

# Study Handbook of the Faculty of Protestant Theology

Study Year 2023/24



# A Warm Welcome to our Faculty!

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# **Imprint**

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All information in this study guide has been carefully researched; however, no responsibility is taken for its accuracy.

# 1 Greetings

Dear Students of Protestant Theology!

As Dean of the Faculty of Protestant Theology at the University of Bonn, I would like to welcome you warmly to Bonn and to our Faculty, which is now also your Faculty!

A special welcome goes to those who have enrolled at our University for the first time – whether you are beginning your studies of Protestant Theology, Biblical Studies or Ecumenical Studies.



I hope that you will arrive well in our great new building and that you will quickly become part of our scientific community – together with you, we will do everything to make that happen!

What you are holding in your hands is candidly called the "Study Handbook of the Protestant Theological Faculty Bonn". It contains a wealth of useful information and references as well as texts of examination regulations that will guide your studies. I am convinced that this handbook will become your helpful companion in the coming semesters, and I would like to thank all those who have contributed to its creation!

However, this only creates the external prerequisites for a course of study in which you are to advance to the essential: the examination of the fascinating contents of theology, the freedom of thought, and the encounter with other people who are equally stimulated and moved by it. The study manual only informs you about the framework of a living process that you may and must shape yourself: You will discover many new things, question some old things, and develop your very own profile.

I wish you and all of us a successful and fruitful semester under the blessing of God!

Yours

**Prof. Dr. Cornelia Richter** 

Dean

#### **Student Association**

Hello, new fellow students!

On behalf of all our students, we would like to welcome you to the Faculty of Protestant Theology at the University of Bonn!

We, the Student Association, are happy to be at your side in the near future to support you in your first steps at the University. This means that you can always turn to us in confidence with questions such as "How do I put together my timetable?", "Which courses make sense in the first semester?" and "What do I need to think about at the beginning of my studies?"

In the near future, you will be able to get to know us during the freshers' week, for example at the traditional "semester opening breakfast" after the semester opening service, the pub evening and various other activities about which you will be informed.

You can find out the best way to contact us in this study handbook under point 2.5. We are very much looking forward to getting to know you and hope that many of you will get involved in the student association and its activities in one way or another!

We send you our warmest regards and wish you all a good start to your studies and see you soon!

Your Student Association



# 2 Sources of Information and Contact Persons

# 2.1 Internet pages of the Dean of Studies and the Examination Office

Here you will find a lot of important information and documents concerning studies and examinations – this page, together with the study handbook you are holding in your hands and the examination regulations, should be your first source of information for questions concerning your studies:

www.etf.uni-bonn.de/en/study

## 2.2 Student Advising

The lecturers of the respective theological discipline are the appropriate contact persons for subject-related questions and questions about the knowledge and competences to be acquired in a theological discipline in the undergraduate or graduate studies and will be happy to help you. Simply speak to them on the sidelines of a course or ask your question by e-mail. The lecturers also offer regular office hours during the lecture period, during which you can visit them. You can usually find the dates on the website of the respective person, which can be reached via

www.etf.uni-bonn.de/en/people

In questions of study planning (sequence of modules, organization of the timetable, etc.) and the requirements for coursework and examinations specified by the examination regulations, you will receive competent information from the team under the direction of the Dean of Studies Dr. Eike Kohler, the study program coordinators and the Examination Office for Protestant Theology.

Dr. Eike Kohler
Dean of Studies of the Faculty of Protestant Theology
E-mail: studienberatung@ev-theol.uni-bonn.de
www.etf.uni-bonn.de/en/study/student-advising

## 2.3 Program coordinators

Please contact the study program coordinators by e-mail with your concerns, questions or to make an appointment for a personal consultation.

# (Extended) Ecumenical Studies:

Violeta Tabus

E-mail: mest@zerg.uni-bonn.de

Address: Rabinstraße 8, 53111 Bonn, R 03.159

# **Biblical Studies:**

Daniela Langen

E-mail: mbst@uni-bonn.de

Address: Rabinstraße 8, 53111 Bonn, R 05.053

#### 2.4 Examination Office

The Examination Office for Protestant Theology is available for all questions concerning studies or examinations. Here you will receive binding information on the recognition of achievements, dates and procedures for registering for examinations and on the interpretation of examination regulations. Dates and deadlines are published by the Examination Office on its website.

