

JLU

NEUE WEGE. SEIT 1607.

JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN



STUDY GUIDE

M.A. ANGLOPHONE STUDIES

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1. Greetings

Welcome to Justus-Liebig Universität Giessen.

This guide has been compiled specifically for Anglophone Studies Master Students at JLU. It includes detailed instructions for JLU platforms like FlexNow and Stud.IP, as well as an abundance of links and addresses that will hopefully answer any further questions. Additionally, some general advice on how to work scientifically and how to orient yourself on campus has also been included.

Our overall goal was to create a guide that would serve as an addition to the already existing [Orientation Weeks](#), summarizing and organizing the knowledge presented during those. Still, we highly recommend attending the Orientation Weeks, as they not only offer tours of the city and include room for questions but also allow you to meet some of your fellow students.

We are, of course, aware that no matter how detailed, a guide will never be able to address all the possible questions and situations that could arise. Therefore, we have included links and contact data that connect either to sites offering further information or to JLU employees who are (hopefully) able to help when this guide reaches its limit.

(We hope you have a wonderful time at JLU and learn to love our university and the city of Giessen, just as many students from all over the world have before you.)

For any further questions, contact our support team via email (master.anglophone.studies@anglistik.uni-giessen.de) or for more general questions, [Call Justus](#).

2. Before You Arrive

Late Arrival

Contact the course lecturer and (shortly) explain your situation. Please make sure to go to the next session.

Please get in touch with the International Office: studium-international@uni-giessen.de

1. **Students who are late due to the lengthy visa process have the following options:**

You may remain enrolled as a student even if you arrive late or do not attend classes. Depending on your arrival date, you may still be able to attend classes at JLU. Late arriving students will be accepted into courses until the third week of the semester (please check the start of the lecture period online beforehand). To find out whether there are places available and whether you can join a course late, please contact the lecturer(s) directly.

If you arrive later than the third week of the semester, you can still attend lectures. You must attend more than 51% of the sessions of lectures. In seminars, tutorials, and exercises, you are not allowed to be absent more than three times. If you miss too many sessions, you will not receive credit for attendance or cannot take the exam, but have to re-take the course at a later point

You can present the admission letter and the certificate of enrollment for the current semester to the embassy. Please note: A **refund of the semester contributions is not possible** if you stay enrolled and wait for the visa.

2. **Withdraw the matriculation for the winter semester;** a refund of the semester contributions is, however, only possible **until the end of October**. For the **summer semester** it is only possible **until the end of April**. You will have to apply for the next semester via the GUDE portal again. Please note that the applicants will get the admissions in January and February for the summer semester and in July and August in the winter semester. Students who apply late, perhaps even in March (summer semester) or even in September (winter semester).

Contacting Lecturers/Mail address

The email address for each lecturer is linked within the [Electronic Course Catalogue \(eVV\)](#). Simply click on the lecturer's name in the course information. You can also look up the lecturer's personal profile on Stud.IP to find their email addresses and information regarding their office hours. Please use your student email address for all correspondence with lecturers and university staff.

Navigating the Campus

The university does not have one central campus but is spread all over the city of Giessen. Here is an interactive map that can help you find the Mensa or your next seminar room.

<https://www.uni-giessen.de/JLUmaps/>

If you want to learn more about the university's history and current research projects, you can find further information with this link:

<https://www.uni-giessen.de/en/about/jlu>

A brief introduction to the city of Giessen can be found here:

<https://www.uni-giessen.de/en/about/uniregion>

Student Card

Your Student ID card has multiple functions:

- Mensa and Student Café payment (you can top it up at multiple machines (only with cash) or the counter on the left-hand side of the Mensa entry hall).
- It is your university library card.
- You can use and pay for the printers and scanners for students.
- You can use the washing machines in student housing.
- It is a public transport ticket for the state of Hessen; this includes buses, trains (excluded are long distance, fast trains called IC/ICE), trams, and even free access to JLU nextbike for the first 45 minutes.
- Should you be interested in purchasing the Deutschland-Ticket (monthly German-wide equivalent of the public transport ticket), your student status gives you a substantial discount.
- You can visit the Theatre of Giessen and the open-air public swimming pool for free.
- In museums, cinemas, zoos, or similar establishments, you can get discounts and special student deals because students often qualify for concession (Ermäßigung) prices.
- The last seven numbers on the ID card are your Matrikelnummer, so you have an easy cheat sheet should you need it for some forms.

Further information can be found here: (*Link only in German*): <https://www.uni-giessen.de/de/fbz/svc/hrz/svc/ident/ckjlu>

3. Preparing for the Semester

Program Structure/Studienverlaufsplan

Where can I see the kind of seminars that are taught in my course of studies?

To view the courses currently offered by the Department of English, please refer to the electronic course catalog. Please note that we offer new courses each semester. You can see which courses are offered within the next semester at the beginning of March/September.

https://studip.uni-giessen.de/evv/extern.php?parent_id=2f47dd1da1a403c1d5e6ac7c2e7507d1

Master Anglophone Studies:

[Program structure](#)

[Module description for the MA Anglophone Studies](#)

The MA Degree **consists of one major and one minor subject.**

Students can choose between:

- Anglophone Literary, Cultural and Media Studies (ALCMS),
- English Linguistics (EL)
- Teaching English as a Foreign Language (TEFL)

How do I know how many courses I should register for in each semester?

To see which courses you need to visit within your studies please take a look at your program structure. The program structure lists every module which you have to finish in order to receive your degree and functions as a guide of orientation, since it shows you when you should visit which courses. You can find your [program structure](#) here.

How do I know if I need to write an exam/term paper in a seminar? Do I need to receive a grade in each of my courses?

You can see whether you need to be graded in your courses in your module description.

You can find the [module description for the MA Anglophone Studies](#) here.

Credit Points (CP) Distribution

Please consult the module description to see how many CP you will receive for completing a course and module as this may differ depending on the module and your course of studies. In order to receive credit you need to complete the course with a passing grade AND pass all seminars that are required to complete a module.

Important note: You can only receive CP for fully completed modules. A certification of CPs for the completion of singular seminars is not possible.

Modules

At JLU Giessen, modules are organizational units into which several courses (2-4) are allocated. Students need to complete a specific set of modules in order to graduate. Please note that many courses might be allocated to more than one module.

The course catalogue is not online yet. What do I do?

The course catalogue for a given semester is only published before the semester starts (Winter Semester: September 1; Summer Semester: March 1). In the English Department courses that are on offer change with each semester. To gain an overview of what is generally being offered at the department, students are advised to check out the module descriptions and the eVV archive.

Course Registration

Please take a look at the [FlexNow](#) guide below.

Dropping a course

Please look at the [FlexNow guide below](#). In order to drop a course, it is necessary to 'flex out' (i.e. deregister) on FlexNow, failing to do so will result in failing the course upon not completing the examination.

Changing courses during the semester

Changing courses is only possible within the [registration deadlines](#). In case you want to change courses, it is necessary to change registration within FlexNow. Remember to also register for your new course on Stud.IP.

Orientation Week

Please make sure to take part in the **Introduction Week/Days offered by your faculty** for your specific subject (“**StEW**” for bachelor’s or State Examination students, “**StET**” for master’s students). There you will receive important information about your study organization and choice of courses. Here you can find more information about it:

<https://www.uni-giessen.de/de/studium/studienbeginn/stew>

<https://www.uni-giessen.de/de/studium/studienbeginn/stet>

Please also take part in the **Orientation Week for International Students (“OWIS”)** by the International Office (mostly online), which will provide information information about studying at JLU and in Giessen, the residence permit and electronic systems (among others). You will get all information about the Orientation Week in due time via email and online via the following website:

<https://www.uni-giessen.de/de/internationales/studierenjlu/imma>

International Student Support

There are great opportunities for socializing and support like board game or quiz nights as well as Q&A sessions. Check out the [International Calendar](#), the [International Pages](#) and the [Lokal International](#).

Where can I find important contacts for International Students?

