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## 1. Courses at the Faculty of Humanities and Social Sciences (KSF)

## Departments of our faculty

At the Faculty of Humanities and Social Sciences we have different departments.

- Social and Cultural Anthropology
- History
- Cultural and Science Studies
- Political Science
- Philosophy
- Study of Religions
- Sociology
- Jewish Studies

All of our study programs include various of these study fields. As an incoming student you will have the possibility to choose courses out of all of these departments - depending on your personal interests and your study program at your home university.

## Types and levels of courses

| English                | German              | credits   | abbreviation | restrictions |
|------------------------|---------------------|-----------|--------------|--------------|
| Lecture                | Vorlesung           | 2 credits | VL           |              |
| Colloquial lecture     | Kolloquialvorlesung | 3 credits | KVL          |              |
| Proseminar             | Proseminar          | 4 credits | PS           | BA only      |
| Main seminar           | Hauptseminar        | 4 credits | HS           |              |
|                        |                     |           |              |              |
| Methodological seminar | Methodenseminar     | 4 credits | METH         |              |
| Master seminar         | Masterseminar       | 4 credits | MSE          | MA only      |
| Block course           | Blockseminar        | 4 credits | wos          |              |
| Exercise               | Übung               | 2 credits | UEB          |              |
| Tutorial               | Tutorat             | 2 credits | TU           |              |

- <u>Colloquium (for thesis) (KOL)</u> are for regular students who are writing or who are about to write their bachelor's or master's thesis. So, it is not recommendable for you. In case of doubt or interest ask the study advisor of the respective department.
- If you would like to join a master seminar as an advanced bachelor student, ask the lecturer if you can join the course.
- If your home university will accept a proseminar for you as a master student, such an exception will be OK for us. But you will have to ask the lecturer.

For any exception write to <a href="mailto:studienberatung-ksf@unilu.ch">studienberatung-ksf@unilu.ch</a> so we can put you on the list of participants of the proseminar or master seminar.

### Lectures (Vorlesungen) and seminars (Seminare)

Lectures and seminars have different requirements for allocating the credits.

#### Lectures

- Written and graded exam usually at the end of semester
- No separate registration for examination necessary at KSF

#### **Seminars**

- Active participation during semester, usually not graded.
  - If you need a grade for recognition at your home university, please inform the teaching staff at the beginning of term.

**Attendance is compulsory!** (maximum of 2 absences per course is allowed and dependent on your lecturer)

Also possible: attending classes just for personal interests (without exam, but also without getting the credits → write to the respective department)

### Written seminar papers

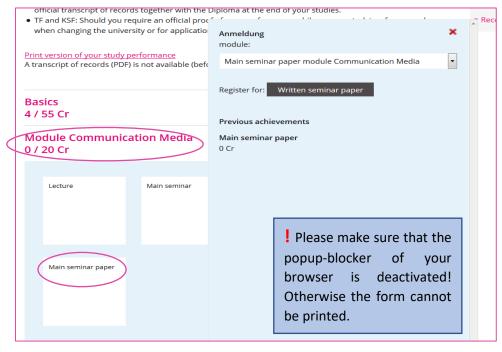
A written seminar paper is a written assignment of about 15-20 pages. A seminar paper corresponds to a workload of about 120 hours = 4 ECTS (proseminar paper) or 180 hours = 6 ECTS (main seminar and master seminar paper).

Seminar papers are optional. You have also the possibility to write a paper.

Our students normally write the papers during semester break (December-February / June-September), but it's also possible to write a paper during the semester.

If you're interested in writing a paper, ask the lecturer about the requirements of the paper and arrange deadlines for submission and correction with him/her.

You may write a seminar paper in English, German or even in Italian, as we have Italian lecturers. Discuss the language with your lecturer.



You have to generate a form via UniPortal for every written seminar paper before handing it in. You should hand in this form together with the written paper to the lecturer.

#### **About credits**

The credit amount always indicates the approximate workload of a course: <u>1 ECTS credit = approx. 25-30 hours</u> of workload during the whole semester.

One course requires presence / participation during 2 hours per week (2 SWS = 2 Semesterwochenstunden = 2 hours per week) and homework.