Examination Office of the Faculty of Protestant Theology Rabinstraße 8, 53111 Bonn

Room 3.122

Phone: 0228 73 60034

E-mail: pruefungsamt@evtheol.unibonn.de

The office hours and opening times can be found at www.etf.uni-bonn.de/en/study/examination-office



#### 2.5 Student Association

Overall, the Student Association (FSR) is there to organise student life in the Faculty, to ensure that there is a good dialogue between lecturers and students and to guarantee that the elections for various bodies, such as the Student Representative Council or the Faculty Council, are carried out according to the rules. The student association is always happy to help and advise you with various questions and problems! You can contact the student association as follows:

By email: fachschaft@ev-theol.uni-bonn.de

By Facebook under "Fachschaft Evangelische Theologie Bonn"

In person: The meetings of the student association are generally open to the public and you are welcome to attend.

Via Instagram under "fachschaft\_ev\_theol\_bonn"

The dates of the meetings, other dates, etc., are announced on the homepage and on Facebook. The meetings always take place in the student association room. You will find the latter on the second floor of the theological library (An der Schlosskirche 2-4). You can also meet the student association (and other students) at the "Mittendrinandacht" in the Schlosskirche every Wednesday at 2:05 pm.

You can find the FSR homepage with all current information under the following link: www.etf.uni-bonn.de/de/ev-theol/institute/fachschaft

## 2.6 Central Student Advisory Service

The Central Student Advisory Service (ZSB) informs and advises pupils, students and all others who are interested in studying at the University of Bonn about study opportunities and admission requirements, supports those interested in studying in the decision-making process and provides assistance in changing subjects and with study problems. It offers workshops on special topics.

Central Student Advisory Service

Meinhard Heinze-House

Poppelsdorfer Allee 49, 53115 Bonn

E-mail: zsb@unibonn.de

www.uni-bonn.de/en/studying/consultation-and-service/central-study-advisory-and-counseling-service/central-study-advisory-and-counseling-service

## 2.7 BaföG counseling

The Studierendenwerk Bonn offers among other things BaföG counseling:

Lennéstraße 3, 53113 Bonn Phone: 0228 73 5086

Pers. consultation: 0228 73 84816

Secretariat: 0228 73 7171

E-mail: bafoeg@studierendenwerkbonn.de

www.studierendenwerkbonn.de

# 2.8 Family Office

The Family Office offers advice and support on the compatibility of studies and family, in particular on pregnancy, childcare and caring for relatives in need of care. This also includes checklists, the mediation of care services, loan services and financial support for certain situations.

Family Office of the University of Bonn

Regina-Pacis-Weg 3, 53113 Bonn

Phone: 0228 73 7273

E-mail: familienbuero@uni-bonn.de

www.uni-bonn.de/en/university/equal-opportunity/family-friendly-university/

family-friendly-university

# 2.9 Equal Opportunity Office

The Equal Opportunity Office advises and supports the University in the implementation of the equal opportunity mandate. It also offers advice and various workshops aimed at all members of the University. The Equal Opportunity Office is available to all persons at the University who experience sexual discrimination and/or violence.

Equal Opportunity Office of the University of Bonn Central Equal Opportunity Officer of the University of Bonn Gabriele Alonso Rodriguez

Belderberg 6, 53113 Bonn, 5th floor

Phone: 0228 73 6573

E-mail: gsb@zgb.uni-bonn.de www.gleichstellung.uni-bonn.de

At the Faculty, the Central Equal Opportunity Office is represented by the Faculty's Equal Opportunity Office:

Anja Block

Phone: 0228 73 54487

E-mail: anjablock@uni-bonn.de

or

Carla Weitensteiner Phone: 0228 73 7577

E-mail: weitensteiner@uni-bonn.de

or: gleichstellung@ev-theol.uni-bonn.de

# 2.10 Representative for students with disabilities or chronic illnesses

The representative for students with disabilities or chronic illnesses will be happy to advise you on all questions and concerns relating to studying with impairments, in particular on compensating for disadvantages when applying for or being admitted to a University, during your studies and when taking courses and exams. It is also available to help you overcome other obstacles during your studies caused by your disability or illness and is open to suggestions for improving your study conditions.