For an overview of important email and telephone contacts, please visit:

[Contact Persons and Office Hours International Office and Registrar’s Office](#)

[Central Advisory and Consultation Services at JLU Giessen](#)

[Important contacts at JLU and in the city of Giessen for international students](#)

You can find additional info material here under the following links:

<https://www.uni-giessen.de/en/international-pages/infomaterial>

German Courses at the International Office of JLU (Booklet): <https://www.uni-giessen.de/en/international-pages/infomaterial/gc>

First Week of Lectures

Please visit all courses that you registered for on FlexNow. At this point, you can easily check out the different seminars and lectures and see whether you want to take these. (It might be a good idea to check out more seminars than you will eventually take for your whole semester.)

It is very important that you go and visit all courses in their first session, if possible, as this is where all vital information about the course is given (assessment method, course registration on Stud.IP, etc.). Being properly enrolled in a class on FlexNow should put you on the email newsletter and correspondence list for the class and the lecturer can now reach you with relevant information.

If your arrival is postponed because of problems in the visa process, please see “[late arrivals](#).”

JLU Platforms

An [electronic setup guide](#) by the HRZ (Hochschulrechenzentrum) might also be useful.

University e-mail Address and User Name

Upon your acceptance at JLU you have received, a specific JLU Giessen email address and a user ID (J-Kennung) which are your login details for the university platforms.

Example:

Email: firstname.lastname@anglistik.uni-giessen.de

J-Kennung: jo1234

The **J-Kennung** functions as your electronic identification and username next to your given name. All the online platforms can be accessed with your J-Kennung and your chosen password. Make sure to regularly check this email address, as most lecturers will use this email address to contact students with important information.

The **matrikel number** is used in the university system to save your data and is sometimes required for university paperwork. It consists of the last seven digits of your university id card number.

You can access your mails through your web browser: <https://owa.uni-giessen.de>

eVV (Electronic Course Catalogue)

(in German: elektronisches Vorlesungsverzeichnis)

We strongly advise you to choose courses and create a preliminary timetable before you arrive at JLU Giessen. The eVV is the main source to consider when searching and choosing courses.

Example for an eVV course:

Literary, Cultural and Media History (05-MA-A-001) ↑

A1: Vorlesung

[M] **Introduction to Gender and Sexuality, to Race and Anti-Racism, to Decolonial Thought, and Disability**

Dozent/-in: [Prof. Dr. Margareta Olson](#)

Format: digital

Zeit und Ort: regelmäßiger Termin ab 17.10.2023
wöchentlich Di. 16:00 - 18:00 Uhr Online
nächster Termin: 09.01.2024 Uhr, Raum: k.A.

[nach oben](#)

[Stud.IP / Änderungsformular](#)

[M] **What Happens after Postmodernism?**

Dozent/-in: [Prof. Dr. Jan Alber](#)

Format: in Präsenz

Zeit und Ort: regelmäßiger Termin ab 19.10.2023
wöchentlich Do. 16:00 - 18:00 Uhr [Phil..I., A.4 \(Hörsaal\)](#)
nächster Termin: 21.12.2023 Uhr, Raum: [Phil..I., A.4 \(Hörsaal\)](#)

Kommentar: Welcome! Many critics argue that the ironic self-reflexivity of postmodernism has ended, and that we have entered another phase of literary writing that involves a new kind of sincerity, the return of the real, and a renewed interest in ethical questions. Some theoreticians speak of 'post-postmodernism'; others use terms such as 'metamodernism,' 'cosmodernism,' or 'digimodernism' to describe contemporary writing. In this lecture, we will look at this paradigm shift from postmodernism to the beginning of the twenty-first century. We will begin by addressing the question of what postmodernism is. On the one hand, we will discuss definitions of and theoretical approaches to postmodernism, and, on the other hand, we will look at representative examples of postmodernist narratives. In a second step, we will then move on to theoretical conceptualizations of writing in the twenty-first century and discuss representative examples of 'post-postmodernism,' 'metamodernism,' 'cosmodernism,' and 'digimodernism.'

[nach oben](#)

[Stud.IP / Änderungsformular](#)

In the picture above, you can see two example courses for visualisation.

This eVV entry contains a plethora of useful information:

- Course type and title
- Lecturer (Dozent/-in)
- If you click on the name, you can find additional information such as the lecturers e-mail address, website, office location on campus, telephone number or office hours.
- Format (ex. digital)

- Starting and regular course dates or dates the course takes place
- Location and time of the course
- The link on the bottom right corner leads to the [Stud.IP](#) course overview.
- Some lecturers tease and summarize the aims, topics and materials of their course in a comment.

Step-by-Step eVV Guide

Finding Your Courses in the Electronic Course Catalogue

The regular JLU Giessen course offer, which you will find listed in the Giessen Electronic Course Catalogue (“Elektronisches Vorlesungsverzeichnis” or “eVV”, *only available in German*) at <http://evv.uni-giessen.de> .

1. Click on “Lehrveranstaltungen”.
2. You can now choose the respective faculty, e.g. “Fachbereich 05: Sprache, Literatur, Kultur”.
3. You can now choose a language department, e.g. “Anglistik”.
4. Click on “Master of Arts”.
5. Select the courses that interest you from the modules that you are required to complete. To help you with our common terminology, here is a selection:

Course Types

- Vorlesungen (lectures): large group lectures normally given by a professor
- Grundkurs/Einführung/Propädeutika: general introduction of a topic; no previous knowledge required
- BA-Seminars: classes for 1st or 2nd year students. 3rd and 4th year students can also attend.
- MA-Seminars: advanced level classes; previous knowledge expected
- Tutorien/Übungen/Sprachpraktische Veranstaltungen: complementary courses to a Vorlesung. The so called Übungen cover courses like Grammar, Translation, Essay Writing and Conversation.
- c.t. = courses start at quarter past (“cum tempore”)
- s.t. = courses start on the hour

The difference between A1 and A2

A module consists of two parts, A1 and A2. You can take A1 and A2 in the same semester without any specific order.

A1 and A2 for “Anglophone Literary, Cultural and Media Studies” and “English Linguistics”

For "Anglophone Literary, Cultural and Media Studies" and "English Linguistics," both A1 and A2 carry the same weight in most modules. You get to choose which course you would like to receive credit. You will receive ungraded credit for the other course, which will not affect the grade you will receive for the entire module.

Exceptions in the major "Anglophone Literary, Cultural and Media Studies"

For "Literary, Cultural and Media History," only the A2 course counts for the final grade, while A1 must be taken ungraded.

Conversely, for "Research Methodology," only the A1 course contributes to the final grade, leaving A2 ungraded.

A1 and A2 for “TEFL”

In “TEFL,” both A1 and A2 must be graded. A1 involves a 5-page lesson plan (20% of the grade), and A2 requires a 20-page term paper (80% of the grade). This approach in TEFL emphasizes a balance between practical teaching skills and in-depth research, setting it apart from the other majors.

These courses are organized in modules and depending on the module description some courses can be passed ungraded while others need graded credit or multiple are graded and collectively form the final module grade. This is directly indicated in the module description and should be considered during the process of signing up for courses on [FlexNow](#).

If specified in the [module description](#) (*German version*), you can choose in which of the seminars you want to receive ungraded credit (attendance and in class assignments are required) or graded credit, where in addition to participation a term paper, written exam or other examination

is required to pass the class with a grade. In this case the graded credit of the chosen seminar functions as the finale grade for the module.

Please note that only the German version of the regulations is official and legally binding. The English version is for informative purposes only.

Module Descriptions in English

Please note: The course catalogue for a given semester is only published before the semester starts (Winter Semester: September 1; Summer Semester: March 1). In the English Department courses that are on offer change with each semester.

To gain an overview of what is generally being offered at the department, students are advised to check out the [module descriptions](#) (*German version*). Additionally, students can consult the archived course catalogues to see what kind of courses have been offered in previous semesters: <http://www.uni-giessen.de/studium/studinfo/evv/alte> .

FlexNow: Registering for Classes/Exams

FlexNow is the university's electronic examination management system with which you register for courses and examinations. Make sure you are 'flexed' into your courses at the beginning of the semester as it is not possible to receive CP for courses that you have not registered for on FlexNow.