## Ca. 28-32 credits = full time studies

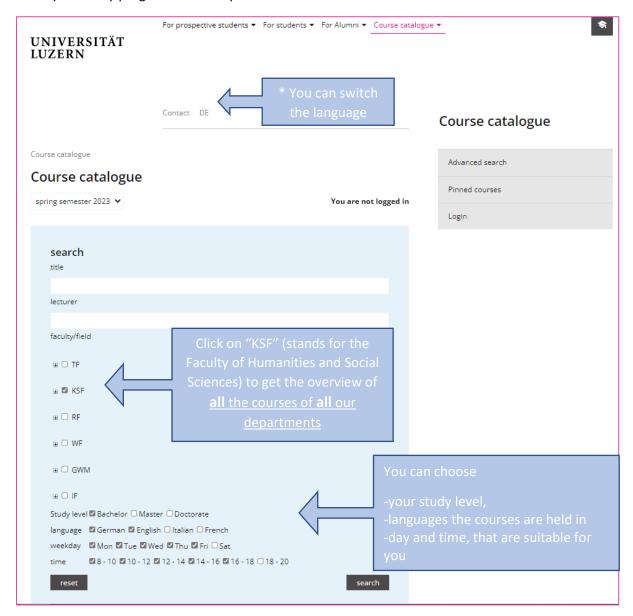
Depending on the requirements of your home university and your own interests you can take less courses and gain less credits, but please check this with the International Relations Office concerning your eventual scholarship. (Most of the regular students of the University of Lucerne study part time, for they are working, have children etc.)

## 2. Your schedule – how to find your courses

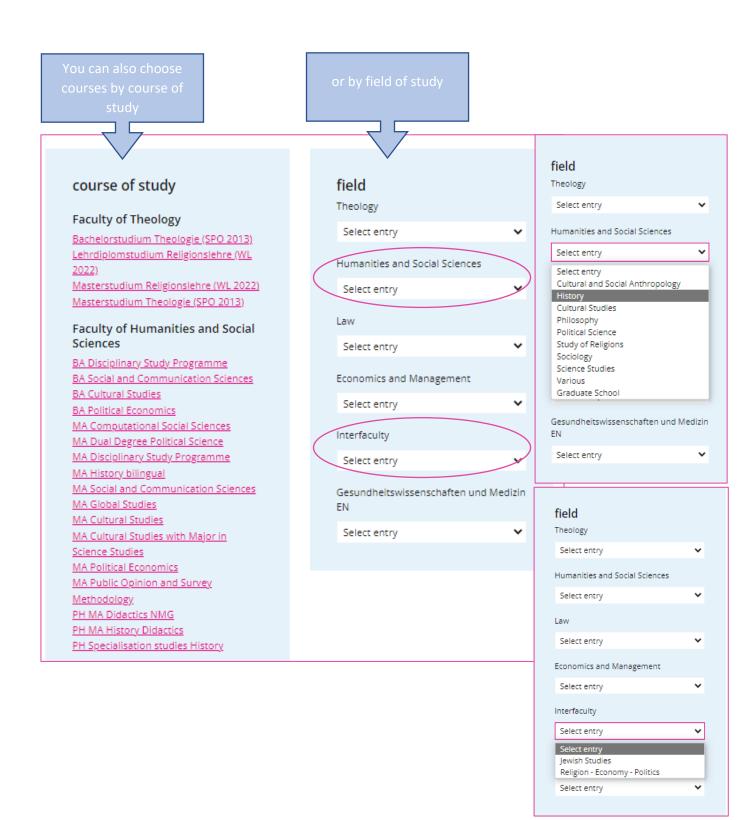
## Course catalogue (Vorlesungsverzeichnis)

To open the course catalogue, follow this link: https://vv.unilu.ch

In the course catalogue you will find descriptions of the topics, so you will see if the courses match with your study program and with your interests.



<sup>\*</sup>If you switch the whole website to English, all the titles of the courses will be in English, too, which does not mean that the course is held in English.

