

English Department Info Sheet for Incomings (Non-Partner)

Incoming Students that study English at their home university but come from universities/faculties the English Department does not have an agreement with are very welcome to join courses at the English Department that meet their level of study. However, the following steps will have to be taken before starting their studies at the English Department.

Incoming students are required to take the C-Test at the Language Centre (Sprachenzentrum) prior to their advisory meeting at the English Department. There is a demo version of the test online:

<https://www.uni-muenster.de/SPZCT/demo>

The homepage of the Language Centre provides further information on registering for and taking the C-Test: <https://www.uni-muenster.de/Sprachenzentrum/en/sprachtests/c-test/index.html>

A **minimum score of 70 points in the C-Test is required** to be eligible for courses at the English Department. After having taken the C-Test, students should make an appointment with the ERASMUS coordinator at the English Department, to present their result and acquire a place in suitable courses (exchanges.ed@uni-muenster.de). The courses and their descriptions can be found in the annotated course overview:

https://studium.uni-muenster.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wtree&search=1&trex=st_ep&root120221=252204%7C243587%7C253361&P.vx=kurz

Please note that if the English Department offers courses especially tailored for incoming students, those are mandatory to take first. Further, 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.

Erasmus students usually acquire 5 ECTS credits per course at the English Department. 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 and the respective teachers **at the beginning of your stay**.

With a result of less than 60 points, students can apply for English courses at the Language Centre that are especially tailored to the different result groups (e.g. 40-69 points):

<https://www.uni-muenster.de/Sprachenzentrum/courses>

Erasmus students usually acquire 3 ECTS credits per two-hour course at the Language Centre.

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:

International Office Tel.: +49 (0) 251 / 83 222 15
Schlossplatz 3 Fax: +49 (0) 251 / 83 222 26
D-48149 Münster international.office@uni-muenster.de <http://www.uni-muenster.de/InternationalOffice/en/index.html>

Exchange Student Service Tel.: +49 (0) 251 / 83 22113
Fax: +49 (0) 251 / 83 21413
admin.ess@uni-muenster.de

Social Support Tel.: +49 (0) 251 / 832 - 1546
Fax: +49 (0) 251 / 832 - 14 13
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 http://www.anglistik.uni-muenster.de/
Coordinator Incomings Office hours	Dr. Janika Bischof exchanges.ed@uni-muenster.de 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 incoming students either with the letter of acceptance or via e-mail. For general information: Website of the University Language Centre: https://www.uni-muenster.de/Sprachenzentrum/en/index.html
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:) http://www.uni-muenster.de/studium/orga/termine.html
Fees	All students, incl. exchange students, have to pay a "social service contribution" for student facilities and the "Semester ticket" (regional public transport) of approx. € 310 per semester.
Language of Instruction	English
Level of Study	BA, MA
Fulltime workload	60 ECTS credits/Academic Year (1 ECTS credit = 30 working hours)
Choice of Classes Areas of Concentration	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 coordinator before you join any classes.

Grading	<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. Alternatively, mid-term papers can be written during term and have to be handed in on the last session before Whitsun(summer term)/ Christmas (winter term)</p> <p>The German Grading system is based on a scale from 1 to 6: 1 = excellent, 2 = good, 3 = satisfactory, 4 = sufficient, 5+6 = fail grades</p>
Cost of Living	Approx. € 700-900 per month (incl. accommodation)
Visa requirements	<p>For EU students visa are not necessary, non EU-students please contact the respective consulate. The following link also provides information: https://www.uni-muenster.de/InternationalOffice/en/studiereninms/visum.html</p>
Residence permit	<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>Permits have to be applied for at the Foreigners' Affairs Department. Please do not go there without an appointment. The department's website provides you with more information on the documents you need as well as how to make an appointment: https://www.stadt-muenster.de/en/auslaenderamt/homepage</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</p>
Help	<p>The Exchange Student Service will help you with all the formalities. admin.ess@uni-muenster.de</p> <p>Help is also found at the International Centre of the University "DieBrücke" Wilmergasse 2, fon: +49 – (0)251 – 832 22 28, fax +49 – (0)251 – 832 22 19, eMail: international.students@uni-muenster.de Homepage: http://www.uni-muenster.de/DieBruecke/en/index.shtml</p>