

A Guide to English Studies at the University of Zürich

Englisches Seminar
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Preface

This booklet is intended for students of English at all levels of their studies at the University of Zürich. Whether you are beginning your studies or transferring from another institution, you should read the GUIDE carefully to avoid any problems. If you are transferring from another department or studying English as a subsidiary subject, you may find requirements that differ from those you are already familiar with.

This GUIDE does not replace the assistance of an academic advisor. Assistants take turns advising students during regular office hours two weeks before and after the term begins, or any time by appointment. Contact the Departmental Office for the name of the assistant on duty:

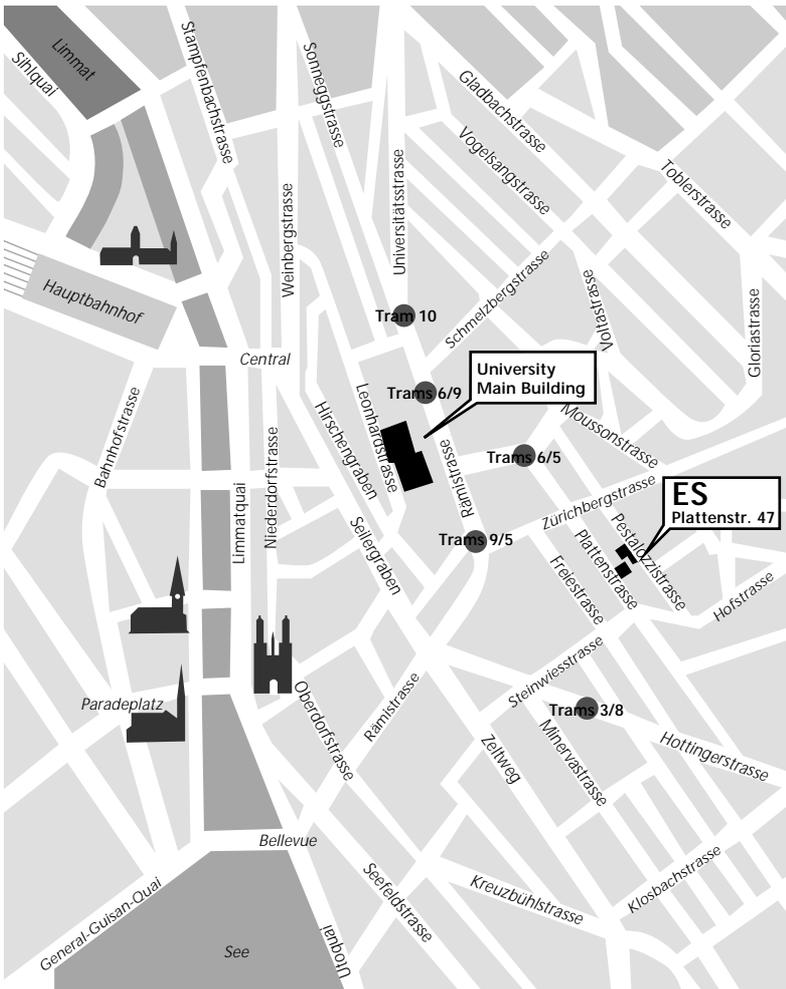
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Starting Out

This simplified map of the general area around the English Department (also known as the 'ES' for Englisches Seminar) should give you an idea where things are located.

Map of the General Area

The ES is housed in two buildings where almost everything that is pertinent to your studies can be found: the Departmental Library, staff offices and classrooms (though some classes are also held in the main building of the University, or Universität Zürich-Zentrum or Hauptgebäude). There are additional maps at the back of the University's general catalogue (Vorlesungsverzeichnis) and on the University's website: <http://www.unizh.ch>.



Admission to the University of Zürich

Contact the admissions office of the University (*Universitätskanzlei*) in the main building (*Hauptgebäude*), or the University's website (<http://www.unizh.ch/studium/zulassung>) for specific information regarding admission. The deadline for preregistration (*Anmeldung zur Immatrikulation*) for the winter term is June 1, and for the summer term February 1. Check the general catalogue (*Vorlesungsverzeichnis*) available at the admissions office of the main building, or the student store (*Studentenladen*), for details.

If German is not your native language, you may be required to take an oral German exam to assess your language abilities. In addition to course work in your main and subsidiary subjects, some departments require the completion of a Latin exam (see below: University Requirements). If you have a foreign diploma rather than a diploma from a Swiss school, contact the office in charge of evaluating foreign diplomas (*Beratungsstelle für Studierende mit ausländischer Vorbildung*) in time for preregistration.

Academic Advice and Advisors at the ES

Before classes begin, you should contact an academic advisor in the English Department. Drop-in academic advice is available for two weeks before and after term begins, or by appointment at any time. Contact the Departmental Office for details. Generally, your academic advisor will be an ES assistant who can give you more detailed information about requirements and help you plan your schedule. Beginning your studies can be a confusing affair and the academic advisors are here to make things easier. Continuing students are also strongly encouraged to take advantage of this service.

List of Courses

For a list of courses at other departments, and other important information, consult the University's general catalogue (*Vorlesungsverzeichnis*) available from the admissions office in the main building of the University or from the Student Store. Each semester the ES publishes a booklet called *Informationen Anglistik* which describes current courses offered. You can purchase it at the Departmental Office.

Classrooms

Classroom allocations are made a few weeks before term. You will find them posted on notice boards at Plattenstrasse 47, and, for courses at other departments, inside the entrance of the main building where all classrooms used by the University are listed. Maps of University facilities are located opposite the classroom notice board in the main building, and at the back of the *Vorlesungsverzeichnis*.

Facilities for the Physically Disabled

Contact the *OberassistentIn* or the Departmental Office for details on how best to get around the ES if you are physically disabled. Consult the *Hochschulführer für Studierende mit Behinderung* under <http://www.behinderung.unizh.ch> for detailed information.