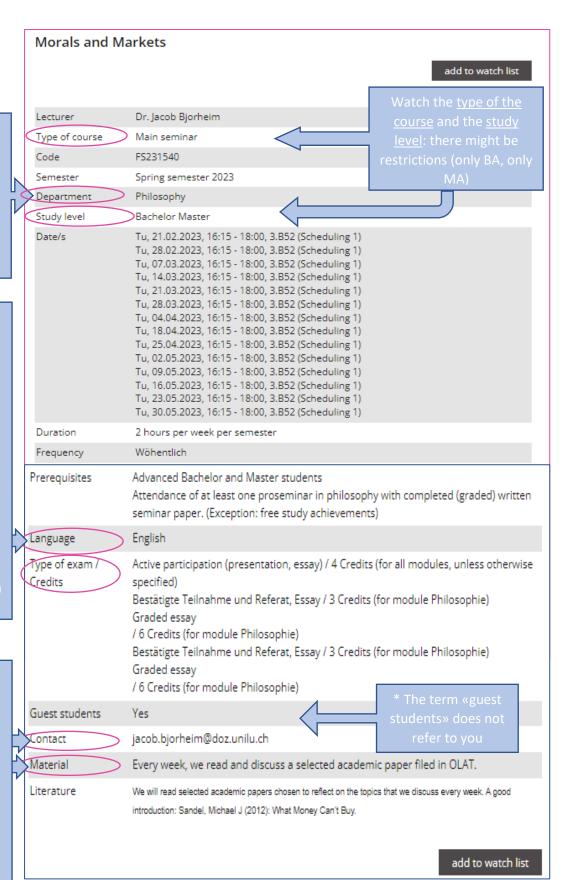


#### Course in detail

Have a look at the department which offers the course. If you have questions about the course, the study advisor of the respective department may help you.

Please check the
language in which a
course will be held. If
you have a level of
German of minimum
B2 you might also
want to choose
courses held in
German. You are
totally free in your
choice. It all depends
on your interests and
the requirements of
your home university
and the later allocation

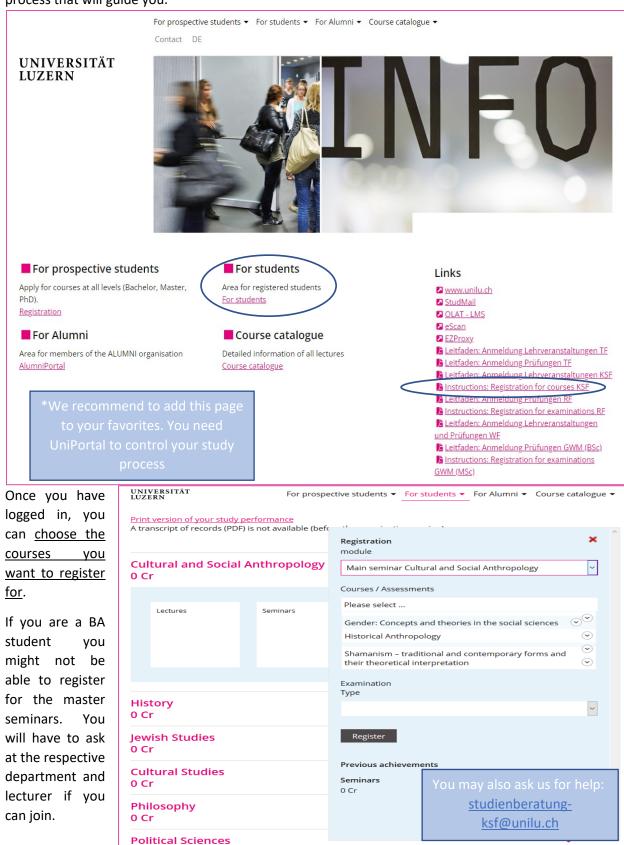
Please note that most of the lecturers use OLAT, MOODLE or another specific elearning platform to communicate important information at the beginning of and during the semester (i.e. exam, presentations. ...).



## Registration via UniPortal

Mandatory on UniPortal during the first two weeks of lecture.

Follow the link to log in: <a href="https://portal.unilu.ch">https://portal.unilu.ch</a> and the PDF-file about the course registration process that will guide you.



## Courses at other faculties: Law, Economics, Theology

The majority of the chosen courses (at least 50%) must be at the faculty you are registered for, i.e. the Faculty of Humanities and Social Sciences.