The counseling is confidential and solution-oriented - in the sense of a self-determined and successful study – with or despite a disability!

Marion Becker Representative for students with disabilities or chronic illnesses University of Bonn 53012 Bonn

Phone: 0228 73 7306

E-mail: studierenmithandicap@uni-bonn.de

www.uni-bonn.de/en/studying/consultation-and-service

## 2.11 Psychological counseling

The Studierendenwerk Bonn also offers short-term psychological counseling for crisis situations:

Psychological Counseling Center Adenauerallee 63, 53113 Bonn

Phone: 0228 73 7106

E-mail: pbs@studierendenwerkbonn.de

www.studierendenwerk-bonn.de/en/counselling-social-affairs/psychological-

counselling-centre

Appointment by phone: Mon and Wed, 13:00-15:00

# 2.12 Counseling service of the AStA

The General Student Committee (AStA), the representation of students at the University of Bonn, offers a variety of counseling options for students, from counseling for chronically ill and disabled students to psycho-social counseling and social counseling.

AStA of the University of Bonn Endenicher Allee 17, 53115 Bonn

The various counseling services and their contact details and opening hours can be found on:

www.astabonn.de/beratungen

## 2.13 AGG Complaints Office and Anti-Discrimination Office

The University of Bonn is a teaching and research institution where people of different origins and biographies come together. In order to enable, promote and use this diversity, it attaches great importance to treating each other with respect and tolerates neither discrimination nor disadvantage on the grounds of race or ethnic origin, gender, religion or belief, disability, age or sexual identity. It therefore promotes measures that serve to identify and address discrimination in a timely manner and to provide advice and support to disadvantaged persons.

Against this background, the Rectorate has decided to set up an Office of Concern within the meaning of § 13 of the General Equal Treatment Act (AGG), which all employees can contact if they feel disadvantaged by their employer, superiors, other employees or third parties in connection with their employment relationship, or if they have questions in this area. Students can also contact this office. In addition to the tasks and responsibilities arising from the AGG itself, the AGG Complaints Office will, until further notice, also perform the tasks of a general anti-discrimination office at the University of Bonn, to which – provided there is a connection to the University of Bonn – persons can generally turn who have experienced discrimination on the above-mentioned grounds. In order to fulfill its tasks, the AGG Complaints Office will work closely with the other advice and contact points at the University of Bonn.

# Contact persons:

Simone Abresch Phone: 0228 73 7569

E-mail: abresch@verwaltung.uni-bonn.de

or

Susanne Rettinger Phone: 0228 73 3679

E-mail: rettinger@verwaltung.uni-bonn.de

# 3 Student Interests Groups

#### 3.1 Student Association

The Student Association represents you in various committees of our Faculty, our University and in the SETh (see 3.3).

The Student Association also has the task of being the link between the student body and the teaching staff.

You can find more information about the offers of the Student Association on the homepage of the Student Association:

www.etf.uni-bonn.de/en/student-association

# 3.2 Student representation at the Faculty Council

Once a year you have the opportunity to elect three student members and three additional representatives to the Faculty Council. Since the Faculty Council is the most important body of our Faculty, you should definitely seriously consider the election and not let your vote go unused. The election always takes place in parallel with the election of the student parliament.



# 4 Studying at the Faculty

#### 4.1 Modules and examinations

Since the implementation of the Bologna reform, the course of study is basically divided into modules. Modules are units of courses that are related in terms of content and are to be taken in close proximity to one another. As a rule, modules are completed by a module examination; if the examination is passed, the credit points allocated to a module are credited to the student's study account. A module examination can also consist of several partial examinations, and in individual modules ungraded coursework can also take the place of the module examination; if these are passed, the credit points of the module are credited.

As a rule, modularized courses of study are completed by successively taking module examinations during the course of study until all modules prescribed for the course of study have been completed and the sum of credit points required for graduation has been achieved. The final grade is the average of the grades of the individual modules weighted by the credit points.