You can access FlexNow via this link: <https://www.uni-giessen.de/studium/waehrend/ecampus/flexnow>

Do I need to register for my courses in FlexNow or Stud.IP?

You need to register yourself for courses in FlexNow **AND** Stud.IP.

Step-by-Step FlexNow Guide – How to Register for an Exam

[Registering for your courses on FlexNow](#)

In order to be registered to take an exam and receive credit, you are expected to enroll for each of your courses on FlexNow. Please take note that you also need to register your courses on Stud.IP as lecturers will use Stud.IP to communicate with their courses and will make course materials available to you via the Stud.IP platform. In the following, we provide a detailed instruction on how to use FlexNow.

Registration for examinations

In order to receive credit, you have to be registered in FlexNow for the respective examination. Registration is only possible within a certain time period. For both the first and the second examination period, a registration period is specified. If you register in FlexNow for an examination within one of these periods, your registration is valid for the corresponding examination period (e.g. registration during the 1st registration period -> examination during the 1st examination period). You can also rescind your registration for an exam within a certain timeframe. Details on the examination periods and the corresponding deadlines for registration and deregistration are given in the information sheet Deadlines published on the faculty website each semester.

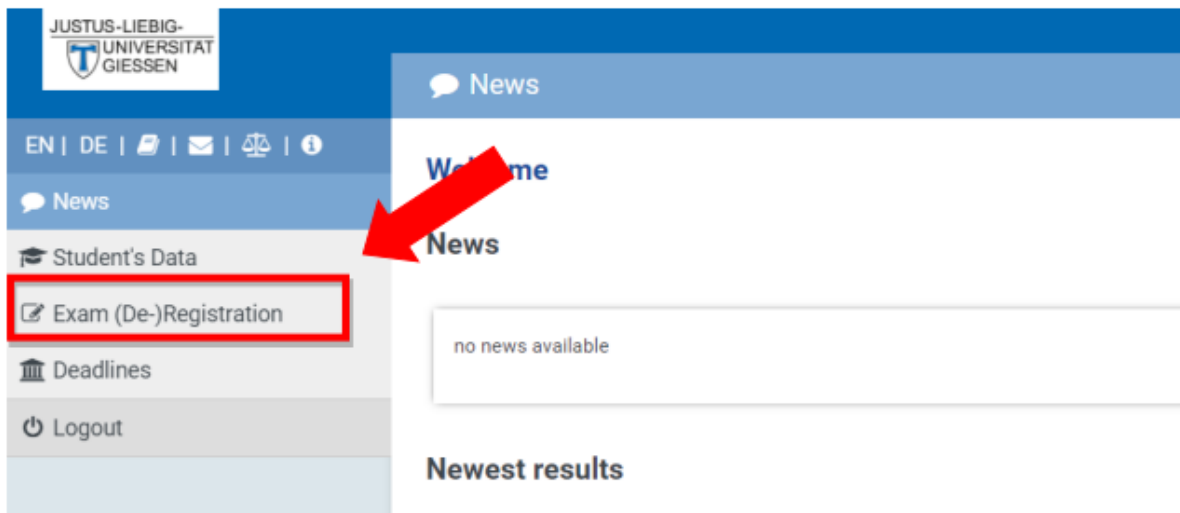
Deadlines for registration (*only available in German*): <https://www.uni-giessen.de/studium/waehrend/ecampus/flexnow/fristen>

A step-by-step guide

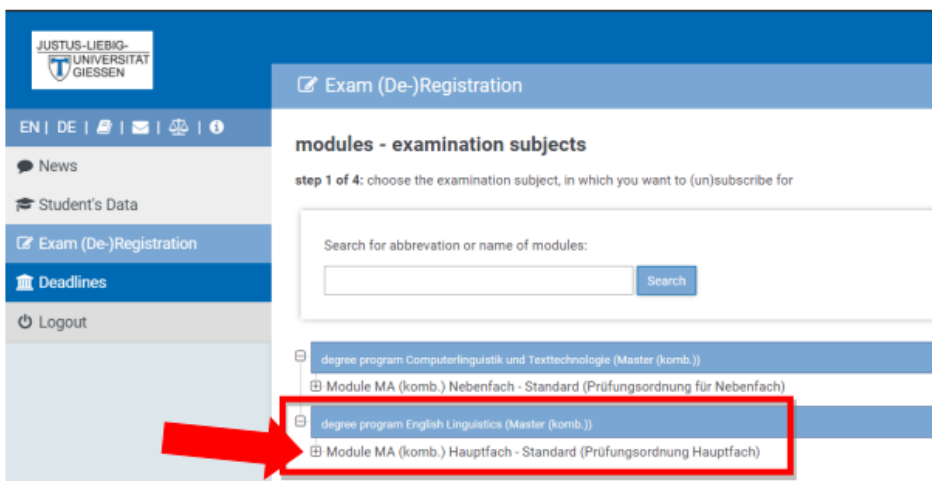
Registration for examinations or deregistration from examinations is not possible via smartphone. We strongly recommend using desktop computers with the Firefox web browser. First, you access FlexNow (<https://flexnow.uni-giessen.de/>), then you login with your user name (Benutzerkennung) and password (LDAP-/Netz-Passwort) which can both be found on the PIN letter you received when you picked up your chip card

Click on the EN panel to change FlexNow to English

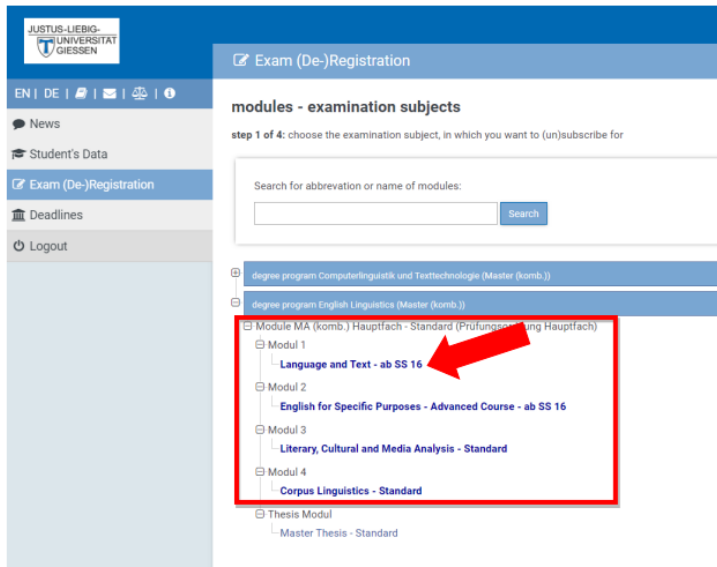
Choose *Exam (De-)Registration* from the menu bar on the left. The navigation tree of your study program appears.



Click on the plus sign in front of your course of study



Next, you can select the modules for which you would like to register for the examination.

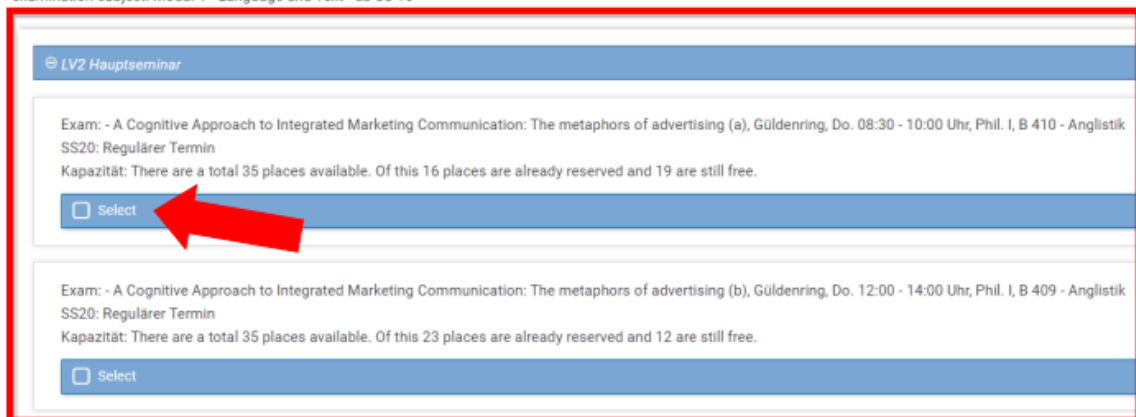


Now, you will be shown a list of the courses that can be enrolled in as part of your chosen module. These same courses are listed in the eVV for the picked module.

