

## Registering a Module Paper in the Department of Philosophy

In the Department of Philosophy, the procedure of registering a module paper is the following:

- The assignment has to be documented in written form. If there is not already an assignment in the syllabus or the course description in the eKVV, please discuss the assignment with the lecturer. Please use your Bielefeld University email address for any written correspondence with the lecturer.
- Send your lecturer an email in which you express your intention to complete the assignment <name of assignment> by the following date <day.month.year.>. The lecturer will send you an email confirming that the assignment was issued on <day.month.year> and that the deadline for completion is <day.month.year>.
- Should you discover that you cannot complete the assignment as it was discussed, that you cannot hand in the module paper at all or that you cannot meet the assigned deadline, please reach out to your lecturer via email immediately to declare your withdrawal from the examination. The lecturer will discuss the change in assignment or deadline with the Dean of Studies, who must approve the change. Please note: This must be done before the deadline expires. Failure to notify your lecturer on time will result in a failed exam.
- If there is reasonable suspicion that you have not written your module paper autonomously, our department's Dean of Studies will be consulted, initiating the "suspected academic dishonesty" procedure. Every suspicion will be investigated; this is a requirement of examination fairness and equal treatment. You will be summoned to a hearing where you can comment on the allegations. If the suspected academic dishonesty is confirmed, the module paper may be marked as "failed" (for ungraded examinations) or as a "5" (for graded examinations). Depending on the severity of the offense, our department's Dean of Studies, in consultation with the faculty's Examination Office and the Legal Office of Bielefeld University, may initiate further measures (e.g., re-examination of previous examination results, sanctions, and even exmatriculation).

- Every module paper submitted in the Department of Philosophy must adhere to the rules of good academic practice. You were introduced to these rules in the “Philosophical Writing” seminars. Please also note the information on our department’s resource page: <https://www.uni-bielefeld.de/fakultaeten/philosophie/studium/angebote-hilfsmittel/hilfsmittel/>
- Every module paper must include a signed copy of the plagiarism disclaimer of the Department of Philosophy, which you can find here: <https://www.uni-bielefeld.de/fakultaeten/philosophie/studium/pruefungsamt/Plagiarism-disclaimer.pdf>

**For more information on the legalities surrounding examinations, please follow the link below:**

[https://www.uni-bielefeld.de/themen/pruefungsrecht/pruefungsverfahren/#comp\\_000063d8843d\\_0000005fe0\\_4f81](https://www.uni-bielefeld.de/themen/pruefungsrecht/pruefungsverfahren/#comp_000063d8843d_0000005fe0_4f81)

**How to contact the Dean of Studies Office:**

The Dean of Studies for the Department of Philosophy is Prof. Dr. Michaela Rehm (lehre-rehm@uni-bielefeld.de).

The Vice Dean of Studies is Dr. Almut Kristine v. Wedelstaedt (awedelstaedt@uni-bielefeld.de).

You can reach the assistant of the Dean of Studies Office, Jennifer Stracke, via this email address: studien.dekanat@uni-bielefeld.de and the Student Guidance via this email address: studienberatung2011@uni-bielefeld.de