Short-term program “International & European Studies” (IES)

Frequently asked questions

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1. PROGRAM INFORMATION

How can I apply for the IES program?

A complete and well-prepared application is a prerequisite for your possible admission to the program. We will only consider applications including that include all required supplemental documents and reach the office by the application deadline. All documents have to be submitted in English. The following steps will help you to successfully apply for the program.

1. Download the application form
Download the application form on the respective program website. Please carefully read the application form as well as the cancellation policy and fill in the fields correctly.

2. Print, sign and scan your application form
After you have filled in the application form, please print it, sign it, scan it and save the document as a PDF file. If you do not have the possibility to scan the form, you can also send us your application via post.

3. Add all required documents
Please add the following required documents to your application (all documents have to be submitted in English):

- **Letter of motivation (600 words):**
  - Why would you like to participate in the short-term program "International & European Studies" at the University of Tübingen?
  - What is your special interest in Europe, the European Union and Germany?
  - How do you think you will benefit from the program on an academic, professional and personal level?
  - What are your hobbies and interests?

- **Transcript of records:** Official, certified transcript showing courses and grades from the university you are currently enrolled.

- **Proof of your proficiency in English** (except mother tongue): e.g. school certification or certificates of English language courses; TOEFL, IELTS, TOEIC, CEP, Cambridge certificate (if any)

- **Proof of your proficiency in German** (except beginners and mother tongue): e.g. certificates of German language courses

- **Short CV**

4. Send your application

When your application is complete and you gathered all necessary documents, please send it by email to: info [at] european-studies.uni-tuebingen.de.
If you prefer to send the application by post, please send it to the following address:
University of Tübingen
International & European Studies
Keplerstr. 2
D-72074 Tübingen
5. Next Steps
You will be informed about your acceptance or rejection by email. The program fee has to be paid by the applicant right after the acceptance to the program. As soon as we have received the program fee we will send you a letter of confirmation as well as a letter of invitation for your visa application.

6. Cancellation Policy
If you do need to withdraw from the program, please check the cancellation policy on the website of the respective program.

What does the participation in the IES program cost?

The program fee depends on the length of the program. For information on the deadline of the early bird discount please visit the respective program website.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Fee</th>
<th>Early Bird</th>
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<tbody>
<tr>
<td>Winter School (4 weeks)</td>
<td>€2,000</td>
<td>€1,600</td>
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<tr>
<td>Summer School I (4 weeks)</td>
<td>€2,000</td>
<td>€1,600</td>
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<tr>
<td>Summer School II (6 weeks)</td>
<td>€2,800</td>
<td>€2,400</td>
</tr>
<tr>
<td>Tübingen-Berlin International Summer School (4 weeks)</td>
<td>€2,600</td>
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</table>

What does the program fee include?

The program fee of the Winter School, Summer School I and Summer School II includes:
- Academic courses within the module "Europe & the European Union"
- German language course and an intercultural workshop within the module “Language & Culture”
- Course materials
- Accommodation in a guest house, student dormitory, student shared-flat or with a host family
- Public transportation in Tübingen
- 3-day stay with full board in a guest house (orientation days)
- 1-day excursion to Strasbourg (transfer, guided tours, entrance fees, 1 dinner)
- 3-day excursion to Berlin (transfer, accommodation, guided tours, entrance fees, 1 dinner)
- Varying excursions: Stuttgart, Frankfurt, Karlsruhe (1 day, transfer, guided tours)
- A public transportation ticket for use within Tübingen
- Welcome and Graduation Reception

The program fee of the Tübingen-Berlin International Summer School includes:
- Academic courses in Berlin and Tübingen
- Course materials
- Transfer from Berlin to Tübingen (or from Tübingen to Berlin)
- Accommodation in Berlin and Tübingen
- Excursions in Berlin and Tübingen (with day trip to Strasbourg)
- Tickets for public transport in Berlin and Tübingen
What is not included in the fee?

The following expenses are **not included in the program fee** and have to be covered by the participant:

- Visa fee
- Flight & travel to/from Tübingen
- Health insurance
- Meals & beverages
- Personal expenses
- Leisure activities

How are courses graded?

Each **academic course** concludes with a written exam at the end of the program. The grade of each course will be calculated by the result of the written exam (70%) and active participation in class (30%).

Active participation in class as well as during excursions includes: attendance, asking questions, taking part in discussions, showing interest, giving presentations.

The **German language course** will be graded by active participation in class, homework, presentations (70%) and written short tests (30%).

| Grading scheme |  
|----------------|---
| 1,0 / 1,3 / 1,5 | very good |
| 1,7 / 2,0 / 2,3 / 2,5 | good |
| 2,7 / 3,0 / 3,3 / 3,5 | satisfactory |
| 3,7 / 4,0 | sufficient |
| 5,0 | fail |

The overall grade within a module will be determined by the average of grades received in each respective course. The overall grade of each module will be as follows:

| Overall grading scheme |  
|------------------------|---
| for an average of up to 1,50 | very good |
| for an average from 1,51 up to 2,50 | good |
| for an average from 2,51 up to 3,50 | satisfactory |
| for an average from 3,51 up to 4,00 | sufficient |
| for an average from 4,01 | fail |
How do I obtain my credits?

