

Academic Transcript of the Doctoral Programme at the Bielefeld Graduate School in History and Sociology

Template for the Doctoral Regulations and Study Regulations since 2012

At the end of your doctoral studies the BGHS issues on request the **Academic Transcript of the Doctoral Programme at the Bielefeld Graduate School in History and Sociology**.

This document serves as proof of course attendance in accordance with the doctoral regulations and study regulations from 2012 and 2014/2015 and your involvement in the BGHS. The transcript is not an official certificate. It serves as an overview of your academic achievements or credits and can be attached to the application for beginning the doctoral examination process or to documents in other application processes. The transcript is in English although the original names of the courses will remain in German (therefore a translation may be annexed).

In order to issue your BGHS transcript we need to have a list of the courses you attended, any activities within the BGHS in accordance with the template below as well as the information under which doctoral regulations you have studied. **We provide further information on the degree programme 2012 and 2014/2015 at the end of this document.**

Only academic achievements or credits within the frame of the doctoral regulations can be listed in the transcript. To verify them the original attendance certificates or other comparable proofs will be required. The original certificates will be returned after the configuration of the transcript.

Please only use this template for your transcript and send it as a Word document to Rita Gaye: bghs@uni-bielefeld.de.

It will take about four weeks to issue the academic transcript.

1. Personal Details

Name, date and place of birth (country)

... born, in ... (country)

2. Doctoral Regulations

For me is valid

(Please **do not** cross out but delete)

History

- Doctoral Regulations (Promotionsordnung) of the Faculty of History, Philosophy and Theology of 10 January 2012 and Study Regulations (Studienordnung) for the International Doctoral Programme in History (Internationaler Promotionsstudiengang Geschichtswissenschaft) of the Faculty of History, Philosophy and Theology of Bielefeld University in the framework of the Bielefeld Graduate School in History and Sociology (BGHS) of 10 January 2012
- Doctoral Regulations (Promotionsordnung) of the Faculty of History, Philosophy and Theology of 18 July 2014 and Second Regulation for the Amendment of Study Regulations (Studienordnung) for the International Doctoral Programme in History in the frame of the Bielefeld Graduate School in History and Sociology (BGHS) of 1 June 2015

Sociology

- Doctoral Regulations (Promotionsordnung) of the Faculty of Sociology of Bielefeld University of 15 February 2012
Study Regulations (Studienordnung) for the International Doctoral Programme (Internationaler Promotionsstudiengang) of the Faculty of Sociology in the framework of the Bielefeld Graduate School in History and Sociology (BGHS) of 15 February 2012
- Doctoral Regulations (Promotionsordnung) of the Faculty of Sociology of Bielefeld University of 1 June 2015
Amendment of Study Regulations for the International Doctoral Programme in Sociology in the frame of the Bielefeld Graduate School in History and Sociology (BGHS) of 1 June 2015



3. Academic Achievements and Credits

Please fill in the courses you have attended according to the following sample:

Term

Course type, name, instructor (name and surname without the title), reference number, credit hours (SWS)/credit points (CP)

Example:

WS 2012/2013

Forschungswerkstatt, Mikro- und Globalgeschichte (Research Class Micro and Global History), Angelika Epple, 220041, 2 SWS/0.5 CP

Unfortunately we cannot provide an **English translation** of the course name. In case that such is required please fill it in yourself in brackets after the original German title (like it is done in the example).

Research Classes

Term

Course type, name, instructor, reference number, credit hours/credit points

Term

Course type, name, instructor, reference number, credit hours/credit points

Term

Course type, name, instructor, reference number, credit hours/credit points

Term

Course type, name, instructor, reference number, credit hours/credit points

Theory and Methods Class

Term

Theory Class, name, instructor, reference number, credit hours/credit points

Term

Method Class, name, instructor, reference number, credit hours/credit points

Transferable Skills

Term

Course type, name, instructor, reference number, credit hours/credit points

Term

Course type, name, instructor, reference number, credit hours/credit points

Term

Course type, name, instructor, reference number, credit hours/credit points

Term

Course type, name, instructor, reference number, credit hours/credit points

Optional Course Programme

Term

Course type, name, instructor, reference number, credit hours/credit points



Elected doctoral representatives in the field of ... from ... to .../credits points