exams

step 2 of 4: in order to move the chose examination subject into the basket, select a date. The actual subscription takes place in the next step.

examination subject: Modul 1 - Language and Text - ab SS 16

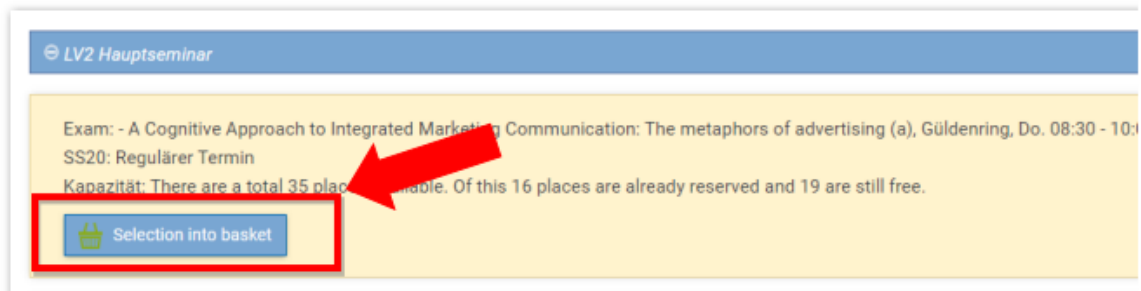


In the next step, you choose the examination registration by selecting a seminar and clicking the button *Selection into basket*.

exams

step 2 of 4: in order to move the chose examination subject into the basket, select a date. The actual subscription takes place in the next step.

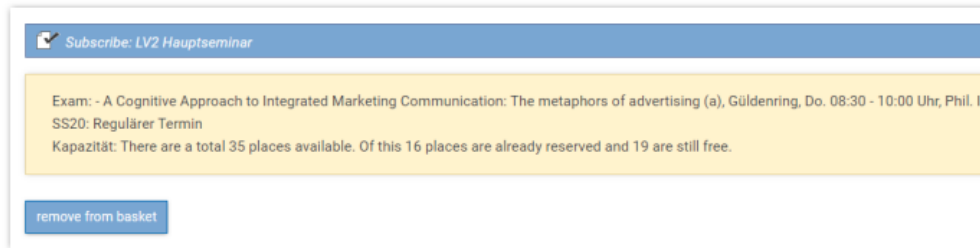
examination subject: Modul 1 - Language and Text - ab SS 16



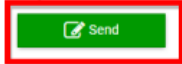
Scrolling down, in your *basket* you can view the selected examinations or preregistrations. You now can confirm the registration for examination by clicking *Send*. Alternatively, you may remove a selected exam from the basket by clicking *remove from basket*.



step 3 of 4: Check your selection. By clicking 'remove from basket', you can undo your choice. CAUTION: Your (un)subscription is only definitive after clicking 'send'.



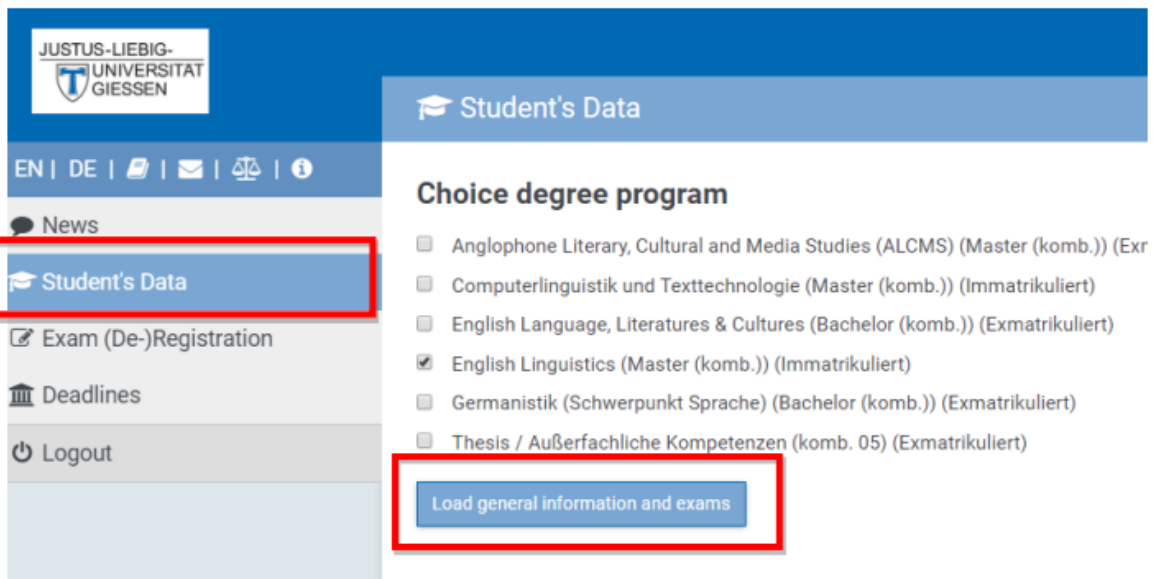
step 4 of 4: Click "send" for a definitive (un)subscription of your chosen examination subjects.



As confirmation you will receive the transaction *ID (TransaktionsID)* via mail to your university e-mail account. Please save the confirmation mail carefully in case of inquiries.

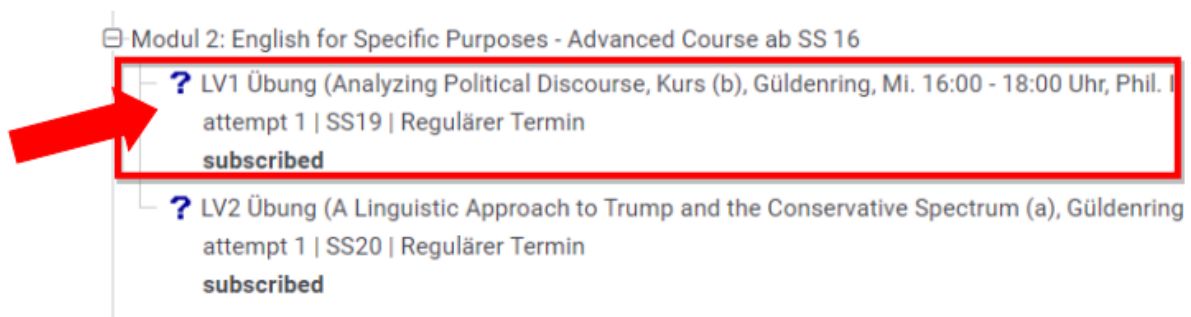
Verify your registrations

Please always double check your account after having performed a transaction and make sure that you registered for the correct modules. This applies especially to examination registrations. In case you accidentally missed to register for a course, you will not be entitled to take the examination. For checking please click on *Student's Data*, select your choice degree program and click on *Load general information and exams*.



Now you get a list of all modules where you have registered for an examination.

The question mark indicates an ungraded examination. After successful completion of the examination, the question mark will turn into a green checkmark and the achieved grade is shown. If the examination is failed, the module is marked with a red cross. In this case, you are automatically registered for the next possible examination period.



Deregistration from a module examination

Up to three days before the corresponding examination period, it is possible to deregister from a module examination. Please go to *Exam (De-) Registration* and then click on the module containing the course/examination you want to deregister from. The question mark next to the module title or the examination indicates that the module is already registered for examination. (The status of registration is described above).

Click on the button *Selection into basket*. You will see the module examination marked as unsubscribe.

basket

step 3 of 4: Check your selection. By clicking 'remove from basket', you can undo your choice. CAUTION: Y



step 4 of 4: Click "send" for a (re)subscription of your chosen examination subjects.



To carry out the deregistration you have to click *Send*. If you would like to refrain from deregistration, you can delete all items in the cart by clicking *remove from basket*.

Further questions

Can I deregister from a repeat examination?

