

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 programs at the English Department require language skills at C1-level according to the CEFR, while regular students in our M.A. degree programs are expected to have 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:

<https://www.uni-muenster.de/Sprachenzentrum/en/sprachtests/c-test/index.html>

Once in Münster, 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). 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-https://studium.uni-muenster.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=wtree&search=1&category=veranstaltung.browse&navigationPosition=lectures%2Clectureindex&breadcrumb=lectureindex&topitem=lectures&subitem=lectureindexstep&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 three 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 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. FIND FUTHER INFORMATION HERE
<https://www.uni-muenster.de/studieninteressierte/en/austausch/wohnen.html>

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:

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 - 1413
	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	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) 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
Cost of Living	Approx. € 700-900 per month (incl. accommodation)
Visa requirements	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
Residence permit	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. 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. 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 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 Phone: +49 (0) 251 / 492 - 36 36 Fax: +49 (0) 251 / 492 - 77 41
Help	The Exchange Student Service will help you with all the formalities. admin.ess@uni-muenster.de 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