



Studying at IfPol – A short guide for International Students

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1. ONLINE LEARNING AGREEMENT

The Online Learning Agreement (OLA) is an agreement between you and your academic coordination at home about your study program during your mobility. Our institution does not expect a certain deadline for handing in this document. However, we recommend to our ERASMUS-students to prepare their study program together with the academic coordinator from their home university in advance. Sometimes the home universities require the proposed study program to be signed before the start of the ERASMUS mobility. If your OLA is not completed when you arrive in Münster please contact the Exchange Office.

2. REGISTRATION TO COURSES

Because international students cannot officially enroll for classes via the university's online platform, there are **two different registration procedures** - one for the seminars that you would like to attend at IfPol and one for all seminars at the University of Münster's other departments:

a. Registration for courses at IfPol:

In order to enroll for classes offered at the Institute of Political Science, the procedure goes as follows : First, please access our course catalogue following the links below and decide, which courses you would like to attend:

Vorlesungsverzeichnis / Course Catalogue of our department:

[Course Catalogue Institute for Political Science](#)

You can find all **courses offered in English** at our institute here:

[Course Catalogue Institute for Political Science \(English Courses\)](#)

Due to high demand, we cannot guarantee all students a place in every course they wish to attend. For this reason, we ask you to **create a ranking** of the courses you wish to attend according to your preferences. The first-named seminar represents your highest preference and the last-named your lowest. Once completed, **please send your ranked list to exchange.IfPol@uni-muenster.de until 29th August 2025.**

We will then assign places in the seminars based on your preferences and we will try to accommodate your wishes as much as possible. Although we cannot guarantee that you will get a place in every seminar, you do not have to worry that you cannot attend a sufficient number of seminars. We will inform you about the **results** of the selection process in the **first week of April**.

b. Registration for courses at other departments:

In addition to attending courses at the Institute of Political Science, there is also the possibility to take courses at the other departments of the **Faculty of Education and Social Sciences** (Institute of Education, Department of Communication, Institute of Sociology). The faculty offers a common course pool for all Erasmus students, which you can access here: [Course Catalogue Faculty of Education and Social Sciences \(Erasmus\)](#)

In order to register for one of the classes offered at our sister departments, you have to register by personally getting in touch with the lecturers via e-mail and asking them whether you can attend their class. You can find the **contact details of the relevant lecturer** in the course catalogue (Vorlesungsverzeichnis) when you click on the page of your chosen course under the title "Responsible Instructor" (Engl)/ "Zugeordnete Person"(D).

Depending on the availability of free places, courses at other faculties can also be taken upon request. Please contact the department and the lecturer, also regarding registration requirements and whether it is possible to partake in the final exam (this is not always the case at other faculties). Besides, please make sure that you receive a certificate confirming your participation and final exam in that course. Please note that especially at other faculties, we cannot guarantee that you will get a place in one of the courses.

3. LANGUAGE OF INSTRUCTION / LANGUAGE COURSES

The vast majority of the courses offered to students in the department of political science are usually taught in German. Basic knowledge of the German language is therefore recommended. However, courses instructed in English are also available each semester.

At the University of Münster, students can choose several **language courses** during their (Erasmus) semester. 2-6 Credit points are assigned to the different courses. The registration for the courses runs through the homepage of the Language Centre: <https://www.uni-muenster.de/Sprachenzentrum/en/index.html>.

The International Office offers a specific “**intensive course**” in the German language of two weeks for International Students **before the official start of the semester**. We highly recommend taking part in this, if you have little or no German skills. In this regard, you will receive more information during your enrollment in the International Office.

4. REGISTRATION FOR EXAMS

In addition to registering for attendance of a course, you will need to register for all the credits and exams at the Institute of Political Science (IfPol) bilaterally with your lecturers and professors at the beginning of June. To do that please send an e-mail indicating your name, matriculation number and your status as an ERASMUS student and include information on the course and the credits you want to achieve in this course.