In addition to the courses and the module examinations, modules can also include special coursework, e.g. presentations, assignments, internships or the so-called "guided independent studies" – see section 4.3.

Modules serve to impart certain knowledge and competences, which are specified in the module plan. In module examinations, therefore, it is basically checked on the basis of the contents taught in the module whether the competences intended for the module have been acquired.

# 4.2 Courses

During your studies you will have to attend various courses. You can often choose between different options. An overview of the current and upcoming courses can be found in the BASIS electronic course catalogue. Additional teaching material will be provided via the eCampus online student portal.

As a rule, the courses extend over one semester, with a weekly session (Sitzung). Each session lasts 2x45=90 minutes, i.e. 2 hours per week (Semesterwochenstunden). Some lectures last 4 hours each week, and a very few take up only 1 hour and are often combined so that there is one longer session every few weeks.

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To successfully participate in a course, you not only have to attend the weekly sessions, but also prepare and reflect on what you have learned. This will take up more hours than the time you spend in class. The average workload for each course can be found in the module plan of the examination regulations (Prüfungsordnung).

#### 4.2.1 Lectures

In lectures a teacher stands in front of the lectern, usually in a lecture hall, and presents the content. Lecturers often supplement their presentation with texts that are distributed, PowerPoint presentations, and/or other media. The task of the students is primarily to listen, think, and take notes.

As a rule, asking questions is not only tolerated but explicitly encouraged; however, not spontaneously in the middle of the lecture, but rather bundled at certain points (e.g. at the end of a session).

In order to attend a lecture in a meaningful way, you should review your transcript after each session and note down ambiguities and questions for the next round of questions and, if necessary, also read additional texts from the literature list handed out by the lecturers.

#### 4.2.2 Seminars

In seminars more complex questions are discussed. As a rule, students take part in presentations in which they summarize research positions on a question and also take up a critical position in the subsequent discussion.

# 4.3 Coursework

As part of your studies, you will be required to complete coursework. A distinction must be made between "normal" coursework (which is strongly recommended for good completion of the module, but is not examined individually), such as the reading of texts in preparation for the next session, and compulsory coursework. The latter is a prerequisite for the successful participation in a course, which is necessary for the admission to the module examination. If a compulsory course is not completed, a suitable course must be taken again with the required course work. The compulsory coursework is announced in BASIS for the respective course before the start of the lecture period.

In lectures, no compulsory course work is required. For information on the type of compulsory coursework in the respective modules, please refer to the description of the respective module in the module handbook (see section 4.5).

## 4.4 Guided Independent Studies

At the Faculty of Protestant Theology, a great deal of emphasis is placed on students' independent work. This is achieved by extensive homework as final module examinations, in which students work on an assignment in writing over several weeks, but also by extensive periods of guided independent studies.

Guided independend studies means that students discuss additional literature for a module in which guided independend study is planned with a lecturer with whom they are attending a course. The students can express their wishes as to which topics they would like to study. The instructor will then name appropriate titles for the students to work through on their own during the course of the semester or after the course has been completed.

The named literature is documented in a form; the content of the guided independent study is then, in addition to the content of the courses, the subject of the final module examination.

## 4.5 Module plan und module handbook

The most important source of information for the creation of one's own timetable is the so-called "module plan", which is included in the appendix to the examination regulations of each modularized study program. For each module, the module plan provides an overview of how many and which courses are to be taken in this module, what form the module examination takes, how many credit points can be earned with this module, which further coursework is included and what workload is planned for which course. In addition, the module plan describes which learning objectives should be achieved upon completion of the module.

In more recent versions, the module plans no longer contain all the information on the courses to be taken in the module, but instead refer to a module handbook, which describes the individual modules in more detail and also indicates which courses must be taken in the respective module and which forms of course work must be completed in conjunction with the courses in order to be allowed to take the module examination. Module handbooks are published by the examination board of the respective study program and on the homepage of the Faculty.

#### 4.6 Examinations

To successfully complete your studies you have to receive a certain amount of credit points. For some of these you will have to take examinations.

Please note: Details on the types of examinations are to be found in the examination regulations. We recommend that you also contact your examiners for specific information.