Design, organisation and teaching of the course:

Term, course type, name, reference number, credit points hours [together with] /credit points

Organisation and supervision of the workshop: Title, date [together with] /credit points

Contribution to an external conference: conference title, date, place, title of the presentation/credit points

Support of the Annual Seminar of the BGHS: title, term/credit points

Participation in a study group: title, term/credit points

Research retreat: term/credit points

Others

4. Programme requirements:

Overview of programme requirements in accordance with the 2012 Study Regulations

	SWS (hours per week)	LP (achievement points)/ CP (credit points)
Research classes	4 x 2 SWS (History) or 8 SWS in total (Sociology)	4
Methods seminar	1 x 1 SWS	0.5
Theory seminar	1 x 1 SWS	0.5
Key skills	2 x 1 SWS	1
Electives		4
Total	10	10

Overview of programme requirements in accordance with the 2014/2015 Study Regulations

	SWS	LP/CP
Research classes	4 x 2 SWS (History) or 8 SWS in total (Sociology)	4
Methods seminar	1 x 1 SWS	0.5
Theory seminar	1 x 1 SWS	0.5
Key skills	4 courses totalling 2 SWS	1
Electives		4
Total	10	10

A total of 10 achievement points must be accumulated in the doctoral programme at BGHS.

Mandatory requirements

The mandatory requirements totalling 6 LP must be fulfilled at BGHS and in the courses taught in the context of the doctoral programmes in history or sociology. The mandatory requirements include a theory seminar, a methods seminar (in the eKVV:

Theory and Methods Classes), four research classes (in the eKVV: Research Classes) as well as courses in building key skills (in the eKVV: Transferable Skills).

The 2012 Study Regulations require two courses in the area of key skills (Transferable Skills) totalling 2 SWS = 1 LP. Courses in the area of key skills must total at least 11.25 hours (1 SWS) and include practical exercises if they are to be counted as 0.5 LP. Information sessions that do not require an active contribution are not counted.

The changes adopted in 2014/2015 concerning the 2012 Study Regulations refer mostly to the area of key skills (Transferable Skills) and are to make the opportunities for counting courses toward requirements more flexible. Now, up to four courses totalling 2 SWS (22.5 hours) = 1 LP can be taken in this area (previously: two courses), so that one-day courses can be taken into account as well. One-day courses must last at least 5.6 hours (excluding breaks), two-day courses at least 11.25 hours (excluding breaks), and they must include an active contribution by the participants. Sessions of a purely informational nature cannot be counted. Block courses or workshops in the area of key skills must have a duration of at least 11.25 hours to be counted as 1 SWS or 0.5 LP.

Electives

Doctoral researchers must fulfil requirements totalling 4 LP for electives. These courses can be taken within the context of the BGHS study programme (in the eKVV: Optional Course Programme) and/or outside of Bielefeld University. In the case of contributions to conferences or the like, the conference programme must be presented as evidence of the achievement. In the elective segment of the programme, the following achievements will be taken into account:

- Colloquium with a paper of one's own: 1 LP
- Colloquium without a paper of one's own: 0.5 LP
- Seminar: 0.5 LP
- Research Retreat: 0.5 LP
- Teaching a course of one's own: 0.5-1 LP

The achievement points for teaching a course of one's own are differentiated as follows:

- course of one's own, 2 SWS, taught on one's own: 1.0 LP
- repeating a course of one's own, 2 SWS, taught on one's own: 0.5 LP
- course of one's own, 2 SWS, taught by a team of two: 0.5 LP

- Participation in a study group: 0.5-1 LP

The achievement points for participation in a study group are differentiated as follows:

- study group, 2 SWS: 1 LP
- study group, 1 SWS: 0.5 LP

- Contribution to an external conference: 0.5 LP

- Organization of a workshop: 1 LP

- Participation in workshops; the achievement points are differentiated as follows:

- multi-day workshop with an active contribution: 1 LP
- multi-day workshop with no active contribution: 0.5 LP
- one-day workshop with an active contribution: 0.5 LP

- Position as a doctoral researchers' representative at BGHS: 0.5 LP (per term of office)

- Summer School: the achievement points are differentiated according to duration and activity:

- Other academic achievements: 0.5-1 LP