**Planning Your
Academic
Schedule**

Consult the list of requirements below to get an idea of what your course load will be. To begin with, you will take basic courses in English language, linguistics and literature to prepare yourself for the more demanding course work later on. These early courses are generally classified as:

- Proseminars
- *Kurse* and *Übungen*
- Lectures

See the section on course work for descriptions of these and other types of courses offered at the ES.

With the help of the information on courses listed either in the *Vorlesungsverzeichnis* or in the *Informationen Anglistik* you can complete the list below for your first semester. Remember, however, that this booklet is not a replacement for the assistance of an academic advisor; one should complement the other.

You must take the required language exam, the Freshers' Test, offered at the beginning of term. The precise date, time and place will be announced at the Departmental Office at the beginning of term. Based upon this purely diagnostic test, you will be placed in the appropriate courses by the *Lektoren* and *Lektorinnen*, the English language teachers of the ES. While it is not an entrance exam, all students are required to take it in order to continue studying.

You are encouraged to attend lectures, language courses and courses in other disciplines. Try different subjects that interest you, but do not exceed 15 hours of instruction per week. What you take in your first semester depends on whether English is your main subject, your first subsidiary, or your second subsidiary subject. Below is a list of courses you should take at the ES in your first semester if English is your main subject.

Course/Credits	Day/Time	Instructor	Room
Introduction to Old and Middle English, Part I (2 hours)			
The Study of English Literature: An Introduction, Part I (2 hours)			
Introduction to Phonetics and Phonology (2 hours)			
language course(s):			
lecture(s):			

Do not forget to sign up for your courses at the Departmental Office two weeks before the beginning of term.

3 Who to Talk To

Department Chair

One of the professors holds the position of Department Chair (*SeminarvorsteherIn*), which rotates every two years. The Department Chair represents the ES to the Department of Education (*Bildungsdirektion*), the Chair of the University (*Rektorat*) and the Dean of our own Faculty (*Dekanat*), and at official functions.

Professors

Professors teach proseminars, seminars, lectures and colloquia; they evaluate your term papers and final theses (*Lizentiatsarbeit*), give final exams and advise you on academic matters. They also work on their own research, which they present through publications and conference papers. You are encouraged to take advantage of their office hours when you need help with anything pertaining to their courses or research you would like to do.

**Ober-
assistentIn**

The *OberassistentIn* teaches and does research, but is also the secretary general of the ES. It is the responsibility of the *OberassistentIn* to do various 'silent' jobs, like balancing the ES timetable each semester, writing reports, doing the budget and other official paperwork. Apart from that, the *OberassistentIn* is in charge of more complex academic advising (e.g. unusual combinations of subjects, evaluating transcripts from foreign universities, etc.). For everyday matters, however, you will generally see an assistant.

Assistants

Assistants at the ES do research and may also teach. They are assistants of the ES in general and perform such duties as advising students, holding exams, sitting in on final exams (*Lizentiatsexamen*) and staffing the Departmental Office while the secretary is out. Assistants also report to one professor (sometimes two) and provide him or her with teaching and research support. Usually you will get to know assistants as proseminar instructors, student advisors or advisors for a specific seminar. You can contact them for any academic questions regarding the ES.

LektorInnen

There are three *LektorInnen*, all of whom are native English speakers. They are responsible for courses in reading, writing and speaking the English language; they also advise you after the Freshers' Test; conduct the *Sprachakzess* examination, and provide support for the writing courses.

**Lehr-
beauftragte**

Those who are not regular professors but teach a proseminar, seminar or lecture course are *Lehrbeauftragte*. Their addresses and phone numbers are listed at the back of the *Vorlesungsverzeichnis*, or you can ask at the Departmental Office how best to get in touch with them.

**Privat-
dozentInnen**

PrivatdozentInnen are instructors with whom you might take a proseminar, seminar or lecture. They are graduates who have finished a *Habilitationsschrift* and gone through the appropriate channels to receive the *venia legendi*, which means they are entitled to teach and examine at all University levels.

**Wissen-
schaftliche
Mitarbeiter-
Innen**

There are currently three *Wissenschaftliche MitarbeiterInnen* at the English Department. Their various tasks include computer management, student exchange coordination and library work (acquisition, subject indexing). They can also teach and do research.

Secretaries

The ES has two secretaries who take care of the English Department's paper work and make sure you get the information you need. You may consult one of them at Plattenstrasse 47, room 103 (where your seminar card is kept) for general questions and to hand in *Annahmestätigungen* for your academic achievements at the ES. You can also get general ES information there.

Library

The library staff is responsible for the ordering, cataloguing, and checking-out of the books you read. You may contact them with questions regarding library policy, missing books and acquisition suggestions, as well as for general information.

FAVA

The *Fachverein Anglistik* is the student union that represents students at the ES. The committee members of the FAVA – the *Vorstand* – help new students find their way through the ES, represent student needs at the bi-annual ES staff meeting, plan social events and give advice on living abroad. You can contact the FAVA-*Vorstand* through the Departmental Office, by checking the FAVA notice-board in the entrance area of Plattenstrasse 47, or simply by attending one of its weekly meetings (date and time posted on the FAVA notice board).

After the First Step

Having found your way around, filled out your *Seminarkarte* and *Bibliothekskarte*, and familiarized yourself with the University of Zürich, you now need to learn more about how things are done at the ES. Remember that not all departments of the University are run the same way. Requirements may differ from department to department, so read carefully and never hesitate to ask when in doubt.

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Your Studies

The key to a successful academic career at the University of Zürich is to learn how to budget your time and get as much out of your studies as possible. Do not overload yourself. If you have to work part-time during the semester, keep it to a minimum in order to concentrate on your studies. It is important to stay focused and build your knowledge slowly. Some of the things required of you may not initially make sense, but a well-balanced course of studies (i.e. regular attendance of required courses as well as lectures, study groups, 'close' reading etc.) will make fulfilling those requirements more enjoyable.