There are usually two examination phases available in the semester in which the module is offered: the first is immediately following the lecture period; the second is at the end of the semester.

# 4.6.1 Term papers

Term papers are academic papers written within a specified time and using a specified method covering a topic from the module. The allotted time is usually three months, but for some papers you have only six weeks. Term papers may be registered at any time. The allotted time for writing the paper begins on the day the candidate receives the paper topic. The topic agreement is made on the form provided, which is available for download after registration in BASIS. Term papers may be submitted directly to the examiner or to the Examinations Office. For further information on the examination form term paper see chapter 8.

#### 4.6.2 Written exams

Written exams are supervised examinations that have to be completed within the time specified by the examination regulations (90 minutes to 4 hours depending on the examination). As a rule, several topics / tasks are listed as options, of which the candidate may select one. A task can consist of several subtasks, all of which must be completed (for example, the translation of a biblical text and an essay on a given topic). When tools (e.g., a dictionary) are allowed, this is announced in advance.

#### 4.6.3 Oral exams

Oral exams are exams in the form of a 20-30 minute interview. Only a few high-level oral exams (for example, Biblical Basics, language examinations) will have dates set by the Examination Board. As a rule, the dates for an oral examination must be individually agreed upon with the examiner within the scope of the days specified by the examination board.

If an oral examination concludes a module in which a guided independent study has also taken place, the contents of the guided independent study will be included in the examination. In this case, the candidate must bring the form which shows the agreed upon literature for the independent study and turn it over to the examiner prior to the exam.

#### 4.6.4 Presentations

Presentations are oral presentations in which students demonstrate their ability to comprehensibly present and discuss their own documented research results. As a rule, you have six weeks to prepare a presentation after receiving the topic. Presentations must be held by the end of the semester in which the respective course is offered.

## 4.6.5 Poster presentations

In poster presentations, students present their own research results on a poster and are then available for questions, explanations and discussion. You have six weeks to prepare a poster presentation after receiving the topic. The posters are presented on a date that is set by the examiner.

#### 4.6.6 Book reviews

Book reviews are written works concerned with original scientific literature that addresses the subject area of the module. The literature to be reviewed must be determined in consultation with the examiner. You shall have six weeks of preparation time after the literature has been determined. Book reviews must be submitted no later than the final session of the course.

## 4.6.7 Seminar papers

Seminar papers are oral presentations. They are based on a written paper prepared using original scientific texts and individual research. You have a minimum of three weeks to prepare the oral presentation after receiving the topic. The deadline for submitting the written paper is three weeks from the last session of the course.

# **4.6.8** Essays

Essays are student's own written works that concern a topic from the module. Essays are prepared independently and present a limited topic from the course chosen in consultation with the examiner. You have again six weeks of preparation time after receiving the topic. Essays must, as a rule, be submitted during the course of the semester in which the respective course is offered.

#### 4.6.9 Portfolios

Portfolios are collections of material with comments by the student and/or documentation related to courses and/or guided independent study. The examiner shall specify the structure of the portfolio. As a rule, in addition to a collection of documents, the portfolio also includes an introduction and reflection. The scope of a portfolio can vary; all of the elements specified in the structure must be included. Portfolios must, as a rule, be submitted by the end of the semester in which the respective course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

**Please note:** In some modules, portfolios are a form of examination in other modules (ungraded) coursework. In some cases, the coursework includes a portfolio and a subsequent final discussion. For the final interview, you can choose a lecturer with whom you have attended a course of the module for which coursework was planned. If you have attended at least one course with a person who teaches full-time at the Faculty, a teacher from this group is to be chosen for the final interview. The interview will cover the entire portfolio, including any parts that may have been completed on other courses.

## 4.6.10 Internship reports

Internship reports are practical training reflections of previously acquired know-ledge and study of theories and their applications. Formally, internship reports are subject to the same regulations as term papers, unless otherwise stipulated by the examination regulations. Registration can take place at any time. The beginning of the allotted time for writing the report, however, is always the day after the last day of the internship, or, if there is a companion course meeting after the end of the internship, the last meeting day for the companion course. Together with the internship report and the paperwork form, you must also submit a certificate of internship completion.