No. If you failed an examination or have an unexcused absence, you fail the examination and are automatically registered for the repeat examination in the next examination period. You are also automatically registered for the next examination period if you can provide a sound excuse (e.g. medical certificate). You cannot deregister from this automatic registration for a repeat examination.

Registering for the third examination period?

The 3rd examination period is only intended for re-examinations, having failed once or twice. You cannot register for this period on your own. Registration will be carried out automatically if you failed an examination or you did not take the exam.

Am I automatically registered for the examinations? In addition: Can I change my courses at any time during the semester?

No. The examination registration has to be carried out by each student within the respective deadlines via FlexNow. This applies to all initial exam registrations. The registration for re- and repeat examinations is carried out automatically.

Deadlines for registration can be found here (*only in German*): <https://www.uni-giessen.de/studium/waehrend/ecampus/flexnow/fristen>

Course Acceptance Procedure with Drawing Lots/Losverfahren

During the registration period before the start of the semester, (summer semester: 13.03. - 28.03.) the courses offered might become overbooked, meaning that more students registered for the courses than there are available slots. In that case, a lottery system will randomly pick which students will stay registered and which students will automatically be deregistered. If the courses you have registered for do not show up on your FlexNow account anymore, you might have been deregistered by the lottery system. In that case, you can still register for courses that have free spots available which is indicated on FlexNow when trying to register for the courses.

Stud.IP

What is Stud.IP?

Stud.IP is the JLU's e-learning platform, providing supplementary support for lectures and tutorials. You will be provided with a student ID & password upon enrolment, which you can use to log into Stud.IP. Lecturers will use Stud.IP to communicate with their courses and to share course materials with you. You can access Stud.IP via this link: <https://studip.uni-giessen.de/>

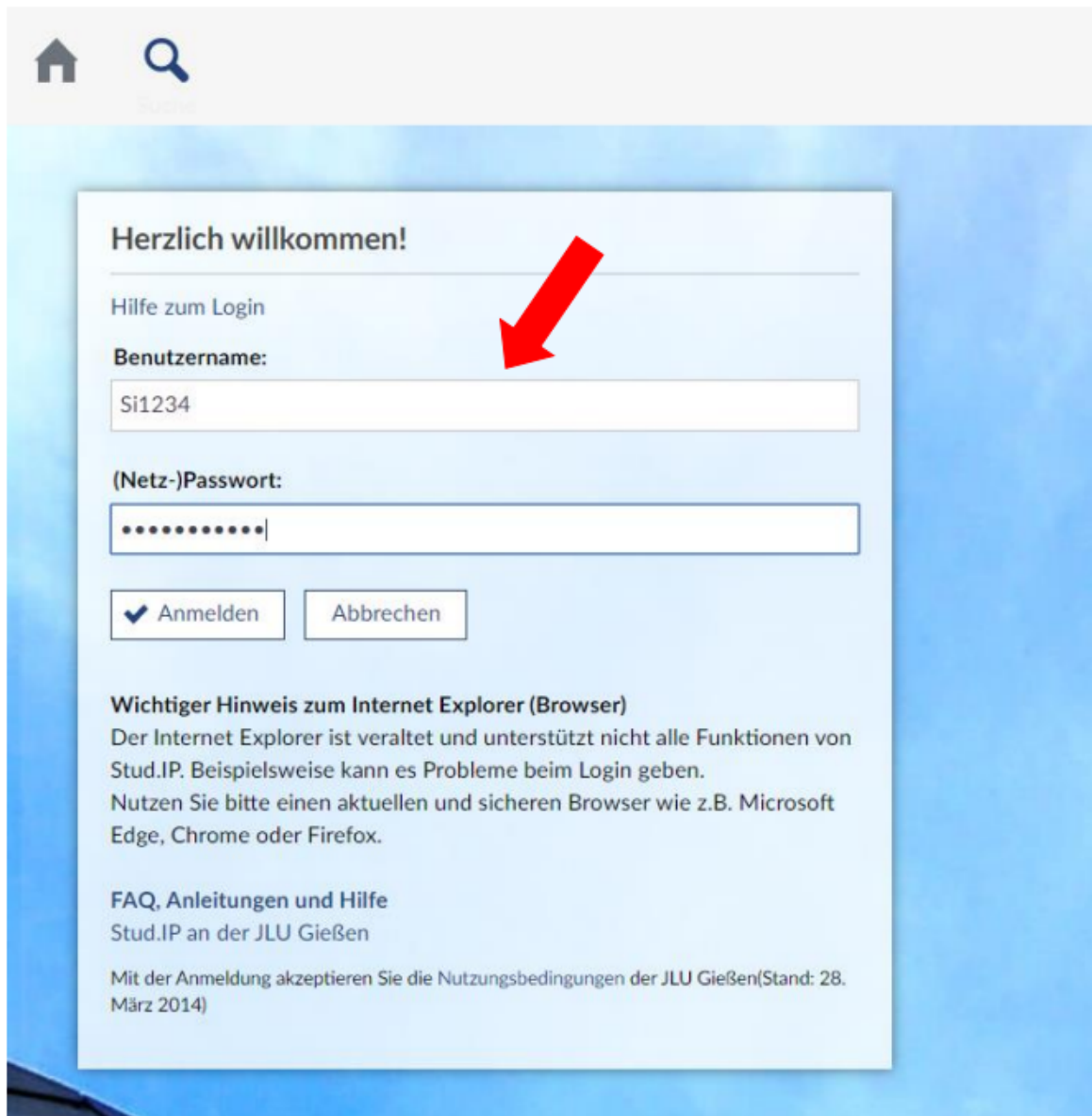
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You need to register yourself for courses in Flexnow **AND** Stud.IP.

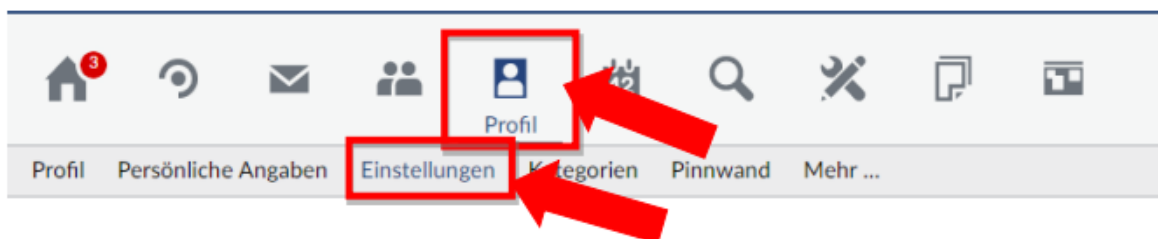
Step-by-Step Stud.IP Course Registration Guide

Lecturers will make course materials available to you via the Stud.IP platform, which is also used for essential communication and the distribution of important information. **It is therefore essential that you not only register yourself for examination in a course via FlexNow but also join the Stud.IP group that is created for every seminar.** You can follow this step-by-step guide to register for a course on Stud.IP:

