This means “Department of Philosophy”, or more specifically, all professors and assistants who are in any way involved with teaching at the Department of Philosophy.

Fachschaft

Strictly speaking, this is the department’s student body in general, but usually it refers to the corresponding institution of student self-government and representation of interests, the *Fachschaftsrat*. The Fachschaft responsible for the P&E study course is [Fachschaft KuWi](#) (*Kulturwissenschaften*, i.e., cultural studies).

Fakultät

A *Fakultät* (which could be translated as “school”, “faculty” or “department”) is the association of the members of a common area of scholarship into one corporation. Bayreuth University has six *Fakultäten*. The [Department of Philosophy](#), and thus the P&E study course, belongs to the *Kulturwissenschaftliche Fakultät* (i.e., the school of culture studies, *Fakultät V*). A *Fakultät* is headed by a dean (*Dekan*). Further information on studying at the *Kulturwissenschaftliche Fakultät* and on its individual departments and research facilities can be found on its [web page](#).

Internet Access

Everywhere on campus there is free W-LAN internet access for students of Bayreuth University (eduroam, used also by many other universities, where you will then likewise have access). In order to be able to avail yourselves of this access, you have to first register your device. To find out how to do this, visit the internet page of Bayreuth University's [IT Service Center](#). If you find registering by yourself too complicated you can get help from the friendly staff of the IT Service Center. The hours for the laptop consultation can be looked up [here](#).

As of late there is also the free [@BayernWLAN](#) you can use everywhere on campus.

For further information regarding internet access at the university and other IT matters, see the pages of Bayreuth University's [IT Service Center](#).

Internship

The internship is one of the modules in the P&E curriculum and an important, if ungraded, examination achievement (10 CP). It should last for at least eight weeks and students usually implement it during the fifth semester.

You have to arrange for an internship position by yourselves. Please take note, first, that in many business companies, application periods run out much in advance, and second, that the activities during your internship should in some way be relevant for your studies. Best contact Bayreuth University's [Intern Service](#) already prior to your internship. For insurance reasons, employers usually require a confirmation that you have to complete an obligatory internship. The corresponding form is downloadable [here](#). Further information on internships can be found [here](#).

To get your internship credited as an examination achievement, you have to write an internship report at the end of your internship and submit it to Bayreuth University's Intern Service. There, your documents will be checked and then passed on to the Philosophy Department's course manager. Here your internship is finally accredited and then handed on for registration to the Examination Office. The whole accreditation process typically takes about eight weeks.

You can find more information (for instance, about the general requirements for internships and about the internship report) on the [Intern Service's web page](#). The precise legally binding rules are recorded in the [Examination Regulations](#).

Letters of Recommendation

For applications of all kinds – be it for a master's course, an [internship](#), a scholarship or a job – you may need a letter of recommendation from one of your instructors. The issuing of letters of recommendation is not consistently regulated; rather, the various chairs follow different conventions. Best inform yourselves via the respective web pages or offices. Alternatively, you can also address your professor after their lecture and ask them about the modalities for obtaining a letter of recommendation.

Generally, the purpose of a letter of recommendation is to give a well-informed assessment of a student and his or her academic performance. So, the professor who supplies the letter should be acquainted with you and your work. With the philosophers, this means that you should have written a term paper and/or worked as an assistant for them in some function or other (see [Working at the university](#)).

With the economists, it may be sufficient to have taken two or more written examinations with them.

Library

[Bayreuth University's campus](#) comprises a central library (*Zentralbibliothek*, "ZB") as well as various branch libraries. The humanities collection (including the philosophy section) is in the central library; the economics literature can be found in branch library RW ("RW Bib", where "RW" is for "Rechts- und Wirtschaftswissenschaften", i.e., law and economics).

The libraries offer guided tours in the course of which you can learn everything worth knowing about how to use the libraries. Their opening hours and the dates and times of the tours can be found on the web page of the [University Library of Bayreuth University](#). Furthermore, various courses are on offer, for example, on how to use the reference management software Citavi.

Mailing Lists

In the Philosophy and the Economics Department there are various mailing lists and newsletters via which you can obtain important information on how to organize your studies and about lecture courses, seminars, talks, job advertisements and other things. We therefore recommend you subscribe to them.