In line with your Learning Agreements, you can choose to register

- either for **4 non-graded credits**. For these you have to complete the general course requirements, for example writing memos, giving presentations, etc.
- or for **6 graded credits (or in the case of Master seminars 8 graded credits)**. For these you have to sit an exam or write a term paper in addition to the general course requirements.

Important: You can choose whether to take or not to take the exam at this time, but you cannot change the decision later.

5. EVALUATION AND GRADING SYSTEM

In our department, the credit points are assigned by course type.

Please check the table below for the ratings of each course type you'll find in the course catalogue:

Course Type	Study level	Credit points	
		Non-graded	+ exam & grade
Grundkurs (basic introduction lectures for BA-students)	BA	4 ECTS	6 ECTS
Standardkurs / Aufbaukurs (introductory seminars)			
Lektürekurs (reading seminars)			
Bachelorseminar (advanced seminars, research focused)			
Statistikurse (statistics seminars)			
Methodenkurs (methods seminars)			
Masterkurs / Hauptseminar (MA seminars)	MA	4 ECTS	8 ECTS
Vorlesung (lectures)	BA or MA	---	4 ECTS

In Münster your study requirements are divided into a “Studienleistung” (unmarked assessment) and a “Prüfungsleistung” (marked assessment) for each seminar. The “**Studienleistung**” contains usually participation, reading the material or required literature and a presentation, group work or short texts, which qualifies you to take part in the

“Prüfungsleistung”. The **“Prüfungsleistung”** consists of an exam, which can be a written or oral exam or an academic paper of 10-15 pages. Requirements can vary with every lecturer. They can also specify special examination rules for Erasmus-students.

“Vorlesungen” (lectures) are the standard teaching lectures by a professor in front of an audience, which usually ends with an exam. **“Grundkurse”** (basic lectures) are the fundamental courses for students of political science. The lecture takes place once a week and lasts about two hours. In addition to the lecture, the students practice new skills in a weekly tutorial. This means they have to reckon with four teaching hours per week for a Grundkurs.

In German academia, your study performance is usually evaluated by a grading system assigning **grades** from 1,0 (Excellent) to 5,0 (Failed). More information is given in these tables:

WWU Grade	ECTS Grade	Description	
1,0 – 1,5	A	Excellent	Outstanding performance
1,6 – 2,0	B	Very Good	Performance clearly above average
2,1 – 3,0	C	Good	Performance above average
3,1 – 3,5	D	Satisfactory	Performance on average
3,6 – 4,0	E	Sufficient	Performance with deficiency
4,1 – 5,0	F	Fail FX/	Performance which does not meet the requirements

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	Satisfactory – fair but with significant shortcomings
E	10	Sufficient – performance meets the minimum criteria
FX	--	FAIL – some more work required before the credit can be awarded
F	--	FAIL – considerable further work is required

6. TRANSCRIPT OF RECORDS

Our professors and lecturers will send your grades to the Service- und Informationscenter with all the other grades. They are uploaded to the ELVE-System and, on your request, we at the ERASMUS Office will issue a transcript of records. If you attend courses outside the Institute for Political Science (IfPol), you can use [a certificate \("Schein"\)](#) to have your credits and grades certified.

To request your transcript of records, please submit a list of your courses, results and credits at the IfPol as well as all the certificates of classes you attended outside of IfPol (e. g. Language classes, classes in other departments etc.) to the

Exchange Office (exchange.IfPol@uni-muenster.de). We will double check everything with the electronic data submitted by the professors and issue the transcript.

Please note: The summer term in Münster officially ends on the 30th September 2024. All your results will be available at the latest two months after this deadline. If you need your results earlier (you should have good reasons for that), talk to the lecturers and professors in advance.

7. ERASMUS OFFICE CONTACT INFORMATION

Exchange Office at IfPol Münster

Room 610 (in the building of the ZBSOz)

Scharnhorststraße 103-109, D-48151 Münster

Office hours during lecture period:

Wednesdays, 11-12 am

Email: exchange.IfPol@uni-muenster.de

International Coordinator: **Prof. Dr. Bernd Schlipphak**

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