

Overview of key questions and answers – AWP & languages selection:

1) What are the differences between AWP subjects, compulsory languages and elective subjects?

AWP subjects ("Allgemeinwissenschaftliches Wahlpflichtfach", *engl. General Scientific Elective Subject*) or compulsory languages (e.g. business language or business English) are subjects which are laid down in the study and exam regulations. They are compulsory and normally worth 2 ECTS credit points.

For an elective subject, however, you will not receive any ECTS credit points as you are taking it voluntarily.

Electives are not laid down in the study or exam regulations, and there are no obligations associated with your participation (i.e. you don't need to take the exam if you don't want to). If desired, electives taken by you voluntarily can be recorded in your certificate (with no ECTS credit points).

For information on how many AWP subjects or compulsory languages you have to take at a given point in time, please refer to the respective study and exam regulations.

(→ FWP subjects are "Fachbezogene Wahlpflichtfächer" (*engl. Specialised Elective Subjects*) and associated with your faculty – they are not related to AWP subjects and languages!)

2) Can I choose a language as an AWP subject?

Yes, that is possible.

If you are interested in taking an exam in one of the languages that are offered rather infrequently, please make sure whether this course can be held or not at the beginning of the semester. For organisational reasons, a minimum of 15 students is required for setting up a semester course.

3) Is it possible to have an intensive language course I took during the semester break acknowledged as an AWP subject or a compulsory language?

Of course – These intensive language courses involve a fee (39 €) and are offered at the end of each semester break. Upon selection of one of these courses, you will decide whether you want to have it acknowledged as an AWP subject (2 ECTS credit points), as a compulsory language (2 ECTS credit points) or just as an elective (no ECTS credit points).

The course fee is to be paid no later than the first day of the course.

Important: Please note that the number of attendants in these courses is limited (if a course is full, it will no longer be available for booking).

4) Can I take several AWP subjects or compulsory languages for my next semester, even if I am only required to take, for example, one AWP subject?

You only select the subject that is mandatory for your next semester!

5) Can I take AWP subjects earlier or later than required (e.g. if I take a semester abroad)?

If your lecture plan permits, you may take subjects earlier or later than required. However, you can ONLY book these subjects after you've got an Email from the AWP- and Language Center if they are not fully booked at the beginning of the semester, in order to avoid lecture overlaps!!!

(At this time, you will already know your lecture plan and the lecture times for the AWP subjects/languages and you may then choose your subjects accordingly.) If no AWP subject / no language is required, your lecture plan will have no time slots scheduled for these courses. It is important that you have finished all your mandatory AWP subjects and compulsory languages by the end of your study programme.

6) I have voluntarily taken an elective in an earlier semester. Can this be acknowledged as an AWP subject / compulsory language now?

No, subjects / languages cannot be acknowledged later on. You always need to determine whether you want a subject to be acknowledged or not before taking the exam.

7) Can I take several AWP subjects / compulsory languages and then pick the subject with the best grade for my certificate?

No, that is not possible. The grade in the subject you have selected as your AWP subject / compulsory language counts and cannot be changed later on. Neither is it possible to "exchange" the Training for Trainers certificate ("AdA-Schein") for an AWP subject if you have already completed an AWP subject.

8) Can I cancel a course during the semester, if I do not like it?

In general, you may only cancel an AWP subject or a compulsory language if you have not taken an exam or received a grade in this course yet. If you wish to cancel or change your course, you need to submit a request with a short statement to the exam committee (via e-mail to: iris.bubenhofer@th-deg.de)

9) Can I switch to another group, if this fits my schedule better?

No, this is not possible and only permitted under absolutely exceptional circumstances. If you feel your case might be considered one of these exceptional

circumstances, please refrain from discussing this during our office hours, but try to resolve this in writing via e-mail.

10) What happens if I fail an exam?

In this case, you need to take the exam again in the following semester. Please register during the exam registration period again for an exam referred to as "repeater exam" ("Wiederholungsprüfung") with the same exam number (= course number).

As you have already fulfilled your obligation to attend the course last semester, it is up to you whether you want to take the course again or not. It may, however, be useful to discuss the exam topics with the lecturer or to attend the course in the last weeks before the exam, in order to be well prepared for the exam.

Please make sure to know which lecturer is conducting the corresponding course in the current semester, as this lecturer will also be responsible for the exam.

If the course is not offered in the current semester, a "lecturer for special tasks" from the centre for AWP subjects and languages will be responsible for the exam.