

## **English Department Infosheet for Incomings (Erasmus-Partners)**

Incoming Students studying English at their home university and coming from universities/faculties the English Department has an agreement with will get every support in getting places in courses that correspond to their Learning Agreement. In order to make your stay with us as benefiting as possible, please also note the following information on the study situation.

All classes at the English Department are conducted in English. Regular students in the Bachelor programmes at the English Department require language skills at C1-level according to the CEFR, while regular students in our Master degree programmes are expected to possess C2-level skills.

If you wish to get an idea of where you stand, we advise you to try the online demo version of the C-Test on the homepage of the Language Centre (Sprachenzentrum). Our first semester students are expected to reach a score of at least 70 points in this test. If you do not reach those 70 points, this will have no further consequences and you will still get a place in classes that correspond to your Learning Agreement. Nevertheless, the achieved score may help you in selecting the right level of your courses before your arrival in Münster.

The demo version of the C-Test can be found under the following link: <http://spztest.uni-muenster.de/demo/>

Once in Münster, students should make an appointment with Ms Sander, the international student advisor at the English Department, to present their result and acquire a place in suitable courses (amrei.sander@wwu.de). Erasmus students usually acquire 5 ECTS credits per course at the English Department. The courses and their descriptions can be found in the annotated course overview:

<http://uvlsf.uni-muenster.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wtree&search=1&trex=step&root120121=63933|69507|67654&P.vx=kurz&noDBAction=y&init=y>

Please note that our course system is an open one. Each term, courses on every level in the fields Literary and Cultural Studies, Linguistics and Didactics are being offered. The course titles and themes will change each term, however. If the course overview for your study period in Münster is not online yet at the time you need to make your Learning Agreement, we will do our best to make sure that you will get courses that form an equivalent in field, topic and level once you take up your studies with us.

Additionally, you might also take courses at the Language Centre. There, Erasmus students usually acquire 3 ECTS credits per two-hour course.

Grades are usually acquired through term papers, essays or written or oral exams. If you need a grade for a course at the English Department, please make sure to discuss the conditions for acquiring a grade in a class with your coordinator, Ms Sander, and the respective teachers. If you don't have all the grades you need upon leaving Münster, we will send your Transcript of Records to your Home University upon completion.

**IF YOU HAVE BEEN SELECTED AS AN EXCHANGE STUDENT BY YOUR HOME UNIVERSITY, PLEASE MAKE SURE TO CONTACT THE INTERNATIONAL OFFICE TO INFORM THEM THAT YOU ARE GOING TO BE AN EXCHANGE STUDENT AND NEED INFORMATION REGARDING FURTHER STEPS.**

**AS THE HOUSING SITUATION IN MÜNSTER IS RATHER TIGHT AND DUE TO THE FACT THAT THE WWU DOES NOT OWN RESIDENCES, IT IS VITAL THAT YOU APPLY FOR HOUSING AS SOON AS YOU KNOW THAT YOU WILL BE COMING HERE TO STUDY. THE PLACE WE RECOMMEND IS THE INTERNATIONAL STUDENT RESIDENCE:**

**[HTTP://WWW.UNI-MUENSTER.DE/EN/INTERNATIONAL\\_STUDENTS/EXCHANGE/LIVING/INDEX.HTML](http://www.uni-muenster.de/en/international_students/exchange/living/index.html)**

**YOU CAN ALSO CONTACT THE ‘STUDENTENWERK’ AND APPLY FOR HOUSING WITH THEM:**

**THE FOLLOWING LINKS WILL GIVE YOU MORE INFORMATION AND AN APPLICATION FORM:**

**[HTTP://WWW.STUDENTENWERK-MUENSTER.DE/EN/HOUSING/STUDENT-RESIDENCES](http://www.studentenwerk-muenster.de/en/housing/student-residences)**

**[HTTP://WWW.STUDENTENWERK-MUENSTER.DE/EN/HOUSING/APPLICATIONS/REQUIREMENTS](http://www.studentenwerk-muenster.de/en/housing/applications/requirements)**

Please also note the table of Contact Persons and relevant details below:

## ADDRESSES AND CONTACT PERSONS

### A) CENTRAL OFFICE AT THE WESTFÄLISCHE WILHELMS-UNIVERSITÄT MÜNSTER: INTERNATIONAL OFFICE

All information and forms needed for admission and accommodation can be found on the websites of the International Office.

For deadlines see also "WWU Data Sheet"

(<http://www.uni-muenster.de/imperia/md/content/wwu/auslandsamt/pdf/dmunster01.pdf>)

**International  
Office**  
Schlossplatz 3  
D-48149 Münster

Tel.: +49 (0) 251 / 832 - 22 15  
Fax: +49 (0) 251 / 832 - 22 26  
[international.office@uni-muenster.de](mailto:international.office@uni-muenster.de)  
<http://www.uni-muenster.de/InternationalOffice/en/index.html>

[http://www.uni-muenster.de/en/international\\_students/exchange/index.html](http://www.uni-muenster.de/en/international_students/exchange/index.html)

**Exchange  
Student Service**

Tel.: +49 (0) 251 / 832 - 21 13  
Fax: +49 (0) 251 / 832 - 14 1  
<http://erasmus-muenster.de/lang/en/impressum/>  
[admin.ess@uni-muenster.de](mailto:admin.ess@uni-muenster.de)