University Requirements

When you study English at the University of Zürich, you are required to complete a course of studies in one main subject and two subsidiary subjects. Additionally, you must fulfill the Latin requirement (*das Latinum*). If English is your main or first subsidiary subject, and you do not have a secondary school diploma with Latin, you must take the Latin exam offered by the University. The Classics Department (*Klassisch-Philologisches Seminar der Universität Zürich*) offers courses in preparation for the exam. Contact the Classics Department or check the University's website (<http://www.unizh.ch/studium/zulassung>) for more information.

ES Requirements

Consult the list of requirements below that applies to your course of studies. The list shows the bare minimum you need to complete in order to earn a *Lizentiat* degree in English at the ES; you will have to complement your studies with lectures, colloquia and other courses for which no *Annahmebestätigung* is required. If you have any additional questions about course content or general requirements, see your instructor or an academic advisor.

If you are studying English linguistics (rather than literature) as a subsidiary subject at the ES, you should go to the Departmental Office to obtain a *Seminarkarte* and see the librarians about a *Bibliothekskarte* (these are generally handed out in the first literary proseminar).

If you are studying English linguistics as a second subsidiary subject and have chosen the 'Introduction to Old and Middle English' proseminar, you must receive permission from the instructor if you wish to take a seminar in modern linguistics. The same applies to those who have done the 'Introduction to Linguistics' proseminar and wish to take a seminar in Old or Middle English.

The following diagrams give a graphic representation of the requirements for a degree.

English as Main Subject

	Linguistics	Literature	Language
Proseminar Level			
1st Semester	Introduction to Phonetics and Phonology Exam (w)	The Study of English Literature: An Introduction, Part I	Freshers' Test
	Introduction to Old and Middle English, Part I		
2nd Semester	Introduction to Old and Middle English, Part II	The Study of English Literature: An Introduction, Part II	<i>Sprachakzess</i> Preliminary / Examination Course
	Exam (o)		
3rd Semester	Introduction to Linguistics, Part I	The Study of English Literature: An Introduction, Part III	<i>Sprachakzess</i> Preliminary / Examination Course
			Language Exam (w)
4th Semester	Introduction to Linguistics, Part II	The Study of English Literature: An Introduction, Part IV	further <i>Sprachübungen</i> as needed
	Zwischenprüfung (w)	Zwischenprüfung (w)	

(w) written / (o) oral

	Linguistics	Literature	Language
Seminar Level			
<i>5th Semester and following</i>	*Seminar	*Seminar	further <i>Sprachübungen</i> as needed
	*Seminar	*Seminar	
	*Seminar	*Seminar	
	*2 seminar papers and 1 <i>aktive Mitarbeit</i> must be completed	*2 seminar papers and 1 <i>aktive Mitarbeit</i> must be completed	
Lizentiat Level			
	<i>Lizentiatsarbeit</i>	<i>Lizentiatsarbeit</i>	<i>Lizentiatsarbeit</i>
	Lizentiat Exams	Lizentiat Exams	

English as 1st Subsidiary Subject

	Linguistics	or	Literature	Language
Proseminar Level				
1st Semester	Introduction to Phonetics and Phonology Exam (w)		Introduction to Phonetics and Phonology Exam (w)	Freshers' Test
	Introduction to Old and Middle English, Part I		The Study of English Literature: An Introduction, Part I	
2nd Semester	Introduction to Old and Middle English, Part II		A total of 2 proseminars must be taken for English as a 1st subsidiary subject: Part I and either II, III or IV	Preliminary / Examination Course for the Language Exam
	Exam (o)			
3rd Semester	Introduction to Linguistics, Part I			Preliminary / Examination Course for the Language Exam
			Zwischenprüfung (w)	Language Exam (w)
4th Semester	Introduction to Linguistics, Part II			further <i>Sprachübungen</i> as needed
	Zwischenprüfung (w)			

(w) written / (o) oral

Linguistics	or	Literature	Language
Seminar Level			
*Seminar		*Seminar	further <i>Sprachübungen</i> as needed
*Seminar		*Seminar	
*1 seminar paper and 1 <i>aktive Mitarbeit</i> must be completed		*1 seminar paper and 1 <i>aktive Mitarbeit</i> must be completed	
Lizentiat Level			
<i>Lizentiatsarbeit</i>		<i>Lizentiatsarbeit</i>	<i>Lizentiatsarbeit</i>
<i>Lizentiat Exams</i>		<i>Lizentiat Exams</i>	

English as 2nd Subsidiary Subject

	Linguistics	or	Literature	Language
Proseminar Level (choice A+B)				
<i>1st Semester</i>	Introduction to Phonetics and Phonology Exam (w)		Introduction to Phonetics and Phonology Exam (w)	Freshers' Test
	Introduction to Linguistics, Part I		The Study of English Literature: An Introduction, Part I	
<i>2nd Semester</i>	Introduction to Linguistics, Part II		A total of 2 proseminars must be taken for literature as a 2nd subsidiary subject: Part I and either II, III or IV	Preliminary / Examination Course for the Language Exam
	Zwischenprüfung (w)		Zwischenprüfung (w)	Language Exam (w)
Proseminar Level (choice C)				
<i>1st Semester</i>	Introduction to Phonetics and Phonology Exam (w)			Freshers' Test
	Introduction to Old and Middle English, Part I			
<i>2nd Semester</i>	Introduction to Old and Middle English, Part II			Preliminary / Examination Course for the Language Exam
	Exam (o)			Language Exam (w)

(w) written / (o) oral

Linguistics	or	Literature	Language
Seminar Level			
Seminar		Seminar	further <i>Sprachübungen</i> as needed
1 seminar paper must be completed		1 seminar paper must be completed	
Lizentiat Level			
<i>Lizentiatsarbeit</i>		<i>Lizentiatsarbeit</i>	<i>Lizentiatsarbeit</i>
<i>Lizentiat Exams</i>		<i>Lizentiat Exams</i>	

During the first four semesters of your studies you will have to pass several exams which prove to your instructors that you have mastered certain skills and can go on to the seminar level. There are exams in the following areas:

Language Exam

Every student who is not a native speaker of English must take the Freshers' Test, and later the Language Exam. Together they are used to assess your language skills. On the basis of your results in the Freshers' Test, you are advised which language courses you should attend and how you can best prepare for the Language Exam – either by going directly into a Language Examination Course, or by first improving the level of your English by taking the Preliminary Course. You should take the Language Exam offered every semester at some stage during your third or fourth semester of study.

