



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, your academic institution and the Institute for Political Science (IfPol), Münster about your study program during your mobility. Regarding the necessary information about the receiving institution, i.e. about the IfPol, please name Prof. Dr. Bernd Schlipphak (exchange.ifpol@uni-muenster.de) as “responsible person” and Dr. Anna Meine (anna.meine@uni-muenster.de) as “contact person” in your OLA.

Your home university might require you to provide a signed OLA before the start of the ERASMUS mobility. Our institution does not have a fixed deadline for you handing in this document. We highly recommend, however, that you prepare your study program in cooperation with your academic coordinator from your home university in advance of arriving in Münster. Changes can be made afterwards by updating the OLA. If you have any questions and/or your OLA has not been completed once you arrive in Münster, please contact the ERASMUS Office.

Please also note that the course catalogue in Münster is subject to changes every term and that the catalogue for the upcoming term is usually published towards the end of the term before. Consequently, the course catalogue for the winter term is usually published in July, the course catalogue for the summer term at the end of January.

2. REGISTRATION FOR COURSES

Because international students cannot 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 the IfPol:

In order to enroll for classes offered at the Institute of Political Science, 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 23th February 2026.**

We will 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 before the start of the term – at the latest during our Welcome session during the week before the term starts.

b. Registration for courses at other departments:

In addition to attending courses at the Institute of Political Science, there is also the possibility to attend courses at the other departments of the **Faculty of Education and Social Sciences** (Institute of Education, Department of Communication, Institute of Sociology). In fact, 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, please personally get in touch with the lecturers via e-mail, introduce yourself as an ERASMUS student and kindly ask 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 places, you might also be able to attend courses at other faculties, e.g. in law. Please contact the lecturer or department (depending on information in the course catalogue), 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 grade (if applicable). Please note that especially regarding other faculties, we cannot guarantee that you will get a place in the courses you would like to attend.

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 generally recommended. However, a sufficient number of courses taught in English is 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 ("Sprachenzentrum"): <https://www.uni-muenster.de/Sprachenzentrum/en/index.html>.

Moreover: 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 CREDITS / 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 December. To do so, please send an e-mail to your lecturer or professor, 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 the time of registration, but you cannot change the decision later (*see also below*).

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 (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

“**Grundkurse**” (basic lectures) are lectures which serve to introduce students to the main areas of political science. Lectures take place once a week and last for 90 minutes. In addition to the basic lectures, students practice new skills in a weekly tutorial. This means, if you attend a “Grundkurs”, you have to reckon with four teaching hours per week. “**Standardkurse**” (introductory seminars), “**Lektürekurse**” (reading seminars) and “**Bachelorseminar**” (advanced seminars) are all courses addressed at BA students, usually 90 minutes per week, that are based on weekly readings and tend to be more interactive and oriented towards discussion. On the **MA level**, some lectures exist, but most courses will be **MA seminars**.

In Münster your study requirements are divided into a “*Studienleistung*” (ungraded credits) and a “*Prüfungsleistung*” (examination / graded credits) for each seminar. The “*Studienleistung*” usually covers the course work and entails active participation, reading the material or required literature and a presentation, group work or short texts. It also 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 or professor. They can also specify special examination rules for ERASMUS students. Information on the requirements for each course is outlined in the course catalogue and discussed during the first session of a course.

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. 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 complete list of your courses, credits and, if applicable, grades as well as all the certificates of classes you attended outside of IfPol (e. g. Language classes, classes in other departments etc.) to the ERASMUS Office (exchange.IfPol@uni-muenster.de) once all grades are in. We will double check everything with the electronic data submitted by the professors/lecturers and issue the transcript.

Please note: The winter term in Münster officially ends on the 31st March 2026. 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 already in advance, ideally before the end of the lecture period to make sure this can work out. In this case, it might be easiest if you collect certificates for the courses taught at the IfPol as well as lecturers usually send in their grades once they have completed all their grading – which usually takes a while.*

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**

Erasmus Coordinator: **PD Dr. Anna Meine**

Student Assistant: **Marit Brink**