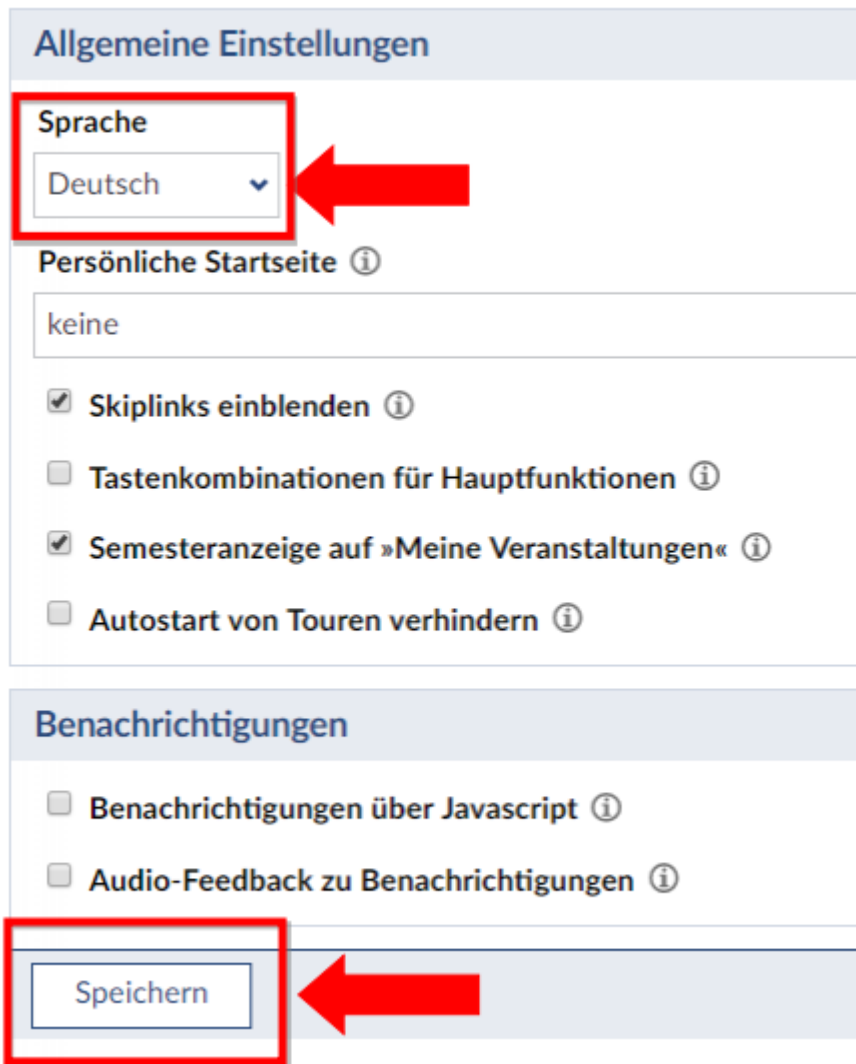
Step 1: Log in to Stud.IP at <https://studip.uni-giessen.de/>



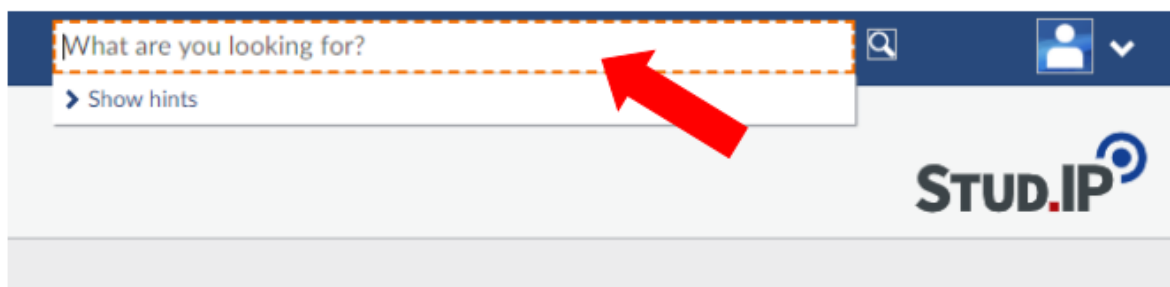
You can change the language of Stud.IP to English by entering your profile settings in case the display language is not in English when you first log in. To change the language of Stud.IP to English click on “Profil”. After clicking on “Profil”, select “Einstellungen”.



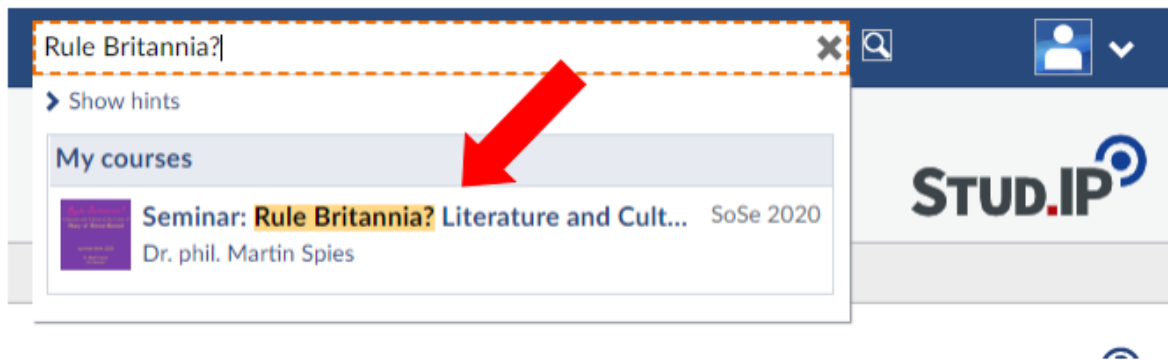
Next, click on “Deutsch” to open the drop-down menu to change the language of Stud.IP to “English”. Finalize these changes by clicking “Speichern” at the bottom of the page.



Step 2: Enter the name of the seminar you want to join in the search bar at the upper right corner.

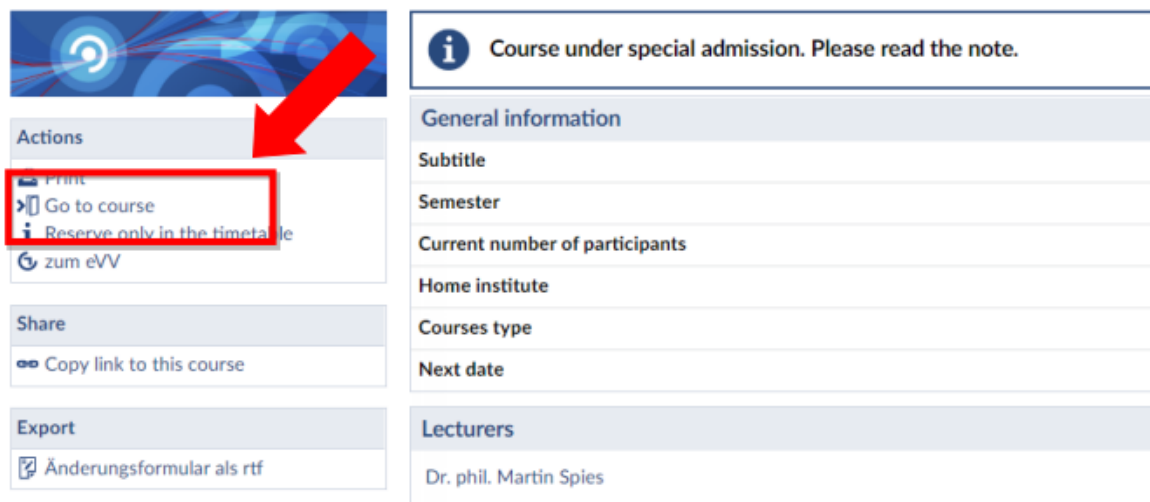


Step 3: Select the course you want to register on Stud.IP.




Step 4: Click on “Go to course” on the left side menu.

Seminar: Rule Britannia? Literature and Culture at the Court of Mary of Hesse-Kassel (Projektse



Step 5: Enter the password of the course to register it on Stud.IP. NOTE: The password is set by the individual lecturer and should be provided to the students during the first session or via email. If you arrive late and cannot go to the first session, please contact your lecturer to receive the password.

Seminar: Rule Britannia? Literature and Culture at the Court of Mary

 **The enrolment has not been successful**
• Password required.

Settings for unsubscribe:

- Password required.

Admission with password protection.

Password:

Stud.IP Group for Anglophone Studies Students

We extend a warm invitation to join our **dedicated Stud.IP group tailored for Anglophone Studies students**. This platform serves as a hub for exchanging essential announcements, events, and resources curated by the International Office and other pertinent sources. Additionally, we've compiled a wealth of valuable PDF resources covering various topics relevant to your studies.

Ready to join the group? Simply follow this link: <https://studip.uni-giessen.de/dispatch.php/course/studygroup/details/a4657873dd45509c8f1b06996dc0bd6f?again=yes>

Microsoft Licenses/ Hessenbox

All JLU students have a limited license to Microsoft Office365 ProPlus services, paid for by the university. Word, PowerPoint, Excel, OneDrive and Teams are all accessible and can be of used in your studies.

Teams is interlinked with other university students and also contains chat functions, as well as synchronisable folders and documents; it is a very useful tool for group work and study groups.