The P&E mailing lists for the individual P&E cohorts are maintained via the [intranet of the P&E website](#). Registration for the P&E newsletter is normally automatic. You will get further information on subscribing during your Fresher's Week (see [Mentoring program](#)). Subscribing to the Economics newsletters can be accomplished on the RW web site under the rubric "[News](#)" (see "[Newsletter An-/Abmeldung](#)").

Matriculation Certificate

A matriculation certificate (*Studienbescheinigung*) is important for your tax return, health insurance, bank account and other things. You can either get it from the [Student Administration Office](#) or download it from [cmlife](#).

Mentoring Program

The mentoring program is intended to help new P&E students at the start of their studies with entering their life at Bayreuth University, and to integrate the "newbies" into the whole study course. It is organized by the [P&E-Förderverein](#). You can find more detailed information on the mentoring program's structure and contents under "[Veranstaltungen](#)" on the *Förderverein's* web page.

Modules, Module Manual

A module is a "teaching unit" and may, but needn't, consist of multiple parts. During your studies you must pass the different modules that make up the P&E course.

The Module Manual for the bachelor's study course P&E lists all courses and course complexes you have to successfully complete during the P&E course. It describes each

module with its content, requirements and scheduled time. You can find the Module Manual [here](#). Its appendix also contains the [Study Recommendation](#).

Offices

The offices (“Sekretariate”) are the principal contact points for students regarding all studies-relevant requests. The P&E students are mainly the purview of the offices of the Philosophy Department:

- [Sonja Weber](#) and [Monika Schecklmann](#) are in charge of the P&E bachelor’s study course;
- [Claudia Ficht](#) is responsible for the P&E master’s course.

You turn to the offices, for example, when you want to make an appointment for the respective professor’s [consultation hour](#).

In Economics, each chair has a separate office. Their contact information can be found on the RW department’s web page under “[Lehrstühle](#)”.

P&E-Förderverein

The P&E-*Förderverein* (“association of friends of the P&E course”) is a network of instructors, students, alumni and other friends and supporters of the P&E course. You can find out more about its objectives and activities on the [Förderverein’s web page](#).

P&E Web Page

You will surely already have visited the P&E web page. In addition to the information that is freely available on it, there is also an internal section, the [P&E intranet](#), by which all P&E students can access the P&E mailing list. For your initial intranet registration you need a user name (your matriculation number) and a password, which will usually be sent to you automatically during the first week of the lecture period.

Plagiarism, Deception Attempts

Suspected plagiarisms or deception attempts in written scholarly work are serious matters, not only with regard to the consequences for your studies and your academic reputation but also because, in case you have attempted deception in your bachelor thesis, you may face criminal persecution. The reason is that, as part of your bachelor thesis, you submit a statement under oath that you have composed your thesis by yourselves and have listed all sources used (see also [Bachelor thesis](#)).

Keep in mind that a deception attempt need not be intentional. Even the *unintentional* omission of sources leads to the suspicion of plagiarism. Among the sources that must be listed are, besides the literature, also contents from lecture courses, seminars, conferences, talks etc. that you have used for your thesis.

For the legally binding rules stick to the [Examination and Study Regulations](#).

Preparing for a Master's Study Course

At the end of your P&E bachelor's study course you may be facing the question whether to append a master's study course. If so, observe that preparing a successful master's studies application takes considerable time. In almost all cases, you have to supply [letters of recommendation](#), handwriting samples and summaries of your academic achievements. Completing such an application may need several weeks.

Furthermore, you should inform yourselves in a timely manner about the special admission requirements for the respective master's study course. These requirements will vary between different study courses, but there are some standard requirements you absolutely have to adhere to. Some of these standard requirements are that, before starting the new study course, your bachelor's studies are fully completed; that you can provide evidence of certain language skills, e.g., in English; or that you can furnish GRE or GMAT results; or even that you have accumulated a certain number of CP in some department. This last requirement in particular is one you should already make yourselves knowledgeable about during the penultimate semester of your bachelor's studies, because only then will you be able, if need be, to register for additional courses. For example, the master's course in Economics usually requires prior methodological knowledge, for instance, 30 CP in Mathematics, Statistics and Econometry. So, if you want to avoid the calamity of suddenly having to write three additional exams at the end of your last P&E semester while also finishing your bachelor thesis, make sure you get these informations sufficiently early.