## 4.7 Maternity Protection and Compensation for Disadvantages

The special burdens of pregnant students, students with children, and students who care for or provide for their spouse or a person related in a direct line or in the first degree who is in need of care or support will be taken into account appropriately upon application when conducting examinations.

Students who become pregnant in the course of their studies should inform the Examination Office of their pregnancy as early as possible. The Examination Office will then invite you to a consultation session to determine whether there are any regulations in place to prevent hazards during pregnancy (e.g. timetables that do not provide adequate breaks, excessive noise levels, etc.) and to determine measures to avoid them. In addition, a recommendation is made regarding any compensation for disadvantages to be applied for from the examination board.

Without a corresponding notification to the Examination Office, the Maternity Protection Act does not apply, nor can a possible compensation for disadvantages (e.g. extension of writing time, postponement of examination dates or change of examination form) be applied for or the necessity of protective measures be checked. It goes without saying that the information will be treated confidentially upon request.



# 5 People and Places

After the founding of the University of Bonn by the Prussian King Friedrich Wilhelm III in 1818, the Faculty of Protestant Theology came into being one year later in 1819.

The Faculty offers research and academic studies in Old Testament, New Testament, Church History, Systematic Theology (Dogmatics and Ethics), Practical Theology (incl. Religious Education), and Intercultural Theology.

The Institute for Hermeneutics, The Ecumenical Institute, The Protestant Institute for Religious Education of Bonn, and The Center for Religion and Society set further interdisciplinary focuses.

However, all of our work in Bonn is interdisciplinary oriented and internationally networked. Academics and students from all over the world teach, learn and research at the Faculty. They work together in international research projects, publish internationally and aim to shape society and religious life.

# 5.1 People

You can find contact details of all Faculty members on our website in alphabetical order: www.etf.uni-bonn.de/de/personen/personen-people

# **5.1.1** Department members

An overview of the departments' members can be found on the team websites of the departments: www.etf.uni-bonn.de/en/faculty

# **5.1.2** Project members

If you are looking for a specific person from a third-party funded project, kindly see here: www.etf.uni-bonn.de/en/faculty/third-party-funded-projects

#### 5.1.3 Institute members

If you would like to get an overview of the members of our institute teams, please visit the following website: www.etf.uni-bonn.de/en/faculty/institutes

# 5.1.4 Centre for Religion and Society

The "ZERG" is an inter-faculty institution that aims to bundle the excellence already existing at the University of Bonn: www.zerg.uni-bonn.de

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#### 5.2 Places

You will find everything you need for your studies within walking distance. Our Faculty's seminar rooms are located in the new building at Rabinstraße 8 and the University's main building at Am Hof 1, not far from the main train station of Bonn.

#### 5.2.1 Rabinstraße

In the building "Rabinstraße 8" you will find the Dean's Office (5th floor) and Examination Office (3rd floor) as well as most of the department members of the Faculty (also 3rd floor). The building is a 10 min walk from the main train station (follow the tracks on the left as you look towards the city).

#### 5.2.2 An der Schlosskirche

Other Faculty members have their offices in the building "An der Schlosskirche 2-4", where the Student Association can be found as well. It is located next to the famous yellow main building, a 10 min walk from the main train station in the direction of the city.

# 5.2.3 Am Hofgarten

The building "Am Hofgarten 8" is hosting our research hub with researchers and projects mostly working on contemporary theological, hermeneutical and ethical questions. You can find it next to the Hofgarten lawn, also a 10 min walk from the main train station in the direction of the city. Since it is not freely accessible, make sure to call or email in advance.

#### 5.2.4 Schlosskirche

The Schlosskirche (University Church) was built at the end of the 17th Century and is being used for worship: www.etf.uni-bonn.de/en/schlosskirche. It is located next to the building "An der Schlosskirche 2-4". In addition to Sunday morning services, the church is open on weekdays at lunchtime. University preacher is currently Prof. Dr. Eberhard Hauschildt (schlosskirche@uni-bonn.de).

# 5.2.5 Library of Protestant and Catholic Theology

The theological library can be found in the building "An der Schlosskirche 2-4". It offers a stock of approximately 190,000 titles, including journal subscriptions.