[Microsoft Office License for JLU students](#) (*Link only in German*)

As a student of JLU, you have access to a cloud file storage system called Hessenbox (or JLUbox) which is an independent alternative (by the Universities of Hessen) for services such as Dropbox, where your research and data can be safely stored and synchronized between multiple devices. This could for example be used to access your work from the university library computers or make a folder accessible for other students.

[Hessenbox](#) (or JLUbox) (*Link only in German*)

Proof of Study/ Certificate of Enrolment

Your **certificate of study** functions as proof that you are enrolled at Justus Liebig University. You can request and print your certificate of study in the [GUDE portal](#) after your registration and the payment of the semester fee. The certificates of study will be sent to your university mail address as a PDF file.

Should you need further documentation about a specific course, please contact your lecturer directly.

BigBlueButton

[BigBlueButton](#) is the video conference platform JLU is currently using for online seminars and lectures.

4. Finishing the Semester

Please note the following points in regards to the end of a semester at JLU Giessen:

1. Make sure you are aware of what you need to do in order to earn a grade for each of your courses. Lecturers will inform students of all requirements at the beginning of the semester. Pay attention to the dates of exams or deadlines for writing assignments.
2. Please consider letting the respective lecturer know if you decide to drop a course (a short email will do) – especially if you deregister at a later date during the semester. Courses that are dropped do not appear on your transcript. Only courses that receive a valuation (Pass/ Fail).
3. Please let lecturers know if you need your grade urgently.
4. Make sure to re-enroll for the next term [by paying the semester fee](#).

Form of examination

You can see whether you need to take an exam or write a term paper in your module description. You can find the [module description for the MA Anglophone Studies](#) here. Be aware that not showing up to an examination without presenting a doctor's note counts as a failed attempt and will be graded with 0 points.

Term paper submission deadlines

The general department deadline for term papers: 15.03. during the winter semester or 15.09. during the summer semester. As these deadlines function more as a guideline, please make sure to consult your course's syllabus or lecturer in order to find the specific date.

Where can I find my grade? When is my grade entered?

Please take a look at the FlexNow guide above. Your grade will be entered in FlexNow. Please allow your lecturers sufficient time to evaluate your term paper and/or exam(s).

Registering to retake an exam after a failed first attempt

Should you fail your attempt of examination you will automatically be registered to retake your exam on FlexNow. Please consult your lecturer to inquire about the date and place of the re-evaluation.

5. Finishing Your Studies

Thesis

[Examination Office for Anglophone Studies](#) students.

[Program Structure for Anglophone Studies](#) students.

[Writing consultation and support for final theses of international students](#)

Assistance

The English Department has a MA-support program currently consisting of tutorials and email support. Simply contact masupport@anglistik.uni-giessen.de.

Finding a Supervisor & Registration of MA Thesis

Please consult the website of the Prüfungsamt/ [Examination Office for Anglophone Studies](#) and the program structure for more detailed information on the matter of thesis writing. Following is a simplified overview of the thesis registration process:

Prerequisites for registration

The following requirements must be met when registering for the thesis module:

Completion of the modules of the first and second semesters. All achievements of these semesters must be completed (graded).

Registration process

- 1) Registration form to be found online at the examination office (<https://www.uni-giessen.de/fbz/paemter/gwiss/thesinf/thesallg>)
- 2) Talk to the person you wish to have as a supervisor before putting their name in the form. Leave the second supervisor blank.
- 3) Sign the form and send it to your first supervisor. Either they will pass it on to the examination office or you must do it yourself to the responsible clerk at the examination office (Leihgesterner Weg 52, 35392 Giessen).

4) Find a title for your thesis in consultation with your first supervisor. Send the agreed-upon title as mail to your supervisor, who will pass it on to the examination office.

5) After registration: Check your title, name of advisor, and date for submission on FlexNow. Please note that FlexNow will not show italics. Revising/changing the thesis topic is possible once within the first 4 weeks after registration. If you want to change your title, contact your supervisor as early as possible.

You will have five months from the time of registration to complete your MA thesis. As a rule, the master's thesis should comprise a **minimum of 61 to a maximum of 80 pages**.

Possible deviations should always be discussed with the supervisor.

Extension of the thesis

Applications for an extension of the processing time can be submitted informally, justified, and signed to the responsible clerk at the examination office no later than 10 days before the regular submission deadline. The supervisor should be informed in good time about the desired extension of the processing time.

Submission & review period

You must submit **two print-out copies** (bound) plus **three digital copies** (on USB sticks or CD) to the Academic Examination Office for Humanities. Submission is possible during office hours or by post. In this case, the postmark serves to meet the deadline.

The print-out copies must be accompanied by an original signed declaration of independence.

The **review period for examiners is 2 months** upon reception at the Examinations Office.

After notification of the final grade on FlexNow, remember to apply for exmatriculation:

[Withdrawal of Matriculation — JLU \(uni-giessen.de\)](https://www.uni-giessen.de/en/academic-examination-office/exmatriculation)

Resources for term papers and scientific writing at JLU

Style Sheet

Citation Style, Formatting, and the English Department at JLU

Please refer to the university's and the English Department's regulations concerning your term paper.

1. [Style Sheet](#)
2. [Declaration of Authorship](#)

The English Department works with a detailed style sheet which list how works should be cited and how your writing should be formally structured. This is the standard for all submitted papers for the English department if not indicated otherwise by your lecturer.

Plagiarism

Plagiarism is taken very seriously and you have to add a statement about plagiarism (Plagiatserklärung) to your term paper or your thesis before you turn it in. The Style Sheet mentioned above describes plagiarism as follows:

Plagiarism is not crediting another author for his/her words and ideas. It literally means “literary theft” and involves two kinds of crimes:

- using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft.
- passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud.

You need to take this seriously. Not to plagiarize is the central ethical code upon which all academic pursuits are founded. Universities would not work if scholars did not all agree upon this ethical code. You are part of this academic community. If you violate this code you can, at the worst, be expelled from the university.

Be advised that the use of programs like ChatGPT is prohibited for term papers and other scientific writing at JLU and will be considered plagiarism.

Sources for Your Term Papers

Instead of restricting yourselves to the media made available through JLU's *JUSTfind*, you may also use ezproxy.uni-giessen.de to access and research texts of all sorts for your term papers. Please refer to the list below for an overview of links you may consider helpful.

Dictionaries

1. [Oxford English Dictionary](#)
2. [Merriam-Webster](#)
3. [Cambridge Dictionary](#)

Full Texts, Articles, and Reviews Online

Additional websites can be found through the [Elektronische Zeitschriftenbibliothek](#)

1. [JSTOR](#)
2. [De Gruyter](#)
3. [Oxford Reference](#)
4. [SpringerLink](#)
5. [SAGE Journals](#)
6. [Taylor & Francis Online](#)
7. [Routledge Encyclopedia of Philosophy](#)
8. [Google Scholar](#)
9. [Connected Papers](#) (For finding additional sources)

Managing your Sources

Sometimes it can be hard to keep track of your quotations, authors, editions, etc. This is especially true when you work on a longer piece of writing such as your BA thesis or your *Wissenschaftliche Hausarbeit* (Lehramt). *Citavi* (Windows), *Mendeley* (macOS) or other applications can help you to stay on top of your work.

1. [Citavi](#)
2. [Mendeley](#)

And, in case you cannot find all the bibliographic references for your texts, there are also some websites that will help you complete your data.

1. [MyBib](#)

Collaboration and File Sharing

If you decide to collaborate with your fellow students or proofread each other's texts, the following (external) resources may be for you.

File Sharing

1. [Google Drive and Google Docs](#) will allow you to share documents, create documents, presentations, *Google Earth* tours, etc. As added bonus, it allows you to follow up on everybody's involvement and reset a document to its older version. Furthermore, *Docs* can be exported as *Word*-documents.
2. [Hessenbox](#) If you would like to avoid using Google or are unwilling to create an account but still want to share your files, you can use the *HessenBox* with your student account.
3. [Microsoft](#) Teams and Overdrive can also be used with the university student account.