Phonetics and Phonology Exam

You take a written exam on the material covered in 'Introduction to Phonetics and Phonology, for Students of English' at the end of the semester in which it is offered. If you are studying a language other than English as your main subject, you may take *Allgemeine Phonetik und Phonologie* in that department. However, if English is your main subject, you must take the course offered for English students.

Old and Middle English Exam

This oral exam is taken at the end of the two-semester course 'Introduction to Old and Middle English.' The exam is taken with your course instructor. The content of the exam is based on material covered during the course.

Zwischenprüfung in Linguistics

This exam covers material dealt with during the two proseminars 'Introduction to Linguistics, Part I and II', and is taken within the framework of the second of these courses. Students with English as their main subject take the *Zwischenprüfung* in Linguistics at the end of their second year of studies and after successfully completing the courses 'Introduction to Phonetics and Phonology' and 'Introduction to Old and Middle English'.

Zwischenprüfung in Literature

This exam covers the works on the 'Reading List for the *Zwischenprüfung* in English Literature', and the material taught in the proseminars 'The Study of English Literature: An Introduction'. Students with English as their main subject take the *Zwischenprüfung* in Literature at the end of their fourth semesters and after successfully completing all four proseminars in literature.

Courses you attend at the ES are generally with professors, *PrivatdozentInnen*, *Lehrbeauftragte*, or *LektorInnen*. Usually classes meet once a week to discuss topics related to the required reading you have done on your own. You may also have the option of attending a tutorial. While studying at the ES you will have to fulfill the following requirements:

- Regular attendance
- Active participation including oral participation in class and completion of any homework assignments.
- Exams and *Zwischenprüfung*
- Term papers (*Seminararbeiten*) for topics you have researched at the proseminar and seminar levels.
- Oral presentations (*Aktive Mitarbeiten*) of topics you have researched at the proseminar and seminar levels.
- *Lizentiatsarbeit* (see below)

The following outline will give you an idea of the various ES courses:

Proseminars

At the proseminar level you will encounter introductory linguistic and literary topics, while learning to do research. Regular attendance and active participation in proseminars is vital to your studies since they give you the knowledge upon which you can build the rest of your studies. Generally speaking, no in-depth research is required yet: you will discuss topics in class based on the required texts, write short term papers and give oral presentations. Depending on the course, a written or oral exam may be required. If English is your main subject, you will do the following proseminars :

- 'Introduction to Phonetics and Phonology, for Students of English' (lecture course with exam)
- 'Introduction to Old and Middle English', Parts I and II
- 'Introduction to Linguistics', Parts I and II
- 'The Study of English Literature: An Introduction'
 - Part I general introduction
 - Part II poetry
 - Part III Shakespeare
 - Part IV literary theory

Proseminars must be taken in succession (e.g. Proseminar I before Proseminar II, etc.), so consult the list of requirements for the appropriate order. You must enroll for proseminars (and seminars) at the end of the term. For

Proseminar I and 'Old and Middle English' pre-registration sheets are available two weeks before term begins. After you have completed the proseminar and its requirements, you receive an important slip of paper called *Annahmebestätigung* which must be signed by your course instructor. You keep the original, one copy will be handed in at the Departmental Office of the ES by your instructor who keeps the other copy. All your *Annahmebestätigungen* are kept with your seminar card until you have finished your studies. The seminar card is your personal file, so be sure to check up on what is inside it from time to time.

Tutorials (Tutorate)

A *begleitendes Tutorat* deals with course material covered in a proseminar or a seminar. Ask your course instructor if such a tutorial is being offered. There are also tutorials offered outside the framework of a proseminar or seminar, the so-called *freie Tutorate*. Check the ES notice boards for announcements. Generally, a tutorial is led by an advanced student.

Lectures (Vorlesungen)

Professors, *PrivatdozentInnen* or *Lehrbeauftragte* lecture on specific subjects which reflect their own work and research. Lectures help you cover some of the vast areas of the study of English more quickly than if you tried to learn about them all on your own. You are encouraged to attend lectures as soon as possible, and you do not have to enroll for them.

Preparatory Courses for the Language Exam (Sprach- akzess)

These two courses help prepare you for the Language Exam, which is required of both main and subsidiary subject students. Based on the results of the diagnostic Freshers' Test a *LektorIn* will decide whether you should take the Preliminary or the Examination Course. Native speakers should see a *LektorIn* regarding conditions for exemption from this exam.

Other Language Courses

These language courses are designed to improve your cultural and linguistic knowledge of English and to acquaint you with the stylistic and formal aspects of writing term papers at the ES. They are not compulsory for the degree (unless you are doing the *Höheres Lehramt*, see below), but give you good practice in something you will probably not get in any other course. For a list of current courses offered check the *Informationen Anglistik* or the *Vorlesungsverzeichnis*.

Seminars

By the time you reach the seminar level, you should be able to present your ideas in front of an audience, and research and write a term paper. Seminars are generally about one given topic, and you will be required to write a paper or give a presentation about one aspect of the whole topic. In a seminar you review the work of others and develop your own ideas. There is generally a preregistration sheet in the Departmental Office, and a pre-

paratory meeting (Vorbereitung) for every seminar is scheduled towards the end of the preceding term. There, the instructor (a professor or PrivatdozentIn) introduces the seminar, and topics for papers and presentations are distributed. Look out for preregistration deadlines in the Informationen Anglistik, on the notice board at Plattenstrasse 47, or at <http://www.es.unizh.ch>.

