

## General Information for Oral Exams with JProf. Dr. Judith Rauscher

1. **Before Registration:** Send an email to JProf. Rauscher with your proposed exam topics and information on whether you intend to take the exam during the first or the second exam period of the semester (i.e. at the beginning of the break or at the end of the break). In your email, please include the type of oral exam you want to take (regular/combinatory) and your course of study (B.A. Engl., M.A. Engl., NAS etc.). Make sure to contact JProf. Rauscher before you officially register for the exam, so you have enough time to prepare your chosen topic/s and select primary materials. If possible, sign up for a slot in JProf. Rauscher's office hours via the scheduler to discuss your chosen focus topic/s and your (preliminary) list/s of primary materials.
2. **Registering/Deregistering via Klips:** Register for the oral exam via Klips 2.0. Make sure you meet the official registration deadline that applies to your module. Please note that deadlines for registration and deregistration may vary, depending on your course of study. Please also note that deregistering from the exam (before the deregistration deadline) is different from withdrawing from the exam with justified cause (after the deregistration deadline; see point 5 below).
3. **Registering at the Department:** All students taking an oral exam in American studies are required to submit the ES I form "Institutsinterne Anmeldung zu mündlichen Prüfungen" (see department website). This form helps us to organize our exams and ensure that all grades are submitted correctly. B. A. students additionally need to submit a transcript of records as proof that they have completed the required courses. Please send the form (and transcript) along with your final reading list/s via email to B. Eltschig ([beltschi@uni-koeln.de](mailto:beltschi@uni-koeln.de)).
4. **Signing up for an Exam Slot:** Once the deregistration period has passed, you will receive an email from JProf. Rauscher providing you with information on how to sign up for an exam date and timeslot via the scheduler. Make sure that you book an exam slot, not a slot in one of JProf. Rauscher's office hours. If there are no exam slots available anymore during the exam period you have registered for, please contact Prof. Rauscher so she can add additional exam slots.
5. **Withdrawing from Exams:** If you have to withdraw from an exam after the official deregistration deadline on KLIPS has passed (f. ex. due to illness) you need to submit a statement of justifiable cause (f. ex. a doctor's notice) along with the official withdrawal form of the English department I (you can find the official withdrawal form here: [https://anglistik1.phil-fak.uni-koeln.de/sites/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/MB\\_Abmeldung\\_MAP.pdf](https://anglistik1.phil-fak.uni-koeln.de/sites/anglistik1/Geschaeftsfuehrung/pdf/Merkblaetter/MB_Abmeldung_MAP.pdf)). If at all possible, please notify your examiner via email about your withdrawal before your exam is scheduled to take place. Please note that your exam will have to be marked as a failure, if you withdraw from the exam but cannot prove justifiable cause. So if you fall sick, make sure that your doctor's notice covers the date of your exam.
6. **Choosing your Focus Topic/s and Preparing Your List/s of Primary Materials (B.A. and M.A.):** It is part of your exam to select relevant primary materials for your chosen focus topic/s. At least 50% of the chosen materials must be ones that have not been discussed in class. At B.A. level, you are required to choose one focus topic derived from the course you are basing your exam on. At M.A. level, you are expected to choose two focus topics. Usually, these two topics will also be derived from one course. Under special circumstances, they can be derived from two separate

courses you have taken with JProf. Rauscher, or else the second topic can be based on a special research interests. For each topic, you need to fill 10 'slots' in a list of primary materials. One slot can be filled by a longer work (a novel, a play, a film, a book-length comic etc.). A slot can however also be filled by several shorter works (3-5 poems, 2-3 short stories, 2-3 TV episodes or 3-5 photographs/artworks etc.). Please note that while you are encouraged to consult secondary sources during your preparation for the exam, secondary materials (i.e. scholarly essays/articles or scholarly monographs dealing with your chosen topic/s) cannot be part of your list of primary materials. Works of literary/cultural/critical theory can be included in the lists, if they are central to your chosen topic. Whether you are asked to prepare one or two reading lists, at least half of the selected primary works listed have to be literary texts. If one topic in an M.A.-level exam focuses only on visual media, the other topic must focus on literature.

7. **Submitting your Focus Topic/s and List/s of Primary Materials (B.A. and M.A.):** Please get approval for your chosen focus topic/s and list/s of primary materials as early as possible during the term in which you aim to take the oral exam. You can get your topics approved via email or during JProf. Rauscher's office hours. Your primary materials should be submitted for approval to JProf. Rauscher via email ([judith.rauscher@uni-koeln.de](mailto:judith.rauscher@uni-koeln.de)) no later than 6 weeks before your chosen exam period. Once approved please send your finalized list/s of primary materials to B. Eltschig ([beltschi@uni-koeln.de](mailto:beltschi@uni-koeln.de)), along with your internal registration form (and transcript for B.A. students).
8. **Preparing your *Thesenpapiere* (only M.A. students):** Your *Thesenpapiere* (i.e. a compilation of observations/arguments/thesis statements) should consist of a number of full sentences formatted as bullet points (please do not submit a continuous text). It should not exceed 1 page per topic (commonly students come up with around 6-10 statements per topic). Ideally, each observation/thesis statement should refer to several of your primary materials, if not the whole list of works. If you draw on secondary sources (i.e. scholarly articles or monographs) for statements on your *Thesenpapiere*, please cite them accordingly and add a short works cited list (MLA style).
9. **Submitting your *Thesenpapiere*:** Please send your *Thesenpapiere* to JProf. Rauscher ([judith.rauscher@uni-koeln.de](mailto:judith.rauscher@uni-koeln.de)) and B. Eltschig ([beltschi@uni-koeln.de](mailto:beltschi@uni-koeln.de)) no later than **a week before the scheduled exam date**.

Please include the following information on your finalized **list/s of primary materials** and, where relevant on your **Thesenpapiere**:

- Name and matriculation number
- Degree program (f. ex. B.A. English Studies/ M.A. North American Studies, LA GyGeBK)
- Type of exam (i.e. Oral exam in the Module XYZ)
- Name of examiner (i.e. Jun. Prof. Dr. Judith Rauscher)
- Date of exam, semester
- Contact data: email address