Re-enrolment

Re-enrolling ("Rückmeldung") for the upcoming semester is a simple organizational task, yet it is often forgotten, which leads to trouble. As soon as you re-enrol, you are automatically registered again as a P&E student at Bayreuth University. All you have to do to re-enrol is, transfer the tuition fee. The instructions and deadlines for doing so, as well as further information, can be found on the pages of the [Student Administration Office](#) under "[Re-enrolment](#)".

Research Forum, Economics Research Seminar

The Research Forum is the philosophical research colloquium at Bayreuth University. This is where professors, instructors and postgraduates from Bayreuth University, but also from other universities, present their current research projects. The talks are in English, take place every two weeks during the semester and are open for all students. The talks and their topics are announced on bulletin boards and under "[Research Forum](#)" on the P&E web page.

The economists' equivalent of the Research Forum is the [Volkswirtschaftliches Forschungsseminar](#) ("economics research seminar"). Both the Research Forum and the *Volkswirtschaftliches Forschungsseminar* constitute excellent opportunities for getting acquainted up close with state-of-the-art research.

Resitting an Exam

In the P&E bachelor's study course, it is possible to resit exams. For example, any failed written examination can be repeated. You may, however, at most fail twice, and in at most three exams. That is, you shouldn't fail any exam more than two times, and you get a third try in maximally three exams.

Furthermore, you have two “free trials” in all, that is, you can voluntarily resit up to two exams even if you *haven't* failed them before. In that case, what counts is the better grade.

Sometimes it may be advantageous to withdraw from an exam. That is to say, in case you are sitting in a written exam and having a blackout, you can strike through and thus invalidate it. Then you will of course not have passed the written examination, but you can resit it on the re-take date without forfeiting one of your two free trials.

Seminars

Seminars are a type of course. The [examination achievements](#) for seminars are usually, for 2 CP, active participation and a presentation (or an essay, or written answers to textual questions). The examination achievements for 5 CP are in general as above plus a [term paper](#).

The repertory of seminar and lecture courses for the upcoming semester is usually announced [here](#) shortly after the end of the current semester's lecture period.

Students must as a rule register for seminars beforehand, since there is only a limited number of places. It is guaranteed that, in all, regarding the modules there are enough seminar places for all students, but not that each particular seminar has enough places for every interested student. Registering for seminars is usually done via [cmlife](#). Sometimes, there is a preliminary meeting, presence at which is required for participation in the seminar. In regard to this, please pay heed to the seminar description.

Before registering for a seminar, take care

- (1) that you observe the registration period;
- (2) that the seminar can be credited for an area that you still have to complete (see [Module](#), [Module Manual](#));
- (3) that the desired seminar is available for your semester.

Consider as well that other students have to take seminars too. Thus it would be unfair if you indiscriminately register for multiple seminars without later attending them. If you can't attend a seminar, please officially unsubscribe via cmlife.

Student Administration Office

The [Student Administration Office](#) (*Studierendenkanzlei*) is your contact point for general administrative matters regarding your studies. It is located in the *Zentrale Universitätsverwaltung ZUV* (“central university administration”; see [Campus Map](#)). Here you can get help with enrolling (and with exmatriculation, too ☺), with registering holiday semesters, with problems concerning your student ID and other things.

Student Administrator (StudAdmin)

The [student administrator](#) at the Department of Philosophy serves as a contact person and facilitator for projects and student-organized events. For example, they deal with

organizing seminars with external instructors asked for by P&E students. That is, you can send a seminar proposal to the student administrator and they will find out whether your proposal can be realized and, if so, see about organizing it.

Study Course Moderators (Studiengangsmoderatoren)

The study course moderators of the P&E course are responsible for the contents taught. They are also your contact persons for *important* problems and requests regarding your studies (e.g., [Creditability of courses](#), [30-point hurdle](#)). The moderators for the P&E study course are Professors [Gabriel Wollner](#) (Philosophy) and [Bernhard Herz](#) (Economics).

Study List

The Study List contains a catalog of all courses offered at Bayreuth University, together with their dates and rooms. The current Study List is on [cmlife](#) and on the [P&E intranet page](#).

Study Recommendation

The [Study Recommendation](#) is an exemplary progression of a P&E course of studies. You can find this very detailed recommendation in the appendices of the [Examination and Study Regulations](#) and the [Module Manual](#). In it are exhaustively listed all courses and [examination achievements](#) you have to “tick off” over the consecutive semesters. A good first overview can be obtained from the [P&E bachelor’s study course brochure](#).