If English is your main subject, you are required to take at least six seminars (three in Linguistics and three in Literature) after the Zwischenprüfung. You will write a paper in two of the linguistics seminars and in two of the literary seminars, and give an oral presentation (aktive Mitarbeit) in the remaining linguistics and literary seminars. The requirements for the first subsidiary are one paper and one presentation; for your second subsidiary, one paper. Students must not take two linguistic or two literary seminars in one semester so that the number of participants in each course remains manageable.

- Colloquia** Colloquia are similar to seminars in that students are expected to participate actively. They can be very rewarding because they offer an in-depth look at topics in small groups. Most colloquia (e.g., those in which texts are studied in detail) are open to all students, while some, such as research colloquia or colloquia for exam candidates, are designed for more advanced students.
- Study Groups** A very efficient way of complementing your studies at the ES is to join a study group. In most cases it is up to you to organize your own study group. Many students also join a reading group to prepare for the Liz exams (Liz-Lesegruppe).
- Bibliographic Guides and Reading Lists** Bibliographies pertaining to your studies in linguistics and literature can be obtained from the Departmental Office. Studying the works on the reading list for the Zwischenprüfung in English Literature requires a lot of time. You should begin working towards the Zwischenprüfung in your first semester. You might want to join a study group to discuss the works on the reading lists. The reading lists and bibliographies are revised every few years, so be sure that you have the correct lists for your year of study. Consult the OberassistentIn if you are not sure which lists are valid for you.
- Handouts** Students are usually asked to contribute towards the cost of all materials (photocopied texts, bibliographies, etc.) distributed in courses. Sometimes a lump sum is collected in an early session of the course to cover the approximate cost of handouts for the entire semester.

Recommended Time Frame The *Grundstudium* which you complete by passing the *Zwischenprüfung* should take you about two years, depending on what course of study you choose. The time it takes to do all the advanced course work (i.e. seminars) will depend on you. Compared to other disciplines, most departments in the Faculty of Arts (*Philosophische Fakultät*) require relatively few hours in class for the degree. However, much of your time outside classes will be spent reading, writing and discussing current topics of study.

Each seminar generally lasts one term and it is advisable to write no more than two papers per term (not including your other subjects). It will take you at least two more years after the *Grundstudium* to finish your seminar work. There is also the course work in your other subjects that takes time to complete, and you may also need to budget some time for your stay abroad.

By the time you reach the *Lizentiat* level, you will have fulfilled most of the requirements for the degree. You should not have to budget more than a year to research and write your *Lizentiatsarbeit*. Then you can start thinking about your *Lizentiat* exams; depending on how 'well read' you are on the topics you have chosen, you will need from three to six months' preparation time for the *Lizentiat* exams (see below).

7 Going Abroad

Exchange Programs Spending time in English-speaking countries is recommended for everyone who studies English; for those working towards the degree of the *Höheres Lehramt* it is mandatory. You can either plan your stay on your own, or you can compete for one of the exchange positions offered by the ES every year. The exchange coordinator of the ES (the *Wissenschaftliche MitarbeiterIn* in charge of the study abroad programs) can help decide what venue is best for you.

Swiss Assistant Program This program is offered annually to students interested in teaching German (or French) to secondary school students in Britain. Before applying you must have completed two years of University study and have either German or French as a native language. You teach 12 hours weekly for nine months (from October to June in England and Wales; from September to May in Scotland and Northern Ireland) for an income that should cover your cost of living. Accommodation and travel expenses are your responsibility. The deadline for applications is generally in December for the following autumn. The *Zentralstelle für die Weiterbildung der Mittelschullehrer* in Luzern is in charge of the program, but you can apply through the ES.

Contact former Swiss Assistants or the FAVA for details of the program, and the Departmental Office for application materials.

*Amity Intern
Teacher
Program*

This program is similar to the Swiss Assistant Program described above. It allows students to spend up to one academic year teaching language classes (and sometimes classes on European culture) at grammar schools, high schools, or, in rare instances, at universities in America. Applications can be made all year round but the best time is toward the end of the winter semester. Ask the exchange coordinator for more information.

*Aberdeen
Program*

Two grants are awarded annually for an academic year of study (September to May) at the University of Aberdeen (Scotland). Travelling expenses, tuition, and room and board in a student residence are included in the grant. The deadline for applications is generally in January. Contact the exchange coordinator for details about the program and the application procedure.

*ERASMUS
Program*

This exchange program allows you to study at one of our partner universities in Europe for a period of approximately 10 months (two semesters). In the UK and Ireland our partners so far include Dublin, Edinburgh, Sheffield and Manchester. The costs involved in such a stay abroad are basically only living expenses. You remain enrolled at the University of Zürich and tuition fees at the host university are waived. The application deadline is in January, and application forms are available from the *Mobilitätsstelle* in the *Hauptgebäude* of the University, or from the exchange coordinator at the ES. For further information, contact the exchange coordinator.

Berkeley

This program enables upper-level students who have completed at least ten semesters of study and have begun writing their dissertations to spend one academic year at the University of Berkeley. It is highly competitive.

Other Options

For information about studying at foreign universities, consult the exchange coordinator, see the FAVA notice board (and the notice board entitled *Auslandsaufenthalt*), the *Auslandsordner* (in the office of the exchange coordinator), or contact one of the FAVA committee members (through the Departmental Office).

You can attain three different teaching degrees at the University of Zürich, depending on your own education and what you want to teach: *Sekundarlehrer*, *Fachlehrer* or *Höheres Lehramt*.