# 5.2.6 University and State Library

The "ULB" provides more than 2.25 million volumes, including 5,500 current print journals: www.ulb.uni-bonn.de/en. The address is "Adenauerallee 39-41".

# 6 Registration for Courses via BASIS

**First step:** Start your preferred web browser and open the page www.basis.unibonn.de.

**Second step:** Enter your login data: the user ID you received with your enrollment documents and the corresponding password.

**Third step:** On the start page, first check whether your name, your user ID and the current semester are displayed correctly in the upper area – by clicking on the semester, you will reach a selection page where you can choose a different semester if necessary.

**Fourth step:** Click on the menu "My Functions" in the grey crossbar. On the left side of the window, a submenu will open; there, please click on "Registration/ Unregistration of Lectures". You will then see a note on the legal validity of the registration, which you must confirm by placing a check mark in the box; then click on "Next". You will then be taken to a page on which you will initially only see the courses or core and accompanying subjects for which you are enrolled:

Note: The screenshots used here are for illustrative purposes only and may therefore differ from your current examination regulations in the course and module designations.

**Fifth step**: Clicking on one of the programs opens the level below it, and so on, up to the level of the modules:



If you click on the text of the module, the level of studies and examinations to be taken in this module will open.

**Sixth step**: If you click on the icon symbolizing an open door ("Registration", you will get an overview of the course work required by the examination regulations for this module with the courses offered for it in the set semester:



By clicking on the field "info" next to the course title you can display further details about the course.

**Note**: If you have already completed certain coursework or do not fulfill the prerequisites for this coursework, the corresponding units will not even be displayed - this can lead to a module appearing to be "empty":



**Seventh step:** Under each course you can currently attend, you will find a box. If you tick it, you apply for a place.

You are only required to attend one course per displayed unit; however, the system allows you to register for more than one course and to prioritize them if there is no more space available in the course of your choice. However, this is not the case in our study programs: currently there are enough places for everyone.

Therefore, please select only one course for each unit and, if more than one course is offered, set the corresponding priority to "1".

**Eighth step:** After clicking on all selected courses in the module, please click on the field below and request a place; the page will be rebuilt and below the list you will see for which courses you have just registered:

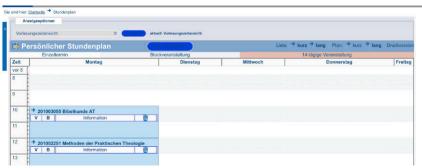


**Ninth step**: By clicking on "Weitere Module an- oder abmelden" (Register or deregister further modules) you will return to the tree view of the study structure and can now make further reservations.

You can also deregister from courses in the same way – for registered courses, there appears the option to deregister instead of to request a place:



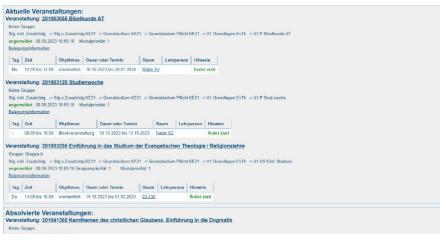
**Tenth step:** Afterwards you can click on "My Functions" in the gray bar and then on "Course schedule" to display all the bookings you have made in the form of a timetable – this also gives you a good overview of whether you have entered all the courses or whether there are any overlaps.



**Important**: The timetable also shows courses that you have not registered for but have only preregistered from the course catalog by placing a check mark — you can recognize these courses by the fact that only a "V" and not an "AN" appears as the status in the left column under the title in the timetable.

**Preregistrations do not count as registrations**; they do not give you access to course materials in eCampus, and in the end your participation in the course cannot be booked without regular registration. Therefore, please make sure to register for prebooked events that you actually attend using the method just described!

The **function "My courses"** offers you an additional control – only events for which you have regularly registered appear here (and events from which you have then deregistered with a corresponding note):



The **function "Registration data"** creates a much more condensed overview without details of the events as a PDF file for download.



**Eleventh and last step:** Please do not forget to log out at the end by **clicking on** "**Logout**" – especially if you have logged in from a computer that is also accessible to others, e.g. in the CIP Pool.

# 7 Registration for Module Examinations

First step: Login at www.basis.uni-bonn.de with your user ID and password.