Proofreading

While it is always helpful to get a second opinion on your writing, you may not always find a peer ready and waiting to have a look at your texts. Thus, (free) writing and proofreading services can help you detect those typos, grammatical slip-ups, etc.

1. [Grammarly](#) Whereas *Grammarly* promotes their premium subscription, their free *Word* add-in (basic edition) will already help to improve your writing. Nevertheless, an account is required.
2. [ZfbK](#) The *ZfbK* offers individual writing mentoring and *PlagAware* screening for one document per student per semester. Please schedule your appointment ahead of time.

6. Changes to Your Studies

Finishing B.A. module while studying the MA Anglophone Studies:

There are very specific circumstances in which a student can be enrolled at JLU for the Anglophone Studies Masters program, while finishing modules of the Bachelor program, as prerequisites to be qualified for the MA Anglophone Studies program at our university. The students in questions have been informed of this when they were accepted at the Justus-Liebig-Universität.

You have to pass these prerequisite classes according to the Bachelor module description. You cannot participate in a class for double credit; you cannot receive credit for your prerequisites and your normal course of study, by attending only one course.

Here is a link to the German and English version. *(Please note that only the German version of the regulations is official and legally binding. The English version is for informative purposes only.)*

[Bachelor Anglophone Studies Module Description](#)

Please let your lecturers know that you will need the grade as fast as possible and that instead of entering your grade in FlexNow they should fill out a physical copy of the graded credit on paper. Subsequently you can send a scan of this document directly to the Studierendensekretariat so they can note you passing your prerequisites.

Residence permit

If the Immigration Authorities (Ausländerbehörde) requires you to show a letter from JLU Giessen confirming your progress through your studies, or if your studies are taking longer than expected, please contact the [International Office](#).

Address change

Please contact the registrar's office in order to share your new address, for our colleagues can update your address information. You can reach the registrar's office via this email address:

international.admission@admin.uni-giessen.de . Please use your JLU email-account to reach out to them, should you already have access to it.

Major/ Minor change

If you want to change your majors, you will have to reapply at JLU for your desired subject change. You can find further assistance regarding a change of majors by clicking on the following link and contacting the [Zentrale Studienberatung \(ZSB\)](#):

7. Extracurricular Activities

As part of your degree, you are encouraged to educate yourself beyond your focus of study and JLU provides opportunities for students to keep learning even outside your direct field of study. You can participate in language classes, sports courses and skill developing classes that are offered to JLU students for free or at an advantageous discount. You can also listen in as a guest to Lecture Series where, beside our own lecturers, experts from around the globe are invited to speak about interesting concepts and research.

For more information see:

University Clubs and Activities

A Reading Club Invitation

Attention bookworms!

Do you like to read (classical) English literature and are you looking for like-minded people to discuss your readings with? Then join our reading club!

Every six weeks we are voting for a new book to read and meet up (mostly) online to discuss it.

Drop in for just one meeting, or two, or all. If you have any questions, or if you would like to join our mailing list to stay up to date, simply send an e-mail to Augustin Rauch (Augustin.Rauch@admin.uni-giessen.de).

We're looking forward to seeing you and until then, happy reading!

You can join other activities such as the university choir or different sports teams as well. (Please be advised that these activities are primarily offered in German but since most Germans speak English, you can participate even if your German is not that fluent yet.)

Sports

Allgemeiner Hochschulsport (ahs)/[The Academic Sports Services of JLU](#)

The Academic Sports Services (ahs) offer a variety of health and fitness classes: From yoga, to ball games, from outdoor and water sports to martial arts and dance. Furthermore they host cooking workshops and exercise breaks between lectures.

Music

If you play a musical instrument, [JLU's University Orchestra](#) (*Link only in German*) invites you to join in. The University and Giessen City also have several choral groups which will welcome new singers.

[StudiChor Giessen](#) (*Link only in German*)

[Choir of the Music Institute](#) (*Link only in German*)

The WUS/World University Service:

The [World University Service](#) runs a program of extracurricular activities and social/cultural events (STUBE Hessen) catering specially to students from Africa, Asia, and Latin America.

Opportunities of Learning Beyond Your Degree/Außerfachliche Kompetenzen (AfK)

[Centre for Competence Development](#) (ZfbK)

The ZfbK offers courses and material, which include career orientation and employability, language learning and study skills.

[Hochschulrechenzentrum \(HRZ\) Außerfachliche Kompetenzen \(AfK\)](#) (*Link only in German*)

The University's IT department offers courses (for which you can get credit) about basic software skills in Microsoft programs and podcasting or video technology.

[Study Success Workshop Program](#)

The International Office offers a study-accompanying workshop programme each semester, covering topics such as academic writing, holding presentations, job application and interviews, dealing with exam anxiety and much more. The workshops are mostly in English, some are offered in German. There are workshops available online as well as on-campus. Registration is possible via Stud.IP.

Gender Certificate

The certificate course in [Gender, Sexuality, and Diversity \(GSD\)](#) provides students with knowledge and skills needed to recognize diversity and promote inclusion in the university context and beyond. The certificate's coursework illustrates how gender and sexuality have to be considered from an intersectional perspective if persistent forms of social injustice and inequality are to be overcome, and it equips students with the practical tools to do so.

German Courses

While German language proficiency is not required for applying to and studying at JLU, it is recommended. The following links contain further information on the university's German courses.

1. [Overview of all German courses](#)
2. [Evening courses](#)

8. Overview of Important Institutes and Contact Persons

Contact addresses:

MA Support Anglophone Studies	master.anglophone.studies@anglistik.uni-giessen.de
Email addresses & links International Students	https://www.uni-giessen.de/international-pages/contact/contactaaa
First contact point for open questions	OVERVIEW OF CENTRAL ADVISORY AND CONSULTATION SERVICES AT JLU GIESSEN studium-international@uni-giessen.de
Registrar's office	international.admission@admin.uni-giessen.de
Examination Office for Anglophone Studies students:	https://www.uni-giessen.de/de/fbz/paemter/gwiss
FlexNow	(flexnow@uni-giessen.de) or via phone (0641) 99-16400.
Zentrale Studienberatung (ZSB):	https://www.uni-giessen.de/studium/beratung/beratungskompass/themen/wechsel
HRZ/ IT Service Centre You can find more information about the IT Service Centre here:	(support@hrz.uni-giessen.de) or via phone (+49 (0)641 99 13100). https://www.uni-giessen.de/faculties/svc/it/it-service-centre?set_language=en
<i>Call-Justus Student Support Hotline</i>	+49 (0)641-99 16400

Office Hours (timezone GMT+2): Monday - Friday 8:30 a.m. - 12:00 p.m. 1 p.m. - 5 p.m.	call.justus@uni-giessen.de
Verhaltenstherapeutische Ambulanz/ Psychological counseling	https://www.uni-giessen.de/fbz/fb06/psychologie/weitere-inst/Ambulanz/vtambulanz https://www.uni-giessen.de/en/faculties/research-centers/zfbk/counselling/counselling_index?set_language=en
Zentrum für fremdsprachliche und berufsfeldorientierte Kompetenzen (ZfbK): Language courses; Additional certificates and workshops	https://www.uni-giessen.de/en/faculties/research-centers/zfbk/zfbk_homepage?set_language=en

Online Materials and Platforms:

StudIP	https://studip.uni-giessen.de/
FlexNow	https://flexnow.uni-giessen.de/
eVV	https://www.uni-giessen.de/studium/studinfo/evv
Program Structure (Anglophone Studies)	https://www.uni-giessen.de/mug/7/findex36.html/7_36_05_10
Module description	https://www.uni-giessen.de/mug/7/findex36.html/7_36_05_10

Special Regulations	https://www.uni-giessen.de/mug/7/findex36.html/7_36_05_10
Department of English	https://www.uni-giessen.de/faculties/f05/engl
Department Style Sheets (formatting regulations for term papers)	https://www.uni-giessen.de/faculties/f05/engl/GenIn/StySh/stylesheets
Deadlines for registration:	https://www.uni-giessen.de/studium/waehrend/ecampus/flexnow/fristen

If any kind of questions remain after perusing this guide, please contact the support team, with the e-mail address: master.anglophone.studies@anglistik.uni-giessen.de