***Sekundar- or
FachlehrerIn***

The requirements for *Sekundarlehrer* or *Fachlehrer* candidates are not the same as those for a *Lizentiat* in English. For more detailed information contact the *Direktion der Sekundar- und Fachlehrerausbildung* (Voltastrasse 59, 8044 Zürich).

***Diplom für das
Höhere
Lehramt (HLA)***

To obtain the diploma for the *Höheres Lehramt* you must pass a civil-service examination (*Staatsexamen*). This diploma enables you to teach as a senior teacher at a *Kantonsschule* or a *Gymnasium*. Candidates for the *Höheres Lehramt* examination must have a *Lizentiat* degree. The requirements for the diploma are as follows:

- at least two fields of study in your main and first subsidiary subjects that can later be taught at a *Kantonsschule* or a *Gymnasium* (e.g. English as a main subject and History as a first subsidiary subject). Check with the *Abteilung Höheres Lehramt* (<http://www.unizh.ch/hlm>) for details.
- didactic training courses offered by the University for your teaching credentials. You will probably have to spend at least two years completing these.
- time spent abroad in an English-speaking country. A minimum of nine months if English is your main subject, six months if English is your first subsidiary. A stay in the following countries is accepted: Great Britain, Ireland, USA, Canada (not including the province of Québec), Australia, New Zealand.

If you go to the province of Québec (Canada), or to South Africa, only two thirds (that is, a maximum of six and four months, respectively) will be counted; the rest of your stay abroad must be spent in one of the other possible countries listed above. Only a stay abroad after you have completed your secondary school studies (*Matura*) counts.

If you are preparing for the *Höheres Lehramt*, and English is your first subsidiary subject, you will have to attend some additional English courses (*ergänzende Studienleistungen*) in order to fulfill the requirements for the exam. If your first subsidiary subject is English Linguistics, you must also attend two lecture courses and two proseminars in literature. If your first

subsidiary subject is English Literature, you must attend the two-part 'Introduction to Linguistics' plus two lecture courses in linguistics. Only those students who have already attended an introductory linguistic proseminar in their main subject may enroll for the two-part 'Introduction to Old and Middle English' instead.

You may begin the didactic training before you have taken your *Lizentiat* exams. For students of English, there are two additional exams that assess English language proficiency. These have to be taken with two different professors:

- A four-hour written translation from German into English without the use of a dictionary. Consult your professor, and then inform the Dean's Office (*Dekanat*) that organizes the exam.
- A half-hour oral exam. Arrange a date with another professor who will then pass on the results to the Dean's Office.

After having completed your *Lizentiat* exams and the requirements listed above, you have to take one last exam, the *Diplomprüfung für das Höhere Lehramt*. You will find details in the *Reglement über die Diplomprüfung für das Höhere Lehramt*. For further information, contact the *Abteilung Höheres Lehramt Mittelschulen* and the ES *OberassistentIn*. There is also a *Merkblatt* available from the Departmental Office for HLA candidates who study English as their first subsidiary subject.

9 Additional Facilities

There are several opportunities for further academic events at the University of Zürich. You are encouraged to check the information boards for lectures by visiting scholars, and to attend lectures in other departments. There is also the option of running a tutorial for a certain course (*begleitendes Tutorat*) or on any other topic that interests you (*freies Tutorat*), though tutorials for the introductory proseminars are the most usual form. You can lead discussions or help the students with material they are dealing with in a course. In this way, you can try out your didactic skills and review your own linguistic and literary knowledge. In addition, colloquia for advanced students are frequently offered.

Libraries

There are many libraries in and around the city of Zürich. In addition to the library at the ES, you should use the *Zentralbibliothek* (<http://www.zb.unizh.ch>) which includes a large collection of English literature. The

Zentralbibliothek (ZB) has information about other libraries in Zürich; these include the *ETH-Bibliothek*, the *Pestalozzi-Bibliothek* and libraries at the *Deutsches Seminar*, the *Kunstgeschichtliches Seminar* and the James Joyce Foundation, to name only a few. The two libraries you will probably be using the most are the ZB, and our own library at the ES.

The ES Library

The ES library offers reading and audio-visual materials in English studies and related fields. Take advantage of this resource by familiarizing yourself with the various facilities. The ES library is divided into four main sections: the reference section (shelf marks A to B), the linguistics section (C to E), the literary section (G to R) and the periodicals and Festschrift section in the basement (T), including the *SEParata* and the science fiction section (SF). There are also audio and video cassettes available from the librarians' office. If you are studying English literature, you will be given a tour of the library during the first proseminar. If not, you may ask a member of the staff to show you around.

Rules governing the use of the library:

- Eligibility: Only those people who study English are officially allowed to borrow books from the library. You must have a library card, available in the first literary proseminar or from the librarians.
- Borrowing: Fill out a library slip in triplicate, legibly, for every book. The original and one copy go into the library slip box, and the other into the book you have borrowed.
- Returning: You may keep the book for a maximum of 4 weeks (1 week for audio cassettes, 3 days for video tapes), but fellow borrowers will be grateful for the early return of any books you do not need. Please return the books, in person, to the desk located in the entrance to the library between 9.15 and 12.15. If you have any problems or questions outside these opening hours, contact the librarians in room U105 or U106.
- You may not check out:
 - books with a red dot
 - books on the reserve shelf (*Präsenzgestell*)
 - periodicals or newspaper clippings (*SEParata*)There are photocopying machines in room U102 and at Plattenstrasse 47. You can buy copy cards at the student store.
- Take care of books. Damaged books cost the library money that could be spent on new acquisitions instead of replacements. Do not write in books or tear pages. The list of 'lost' books is lengthy. This could be prevented if everyone followed the five simple rules above. We would like to keep the ES library an open access library (*Freihandbibliothek*), unlike some libraries in Zürich.