If you'd like to take one or two courses at one or several of the other faculties of our university, you will have to follow the following instruction:

| 1. | Send a provisional list of courses (of the KSF and the other faculties) you'd like to take  | to studienberatung-ksf@unilu.ch                        |
|----|---|--|
| 2. | Wait for the email confirmation of the student advisory of the KSF  |  |
| 3. | Ask the student advisory of the other faculty / faculties if you could join the course. Send the request with email confirmation of the KSF so that | Faculty of Law (RF):<br>studienberatung-rf@unilu.ch    |
|    | the student advisors of the other faculties know you could take the course.   | Faculty of Economics (WF): studienberatung-wf@unilu.ch |
|    |   | Faculty of Theology:<br>markus.wehrli@unilu.ch         |

! Please note that the other faculties have different registration processes for the courses and the exams

## Learning agreement

#### Choose the courses which you are interested in

- choose freely within the Faculty of Humanities and Social Sciences
- check with the persons in charge if you want to participate in a course of another faculty or study level

#### Prepare a provisional learning agreement

- make sure your home university will accept the courses for your study program at home
- discuss the learning agreement with your student advisor of Unilu

#### Start at the University of Lucerne and see if you really like the courses

• make eventual changes and enroll for the courses until Friday of the 2<sup>nd</sup> week of lecture

#### Fix your learning agreement

fix the learning agreement with your student advisor of Unilu, ask him/her to sign it

#### Send your definitive learning agreement

- sent it to Uta Zehnder: mobility@unilu.ch
- send it to your home institution resp. your student advisor at home

If you plan to study at our faculty for two semesters, you will have to fill in two separate learning agreements (after the publication of the course catalogue: the course catalogue will be online around May 20<sup>th</sup> for the fall semester, around December 20<sup>th</sup> for the spring semester).

## 3. Your grades and transcript of records

## Grading scheme in Switzerland

For the conversion of the grades this table might be helpful for your home university:

The grading scheme ranges from 1 - 6.

6 is the highest and 4 the minimum pass mark:

6 - excellent 3 - fail 5 - good 2 - poor

4 - pass 1 - extremely poor

Exams and written seminar papers are graded in full or half marks.

| Swiss Grade | Rating       | US-grade | German<br>Grade |      |
|-------------|--------------|----------|-----------------|------|
| 6           | excellent    | A+       | 1               |      |
| 5.5         | very good    | A / A-   | ca. 1,7         |      |
| 5           | good         | B+/B     | 2               |      |
| 4.5         | satisfactory | B-/C+/C  | 3               |      |
| 4           | sufficient   | C-/D     | 4               | pass |
| 3.5 or less | insufficient | FX / F   | 5-6             | fail |

## Transcript of records

After the semester and the accreditation of your study achievements you will receive an official transcript of records which states all your academic achievements during your exchange semester(s). You will need this document for recognition of credit points at your home university.

! Please make sure to leave your address in your home country at the Deanery KSF (Dekanat) so that we can send you the transcript of records.

→ Write an e-mail with all your details to: ksf@unilu.ch

! Please also note that the Deanery may provide you with the transcript no sooner than **mid-July** (spring semester) or **mid-February** (fall semester).

! If you stay for another semester you can ask for your transcript of records at the end of the second semester.

## 4. Good to know

#### Student life

- Sports: <a href="https://www.unilu.ch/en/university-life/sport/">https://www.unilu.ch/en/university-life/sport/</a>
- Active students' societies (kuso, SOL): <a href="https://studunilu.ch/kuso/">https://studunilu.ch/kuso/</a>
   <a href="https://studunilu.ch/sol/">https://studunilu.ch/sol/</a>
- Choir, orchestra, theatre, cinema etc. to participate:
   https://www.unilu.ch/uni-leben/studentische-organisationen/diverse-organisationen/
   https://www.unilu.ch/en/university-life/culture/

## Language courses

As a university of Lucerne student, you can visit language courses from various providers:

https://www.unilu.ch/en/university-life/language-courses/

#### Communication email address

The E-Mail address for communication is firstname.familyname@stud.unilu.ch.

! During your exchange semester the University of Lucerne will communicate with you via this email address.

#### Uni/PH building

- It's a none smoking building. Smoking in front of any of the three entrances is permitted.
- Please note: in case of emergency leave the building as soon as possible and gather at the Inseliquai (Besammlungsplatz Evakuation)
- Bicycle parking is possible at (1) short term or (2) long term
- Mensa (canteen): feel free to use the Mensa as place to gather or work, but please not during lunch time