In general, you will do well to adhere to the Study Recommendation. For one thing, it helps in avoiding problems with the [30-point hurdle](#) in the second semester. For another, the Study Recommendation constitutes the basis for planning the curriculum, and since, in planning, only the semesters of the normal course duration are factored in, nobody who is beyond the normal duration can be certain that the modules they are missing will be offered in the next semester.

To keep track of your examination achievements, it is worthwhile to look up your “Transcript of Records” in [cmlife](#) from time to time, which also registers your current overall grade.

Study Semesters, Course Semesters, Normal Course Duration

The number of *study semesters* is the number of semesters that you have been enrolled at a university, whereas the number of *course semesters* is the number of semesters that you have been in the given study course. So, if you change from Economics to P&E after two semesters, you have two *study* semesters but no *course* semesters (in P&E) yet. The *normal course duration* is specified in course semesters.

Term Papers

Term papers are one kind of [examination achievement](#) in the P&E course. In the P&E bachelor’s study course you are required to write seven term papers (or “Studienarbeiten”, as the [Examination Regulations](#) call them) in all.

In general, a term paper is written on a topic from a seminar you have taken. That seminar's instructor is also the person your term paper will be graded by. Usually you are relatively free in choosing a topic, as long as it directly relates to the seminar. You should, however, by all means discuss your choice of topic with your instructor, as it would be unfortunate if you were to put a lot of effort into a term paper which is then not accepted because its content is too far removed from the seminar's subject matter or even completely misses the point. A safe approach would start by asking your instructor if you can write a term paper on your chosen topic. If they agree, ask them whether you can send them a somewhat more detailed exposé of your paper, containing the structure, a precise description of the topic and your argumentation. That way you are on the safe side.

Obviously, you must, like for your [bachelor thesis](#), correctly cite all sources, so you don't become suspected of [plagiarism](#).

Since most of you, when starting your P&E studies, will have no experience with writing academic, and in particular philosophical, texts, you will in the second semester participate in a course "Writing and Presenting". There you will be trained in writing term papers.

Terms Abroad

In the bachelor's study course P&E, the option to study abroad is not just offered but positively recommended. Usually, students go abroad in the fifth and/or sixth semester. More extensive information can be obtained on the P&E homepage under [Auslandsstudium](#), on the International Office's web page under [Studieren im Ausland](#) and from fellow students in higher semesters.

In the main, there are three ways of for finding a college place at a foreign university:

- (1) The study course P&E has a certain contingent of study places abroad at European and non-European partner universities. Places at European universities are mostly organized, and in part co-financed, via the European [ERASMUS](#) exchange program. Places in non-European countries are mostly based on partnerships the Bayreuth philosophy department has formed with the corresponding foreign universities. An important point here is that, regarding the places of the *philosophy department*, you only "compete" with your fellow P&E students, whereas regarding the *International Office's* places (see point (2)), you compete with students from the study courses Business Administration (*Betriebswirtschaftslehre*) and Economics, who enjoy priority over P&E students. Only *after* these courses of study have been allowed for is the allocation of places abroad to P&E students discussed. So your chances of getting a place abroad are best for those of the philosophy department. You can, however, apply at both bodies simultaneously.
- (2) In addition to the philosophy department's college places, you can also apply for the places abroad of [Bayreuth University's International Office](#). As mentioned above, here the pool of students who can apply is much larger, that is, chances of getting a place are much lower as compared to (1). This, however, is obviously a generalization, so there are exceptions (e.g., with less popular places). When applying at the International Office, there is a distinction between places from (A) the (subject-specific) ERASMUS partnership agreements with European universities and (B) partnership agreements with non-European universities. As a rule, the application phase

for the global exchange places (B) comes first, usually around the start of the winter semester (the closing date for applications is around the end of November). The closing date for ERASMUS applications (A) is then normally in early January.

- (3) Of course you can also apply independently for a place as a “visiting student” or “free mover” at universities of your own choice. This kind of stay abroad requires quite a lot of bureaucratic effort, so you should only consider it if you have very particular goals with regard to your preferred university, place of study or other things.

We point out that you can use all three ways in parallel. That is, you should first take care of the global application, then try ERASMUS and/or the philosophy department’s study places, and finally, when the deadlines for these two options are over, you can still apply independently at a foreign university. It is, however, still important for you to inform yourselves about a possible stay abroad in time, so you don’t miss any deadlines.