James Joyce Foundation

The James Joyce Foundation is located in the 'Strauhof', Augustinergasse 9, 8001 Zürich. This institution has books, mainly by and about Joyce, tapes, records, videos, pictures, cartoons, kitsch and newspapers, but is also well stocked in all matters Irish and reference works, and there are a lot of hidden treasures. The Foundation also organizes regular Reading Groups about Joyce's works, hosts international visitors and experts, evening lectures, performances, and annual high-level workshops. You can just look around, browse or conduct research; or you can become a member of the Friends of the Foundation and receive regular information, including an annual list of all acquisitions and book donations, and take part in their annual Spring Pilgrimage to Dublin.

Study Rooms

The ES provides work space for a limited number of students. The main reading room is located inside the library (U103). There are also study rooms in other departments or libraries and in the main building of the University.

Computers

There are currently three Macintosh computers available for use by students at the ES in the HyperLab (Plattenstr. 47, room 207, open during office hours). You can access the Internet for study purposes, e-mail or use the linguistics program, HyperLinguistics. These computers are not connected to a printer.

In the ES library (Pestalozzistr. 50), there are terminals to access library catalogs via the Internet. Please use the Hyperlab for other research and personal e-mail, and keep the library terminals free for library-related work. To find out more about the HyperLinguistics program contact one of the linguistics assistants.

For word-processing there are a number of PC and Macintosh computers in the *Schreibstube* at Rämistrasse 74. To use those facilities you must have a valid Uniaccess user ID and a password which you receive upon registering at the University. Note that this service is not directly related to the English Seminar. For questions about UniAccess consult <http://www.access.unizh.ch>, or ask at the *RZU-Beratung*, Rämistrasse 74 (opening hours: Mon-Fri 9:00 to 17:00).

Counseling Centers and Leisure Activities

There are many counseling centers run by the University, e.g. the *Beratungsstelle für Studierende mit ausländischer Vorbildung*, or the *Psychologische Beratungsstelle für Studierende beider Hochschulen Zürichs*. For a complete list, consult the sections on *Auskunftsstellen* and *Beratungsstellen* in the *Vorlesungsverzeichnis*.

The University also offers a wide range of sporting activities run by the *Akademischer Sportverband Zürich (ASVZ)*. Check the University's website for more information: <http://www.unizh.ch>.

FAVA (Fachverein Anglistik)

The FAVA is an organization of students for students. If you have any suggestions, or are interested in participating actively, you can call in at the FAVA meetings, or contact a FAVA committee member; consult the FAVA notice board for details.

Being part of the FAVA is fun. It is the best remedy for disorientation and anonymity. However, there is also an aspect of necessity. At times, such as during the process of appointing a new professor, students have to state their position in order to have an influence on decisions that directly affect them. The best way to support the FAVA is, of course, to participate actively or even to join the committee. The minimum requirement, however, is to pay your FAVA membership fee which provides the essential financial backing for the FAVA's activities and gives you free entrance to the ES's parties.

Nearing the End

By this point you should be thinking about a topic for your last research paper, the *Lizentiatsarbeit*, and preparing for your *Lizentiat* exams. Consult the professor or PrivatdozentIn with whom you would like to write your *Lizentiatsarbeit* before you begin writing. Talk to others who are writing or who have written their *Lizentiatsarbeit* to get an idea of how to go about it.

When your *Lizentiatsarbeit* has been accepted, you can register for your *Lizentiat* exams. Again, make sure you talk to the persons who will examine you long in advance. There are two graduation periods annually, one during the winter term and one during the summer term.

You can obtain detailed information from the *Reglement über die Lizentiatsprüfung an der Philosophischen Fakultät*, available at the admissions office of the University (*Universitätskanzlei*). Check current regulations and examination dates at the Dean's office (*Dekanat der Philosophischen Fakultät*).

The *Lizentiatsarbeit*

The *Lizentiatsarbeit* is an advanced piece of research written at the end of your studies. It is longer (some 80 pages) and more comprehensive than a seminar paper.

The professor or *PrivatdozentIn* who supervises your work can help you choose, and must approve, your topic. If your supervisor agrees, you

might elaborate on a topic which you have already presented or written on. You might want to choose a topic that involves both your subsidiary and main subjects. Check the *Informationen Anglistik* for a list of *Lizentiatsarbeiten* that have been written recently.

It is highly advisable to have the *Lizentiatsarbeit* proof-read by someone before handing it in. The *LektorInnen* proof-read *Lizentiatsarbeiten* on a regular basis for a reasonable price (see below). Remember the following points:

- Work out at least a general idea of what you would like to do and contact a professor or *PrivatdozentIn* to supervise your work. Agree with your supervisor on a working schedule and a schedule of submission.
- Once you know what your topic is, read. The more you read, the better you will be able to cover the various aspects of your topic.
- Check bibliographies of books relating to your topic for further relevant literature.
- Once you begin to write, you will see how important it is to narrow your topic down. That is, ask yourself: 'How can I communicate my thesis in approx. 80 pages?'
- Re-read, review and re-write where necessary. This includes having someone else proof-read the paper.
- After you have finished writing your *Lizentiatsarbeit* your supervisor will need some time to read it. Arrange a deadline for handing in either a first draft or the final version. Only after the paper has been accepted, will you receive the *Annahmeschein* which allows you to sign up for the *Lizentiat* exams.
- You are expected to have your *Lizentiatsarbeit* bound in duplicate before submitting it to the faculty. Consult your supervisor before having it bound (i.e. do not have it bound before it has been accepted, since you may be required to make some changes). For details on how to have your paper bound before handing it in, contact the Dean's office (*Dekanat*) for their information sheet (*Bindevorschrift für Lizentiatsarbeiten zur Ablieferung an die Zentralbibliothek*). The student store will bind your *Lizentiatsarbeit* for a reasonable price.
- You have to take the *Annahmeschein* and a bound copy of your *Lizentiatsarbeit* for the *Zentralbibliothek* to the Dean's Office when you register for your exams. Registration is during the term before you wish to take the exams; check information boards at the ES or in the main building.

