

Helpful Hints for a successful course of study at Department 03:

Portfolio

1. Introductory remarks

Below, you will find some useful information on how to prepare a portfolio, which may be helpful for a successful semester at the Department of Social Sciences and Philosophy. Before you start working, please review the requirements for the portfolio as an examination format (Module “European Politics and Society”) in the module handbook. In addition, please speak with your examiners and request additional guidelines.

The portfolio consists of a collection of several assignments of the semester. It is therefore a presentation and critical reflection of your own products, competences and learning process and gives you the opportunity to produce a highly individualized proof of your performance in the course. In a larger setting, a learning portfolio also can be used to work on a research question and to document research processes.

2. Formal aspects

Please observe the following formal requirements.

Length: 18.000-20.000 characters,

Cover sheet: List your name and contact information, your degree program, the title of the portfolio, semester, course name, and the name of the instructor,

Table of Content: Number the headings, include page numbers,

Text: Font size 12 pt, 1.5-spaced,

Indent longer quotations (more than two lines), use footnotes or endnotes,

Bibliography/reference list: provide complete information on the author, title, place and year, use uniform citations.

The portfolio has to be submitted together in one file and should look coherent. It can be designed as an e-portfolio as well, which has to be created via an online learning platform (for example ILIAS).

3. Content

A portfolio is a collection of artefacts such as exercises, presentations, essays and further tasks that you had to comply with in the course of the semester, which have to be put in a reasonable context and/or subordinated to a leading question. Within the frame of an introduction and final reflection of your learning process, you should be able to justify the choices of tasks and/or foci you make. The portfolio is a very personal reflection of your learning and/or research processes. You should therefore consider the entire structure of the portfolio and not just the individual parts of it.

By reflecting on your own artefacts, the portfolio serves not only to take one step back, take a look at the whole picture and present your individual development of competencies and scientific

personality, but also to set an emphasis on certain aspects and gain deeper insights into the subject matter. It can be useful as a documentation of research projects because of the transparency and variability that it provides.

The portfolio might consist of a collection of the achievements, assignments and tasks ('Studienleistung') that you had to work on in the course of the semester. You are doing a cumulative work during the lecture period in this case. Depending on the specific requirements of the course, the examiner might as well ask you to fulfil new tasks additionally, or there might be specific tasks that cannot be verified in text form, but as a video, podcast etc. In the case of the e-portfolio there can be technical challenges to cope with and maybe less individualistic ways.

All tasks may be equally important for your overall grade or the teacher might as well put emphasis on certain parts of the portfolio.

Portfolios are graded based on these factors:

- Level of difficulty of the independent achievement;
- Reflection of your individual learning process;
- Factual accuracy;
- Level of methodological competence;
- Language,
- Formal criteria

4. Citation rules and plagiarism

All source materials that were used to prepare the portfolio (where relevant) must be included in the list of references/bibliography. Other persons'/authors' ideas, arguments or thoughts (including online sources) must be referenced as sources.

For example,

Röder, Antje (2016): Old and new religious minorities. Examining the changing religious profile of the Republic of Ireland. In: Irish Journal of Sociology 25 (3), S. 324-333.

Accessible via <https://doi.org/10.1177%2F0791603516660562> (last accessed: 17.06.2021).

We also urge you to consult our "Helpful Hints" on how to handle source materials!

The following signed statement must be added to the portfolio:

I assure that I have written this portfolio independently and without outside assistance. I have clearly identified any sources that I extracted from other works, either verbatim or by paraphrasing. This paper was not used in any other course in fulfillment of a testing requirement, and it has not been published.

[your signature]