**Social Support**

Tel.: +49 (0) 251 / 832 - 15 46  
Fax: +49 (0) 251 / 832 - 14 13  
<http://www.uni-muenster.de/InternationalOffice/en/smobilitaet/index.html>  
[social.ess@uni-muenster.de](mailto:social.ess@uni-muenster.de)

**B) ENGLISH DEPARTMENT CONTACT PERSONS AND FREQUENTLY ASKED EXCHANGE QUESTIONS :**

Englisches Seminar Johannisstr. 12-20 48143 Münster	Fon: +49 (0) 251 83 24500 Fax: +49 (0) 251 83 2 4645 <a href="http://www.anglistik.uni-muenster.de/">http://www.anglistik.uni-muenster.de/</a>
Erasmus Coordinator, Room 128  Office hours  International Student Advisor, Room 120  Office hours	Ms Silja Fehn <a href="mailto:silja.fehn@uni-muenster.de">silja.fehn@uni-muenster.de</a>  see department homepage  Ms Amrei Sander <a href="mailto:amrei.sander@wwu.de">amrei.sander@wwu.de</a>  see department homepage
Language Courses	The Westfälische Wilhelms-Universität Münster offers Intensive German Language Courses for exchange students at the beginning of term and a large variety of German courses during the term. Information and application forms for the intensive German Language Courses will be sent to all incoming ERASMUS students either with the letter of acceptance or via e-mail. For general information: Website of the University Language Centre <a href="http://spz.uni-muenster.de/en/home">http://spz.uni-muenster.de/en/home</a>
Period of Exchange:   Academic Calendar:	One or two semesters: Winter Term: October 1 to March 31 Summer Term: April 1 to September 30 (Lecture period varies, see "Vorlesungsbeginn" and "Vorlesungsende" under the link below:)  <a href="http://www.uni-muenster.de/studium/orga/termine.html">http://www.uni-muenster.de/studium/orga/termine.html</a>
Fees	All students, incl. ERASMUS students, have to pay a "social service contribution" for student facilities and the "Semester ticket" (regional public transport) of approx. € 240 per semester.
Language of Instruction	English
Level of Study	BA, MA

<b>Fulltime workload</b>	<b>60 ECTS credits/Academic Year</b>
<b>Choice of Classes</b> <b>Areas of Concentration</b>	You may define your own study targets and follow your personal interests; second subjects are to be coordinated with students' advisors. Admission is up to the teachers – please make sure you see your student advisors Ms Manoutchehri or Ms Sander before you join any classes.
<b>Grading</b>	<p>The assessment methods vary and may include written exams, oral exams, essays, reports, term projects, group work. Exams are normally scheduled for the last week of teaching, term papers are due within 4 weeks of the subsequent vacation.</p> <p>The German Grading system is based on a scale from 1 to 6: 1 = excellent, 2 = good, 3 = satisfactory, 4 = pass, 5+6 = fail grades</p>
<b>Costs of Living</b>	<b>Approx. € 700-900 per month (incl. accommodation)</b>
<b>Visa requirements</b>	<b>For EU students visa are not necessary.</b>
<b>Residence permit</b>	<p>Residence permits must be applied for at the Foreigners' Affairs Department of the City Administration within the first 10 days of arrival. The necessary form for registration – "Meldung" - can be obtained at the Information-Desk of the City Administration – "Bürgeramt", Stadthaus I, Klemensstrasse.</p> <p>When you have completed the form, your landlord (e.g. the student hostel administration of the Studentenwerk) must confirm the details on the last page.</p> <p>This completed form and the following additional documents:</p> <ul style="list-style-type: none"> <li>- Valid travel document</li> <li>- Two passport photos</li> <li>- University Admission document</li> <li>- Rent contract or proof of residence</li> <li>- Proof of health insurance</li> <li>- Certificate of financial support (amount and duration of financing)</li> </ul> <p>are to be presented at the Foreigners' Affairs Department. At the entrance you must draw a ticket with a number. The number and the counter to which you must proceed will then appear on a digital display.</p>

	<p>Stadtverwaltung - Amt für Ausländerangelegenheiten (Office of international Affairs - City Administration) Stadthaus II postal: PF - 48127 Münster Visiting address: Ludgeriplatz 4 (Entrance: Südstrasse) D-48151 Münster</p> <p>Phone: +49 (0) 251 / 492 - 36 36 Fax: +49 (0) 251 / 492 - 77 41 Mon.-Fri.: 8:00 a.m. - 12:00 a.m. Thur: 8:00 a.m. - 12:00 a.m. and 3:00 p.m. - 6:00 p</p> <p> <a href="mailto:auslaenderamt@stadt-muenster.de">auslaenderamt@stadt-muenster.de</a> <a href="http://www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html">http://www.muenster.de/stadt/auslaenderangelegenheiten/en/home.html</a></p>
Help	<p>The Exchange Students Office will help you with all the formalities. <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a></p> <p>Help is also found at the International Centre of the University "Die Brücke", Wilmergasse 2, fon: +49 – (0)251 – 832 22 28, fax +49 – (0)251 – 832 22 19, eMail: <a href="mailto:diebruecke@uni-muenster.de">diebruecke@uni-muenster.de</a></p> <p>More information for prospective students on different aspects (working, bank accounts etc.) can be found on the Homepages of the International Office: <a href="http://www.uni-muenster.de/en/international_students/exchange/practical/index.html">http://www.uni-muenster.de/en/international_students/exchange/practical/index.html</a></p>