A *PrivatdozentIn* may supervise your *Lizentiatsarbeit*, but you need to have at least one professor examine you at your orals. Note also that if you are

studying English as a main or first subsidiary subject, you are required to have taken at least one proseminar or seminar with a professor during your course of studies at the ES.

Correction of *Lizentiats-* *arbeiten*

There is no formal requirement that a *Lizentiatsarbeit* at the ES must be written in English. Students may write their paper in German if it is acceptable to their supervisor.

The correction of English *Lizentiatsarbeiten* is not part of the official duties of the *LektorInnen*. If a student wishes to write his or her *Lizentiatsarbeit* in English and have it checked by a native speaker, the *LektorInnen* are willing to undertake this work as far as time permits. There is no guarantee that a *LektorIn* will be able to take on such work at a particular time. It is therefore essential to approach the *LektorInnen* and make arrangements in good time.

In all cases a fee is charged for the correction of *Lizentiatsarbeiten* (to be arranged with the *LektorIn* in question). The actual time invested will depend on the quality of the language and the readability of the paper as a whole. It is helpful if students can time their writing to allow for correction during the university vacations.

There is no need to wait until the uncorrected draft of the paper is completed before handing it in for correction; it is often useful for student and corrector alike to hand in your work in form of separate, already revised chapters over the course of several weeks.

The *Lizentiats-* *prüfung*

Once you have had your *Lizentiatsarbeit* accepted, you can sign up for your final exams, the *Lizentiatsprüfung*. Several sheets with important information regarding admission, registration, dates etc. are available at the Dean's office (*Dekanat der Philosophischen Fakultät*) in the main building.

Budget a lot of time for reading and reviewing. Within about three months, you will have to cover five or six exam topics in detail, so plan ahead and start early. You may choose some exam areas that are not completely foreign to you, but your professor or *PrivatdozentIn* must agree with your choice. Make sure to talk to the people who examine you and get your topics approved.

Exam Overview:

Main Subject	Areas covered	Kind of exam
Linguistics	general reading list and two special topics (one diachronic, one synchronic)	45-minute oral
Literature	the <i>Lizentiat</i> Examination Reading List and one special topic	45-minute oral

4-hour written exam (*Klausur*)

If you wrote your *Lizentiatarbeit* in linguistics, you will take the 4-hour written exam in literature. Likewise, if you wrote your *Lizentiatarbeit* in literature, your 4-hour written exam will be in linguistics.

In addition to the oral exams in your subsidiary subjects (30 minutes each), you will write a 3-day paper (*Hausarbeit*) in your first subsidiary subject.

1st Subsidiary Subject	Areas covered	Kind of exam
a Linguistics	general reading list and two special topics (one diachronic, one synchronic)	30-minute oral 3-day paper (<i>Hausarbeit</i>)
b Literature	the <i>Lizentiat</i> Examination Reading List and one special topic	30-minute oral 3-day paper (<i>Hausarbeit</i>)

2nd Subsidiary Subject	Areas covered	Kind of exam
a Linguistics	general reading list and one special topic (diachronic or synchronic)	30-minute oral
b Literature	the <i>Lizentiat</i> Examination Reading List	30-minute oral

The following is a list of the kind of topics on which you will be examined.

Linguistics:

- A diachronic topic (e. g., the development of English phonology from Middle to Modern English, or a topic from medieval literature)
- A synchronic topic (e. g., English in Scotland, morphology of ME)
- In addition, you must prepare a reading list of works on general linguistic topics that you have covered throughout your studies as background material. Consult the 'English Linguistics: An Introductory Reading List', available from the Departmental Office.

Literature:

- Selected works by one or more authors plus selected works within various literary periods (e. g., Restoration drama, or 20th-century American poetry)
- A thematic topic (e. g., women in Victorian literature, travel literature in the 18th century, or a particular literary theory)
- The '*Lizentiat* Examination Reading List', available from the Departmental Office.

Grading System

You will receive a grade for each of the exam subjects (6 for best – 1 for worst), and one for your *Lizentiat*sarbeit:

If English is your main subject you receive two grades:

- a grade for your oral in linguistics (averaged with the result of your 4-hour exam if the *Lizentiat*sarbeit is in literature)
- a grade for your oral in literature (averaged with the result of your 4-hour exam if the *Lizentiat*sarbeit is in linguistics).

If English is your first subsidiary subject, your grade will consist of the average of the grades of your oral exam and your 3-day paper. If English is your second subsidiary subject, you only receive the grade of your oral exam.

Your *Lizentiat*sprüfung is considered a pass if:

- your *Lizentiat*sarbeit has received a grade of no less than 4
- the average of your written and oral exams in the main subject as well as the average of your exams in the two subsidiary subjects are at least 4
- no individual mark is below 3.

Your examiner usually informs you of your grades at the end of your oral exams; in any case you will receive your grades in writing at the graduation ceremony.

If you choose to go on in academia and write a dissertation, there are a few points to keep in mind. Postgraduate work at the University of Zürich differs from that at most institutions abroad in that students are not required to complete coursework while writing their dissertation. One of the formal requirements for doing your *Doktorat* is to be enrolled at the University during the semester in which you take your doctoral exam.

You may wish to write about a different topic from that of your *Lizentiatsarbeit*, but doctoral students are often encouraged to expand their *Lizentiatsarbeiten* if the topic lends itself to a more detailed treatment. In any case, you will need a professor to supervise you.

After your dissertation is accepted, you will give a half-hour colloquium on the topic of your dissertation to your supervisor and to one other representative of the faculty, usually another professor. You then are required to publish your dissertation within two years of its completion. For more detailed information contact a professor and consult the *Promotionsordnung der Philosophischen Fakultät* available at the Dean's Office (*Dekanat*).