**Second step:** Selection of the menu item "Examination registration and withdrawal" in the section "My Functions".

Third step: Accept the registration conditions by ticking "I accept"; then click on "Next".



**Fourth step**: Open the module tree – as when registering for courses (see above): From the course, click through the module tree until the module is visible for which registration is to be made.

**Fifth step**: Open the module by clicking on the module name – the coursework (units) planned for the module as well as the module examination(s) appear.

**Sixth step**: Click on the entry of the exam for which you want to register.

As a rule, several entries appear for selection. The entries are sorted by examination phase (date 01 or date 02). Among the entries for the desired examination phase, please select the entry with the examiners with whom you have taken the courses in the corresponding module. If the combination of examiners relevant to you is not displayed, please ask at the Examination Office before registering.



**Seventh step:** Click on the green text to register for an exam; a confirmation prompt appears in which the exam data is displayed once again; click on "Yes" if you really want to register for this exam.



After that, an overview appears with the currently registered exam and the total exams registered and deregistered during this session:



On the far right, you can see in the upper list whether the registration or deregistration was successful; in the lower list, on the far right, you can see whether it was a registration or deregistration. By clicking on the button at the bottom left, you can register for more exams: You will return to the module tree of step 6 and can then click on other entries to open new modules and log on or log off (continue with step 6); by clicking on the button at the bottom center you return to the start page of step 2; by clicking on the button at the bottom right you log off and return to the login window of step 1.

**Eighth step**: If necessary, repeat the fourth to seventh steps until you have logged in for all exams. By the way, logging out of an accidentally registered exam works the same way – if you have registered an exam, the green text of step 7 changes and you can log out of exam.

**Ninth step**: Go back to the start page and select the entry "Information on registered examinations". A page will appear with the degrees you are enrolled in. By clicking on the name of the degree, the related subjects will be displayed.



If you click on the small icon to the right (i in a circle for "info") next to a subject, a new page will open with an overview of all current registrations in this subject.

**Tenth step**: It is best to print out this page or click on the "PDF" field below the list and print out the PDF file that opens as proof of your registration.

**Note**: If you have registered for an examination in the form of a term paper, please print out the examination form for term papers (see separate instructions in the next section).

**Eleventh step:** Please make sure to click on "Logout" in the bar below the logo of the University of Bonn. Done!

BASIS will send you a confirmation e-mail about the logins you have made – please check there, too, if everything is correct.

# 8 Term Papers

The start and submission dates of the work are not tied to the examination periods for written and oral examinations, but can be freely agreed upon between the examiner and the student (the duration of the work, however, always depends on the requirements of the examination regulations).

Registration in BASIS is the same as for other forms of examination, but is not bound to the registration phases for examinations and oral examinations, but should take place shortly before the topic is agreed. After registration, a form for topic agreement is provided in BASIS, which must be downloaded and printed out by the students.

- 1) With the printed form, the examiner is visited and, in discussion with the student, the agreed topic, the date of the topic agreement (= start of work) and the submission deadline are entered.
- 2) The completed work is submitted directly to the examiner together with the form.
- 3) After the evaluation, the work can be inspected at the examiner's or at the Examination Office, depending on the agreement; as soon as the work and form have been sent to the Examination Office by the examiners, the examination performance is recorded there in BASIS.

# 9 Helpful Pages on the Internet

Below we have listed a few links that are likely to be of interest to you during your studies. Many of these links can also be found at the appropriate places in this study guide.

- University of Bonn: www.unibonn.de/en
- Faculty of Protestant Theology: www.etf.unibonn.de/en
- Examination Office Protestant Theology (incl. registration deadlines and exam dates): www.etf.uni-bonn.de/en/study/examination-office
- Center for Religion and Society www.zerg.uni-bonn.de/
- Master's Program in (Extended) Ecumenical Studies: www.zerg.uni-bonn.de/mest
- Master's Program in Biblical Studies: www.zerg.uni-bonn.de/mbst
- University Library: www.ulb.unibonn.de/en
- Theology library: www.fbtheol.unibonn.de
- Protestant Theology Student Association:
   www.etf.uni-bonn.de/en/student-association/student-association