No matter to which foreign university you go, there is always the question which examination achievements you can take home to Bayreuth, that is to say, which achievements can be credited as P&E modules. This will be laid down prior to your stay abroad in a so-called [Learning Agreement](#). Please resolve this in advance (via e-mail or during consultation hours) with

[Rudolf Schüßler](#) for Philosophy and

[Bernhard Herz](#) for Economics.

How you organize your term abroad is wholly up to you. On the one hand, there is the option to credit the term abroad as a full-fledged *study semester*. This entails that you have to check which courses from the foreign university you can put forth. In general this means that you must be able to proffer at least 20 [ECTS](#) points per semester. On the other hand, you can take a *holiday semester* during your stay abroad. This has the drawback that during that semester you can put forth only courses from the foreign university but not from Bayreuth University, that is, you cannot, for example, take part in repeat exams, and you can get credited for at most 20 ECTS points from abroad. However, a holiday semester has the advantage that it doesn’t count toward the [normal course duration](#) (for the Bachelor P&E this is 6 course semesters), which might determine, say, whether you are granted BAföG payments.

The questions of studying abroad and getting examination achievements from there credited don’t yet figure, though, when you have just started your studies. You can of course already give a little thought to them, but there will be several information events regarding studies abroad at the start of the third semester. If you have specific questions, you can also make an appointment for counseling at the [International Office](#).

Tutorials

Tutorials are courses which accompany lecture courses in Philosophy, conducted by students from higher semesters. Here, you will deal in more depth and in smaller groups with a lecture’s subject matter. Tutorials also serve to prepare for written examinations. Thus you will read philosophical literature in detail, discuss important

concepts and perform exam-relevant exercises. Due to their familiar atmosphere, tutorials are well suited for asking questions and reviewing points of uncertainty.

In Economics courses, tutorials often supplement exercise courses. Their subject matters are then not exam-relevant; rather, these tutorials serve to discuss points that remain problematic after an exercise course.

Working at the University

P&E students have the opportunity to work either at the [Institute for Philosophy](#) or at the [Economics Department](#).

For students there are positions as student assistants (*Hiwis*), as tutors, or as *Hiwi* in study course management. As a *Hiwi*, you help your professor organize their courses and assist them in their research. As a tutor, you conduct a [tutorial](#) or an [exercise course](#). As a student assistant in study course management, you work, for instance, as a [student administrator](#) or as an aide in the [offices](#).

As there is neither a uniform application process nor uniform advertising of such positions, you have to turn to the offices yourself and ask about open positions and the modalities of applying. Sometimes, open positions are advertised on chairs' web pages, or corresponding e-mails are sent via the [distribution list](#). In most cases you will be added to a list of applicants and contacted as soon as you are eligible as a candidate.

If you have obtained a position, you will typically sign a one-semester contract with the chair. In most cases this will be a contract covering 19.5 hours of work per week. Students without an academic degree get paid 8.50 € per hour.

Written Examinations

Written examinations are another kind of [examination achievement](#) in the P&E course. All lecture courses conclude with a written examination. Crucially, you can only participate in a written examination if you have *registered* for it beforehand on cmlife. Make sure that, after registering, you receive a confirmation e-mail. Only then has the registration been successful. If you didn't get a mail, turn to the [Examination Office](#). The registration period for a written examination always ends one week prior to the examination's date. Should you have exceeded the registration period, you can in exceptional cases register retroactively with the [Examination Office](#). If, due to illness, you couldn't attend a written examination, you must within three days hand in a medical certificate to the Examination Office.

You will first learn the dates for written examinations from your instructors some time during the semester. Later you will be able to find them on cmlife, too. The usual dates for written examinations are at the close of the lecture period or at the start of the semester break.

One more tip: since during written examinations you will be under tremendous time pressure, experience shows that it is important to not only prepare for them with regard to contents but to also practice the special conditions obtaining. Economics examinations usually last 60 minutes, philosophy exams 120 minutes.

You can practice for written examinations by calculating, or working through, old examinations. Those are in many cases (particularly in Economics) provided by the

chairs. Some old philosophy examinations are made available in bound form by the [Fachschaft](#). For philosophy examinations it is always useful to think up possible examination questions by yourselves. In that, your tutors will be able to support you.