After successful completion of all courses and the fulfillment of all course requirements of the program students will receive a Certificate of Attendance and a Transcript which shows the course titles, contact hours, the grading and ECTS credits earned.

The University of Tübingen applies the European Credit Transfer and Accumulation System (ECTS). The ECTS is a system for international recognition of academic achievements and transfer of study credits. At the University of Tübingen 1 ECTS equals a workload of 30 hours. The workload comprises regular presence and active participation in the courses, private and independent study, preparation of projects and examinations (e.g. written test, oral presentation, essay). The attendance at a course of 45 min will be counted as 1 contact hour (60 min).

For participants of the program who would like to transfer their credits to their home university it is strongly recommended to contact their home university’s Academic Advisor and ask for credit and grade approval. Course descriptions are available on the IES website.

<table>
<thead>
<tr>
<th>Program</th>
<th>ECTS Module “Europe &amp; the European Union”</th>
<th>ECTS Module “Language &amp; Culture”</th>
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<tbody>
<tr>
<td>Winter School</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Summer School I</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Summer School II</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Tübingen-Berlin International Summer School</td>
<td>4</td>
<td>-</td>
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What is the policy on class attendance?

In order to receive a certificate and ECTS daily participation in class as well as in the excursions is mandatory. Absence from class is only acceptable if the student sends an email to the IES office before class, presenting a sufficient reason (e.g. sickness; a doctor’s confirmation is not necessary). Please note that attendance, homework, daily preparation, and in-class participation are vital to your success in the program.

Missing class without presenting any sufficient reason by email can have a negative effect on a student’s participation grade and can ultimately lead to failing the class. In either of the two cases the IES office will inform the student accordingly.

What is the Buddy Program and when will my buddy contact me?

To support you before and during your stay in Tübingen and to promote an intercultural exchange we have set up a Buddy Program in which a student of the University of Tübingen teams up with an IES participant. The Buddy Program aims to initiate a cultural exchange between international students and the Tübingen students, to expand one’s own cultural horizon, as well as the strengthening of intercultural skills and competences. The Buddy Program will allow you to get to know German student life first-hand and to make friends.

Prior to your arrival, your buddy will contact you by email. You can ask her/him anything you would like to know to prepare your stay in Tübingen (e.g. how to get to Tübingen from the airport, the weather, what to pack, student life, the town of Tübingen, leisure activities, food). You can also exchange ideas about how you would like to spend your free time in Tübingen. In case you already have travel plans for the weekends please let your buddy know in advance. Please inform your buddy when and where exactly you will arrive, so that she/he can organize to pick you up at the train or bus station in Tübingen.
2. PRACTICAL INFORMATION

How to get to Tübingen?

On the day of arrival your buddy will pick you up at the Tübingen main station and bring you to the registration office. The address is: Keplerstrasse 2, 72074 Tübingen. Registration takes place from 9 am to 6 pm. Participants who plan to arrive after 6 pm have to inform the IES team at least two weeks in advance.

Arrival by plane

Destination airport: Stuttgart
- Follow the signs for the central bus station.
- Take the bus number 828 to Tübingen.
- Get off at Tübingen main station (last stop).
- The trip lasts 1 hour and costs about 6 Euros. Bus tickets can be purchased on the bus.
- Timetable bus number 828.

Destination airport: Frankfurt/Main
- Follow the signs for the train station.
- Buy a train ticket to Tübingen in the Travel Center (about 3 hours and 70 Euros).
- There is no direct connection to Tübingen. You must change trains depending on your connection.
- Get off at Tübingen main station.

Destination airport: Munich
- Follow the signs for the train station.
- Take the S-Bahn S1 or S8 to Munich train station (about 45 minutes).
- Buy a train ticket to Tübingen in the Travel Center (about 4 hours and 60 Euros).
- There is no direct connection to Tübingen. You must change trains depending on your connection.
- Get off at Tübingen main station.

Arrival by train

For train connections to Tübingen main station ("Hauptbahnhof") please visit the website of the German railway company "Deutsche Bahn". Tickets can be purchased at the Travel Center ("Reisezentrum") or at a ticket machine.
Where will I be accommodated?

Accommodation will be arranged by the IES Program for the duration of the program and is covered by the program fee. Participants who arrive earlier or stay longer than the duration of the program have to organize private accommodation themselves (e.g. youth hostel, hotel).

Tübingen is a university town with a high number of students and availability of rooms in student dormitories is very limited.

Depending on availability, you will be either accommodated in a guest house, with a host family, in a student shared flat or in a student dorm. You will either have your own room or share it with one other program participant. Kitchen and bathroom are used jointly. Bed sheets will be provided, but you should bring your own towels.

Private accommodation cannot be organized through the IES Program. In case you want to make your own arrangements for private accommodation please inform us in advance.

If I stay with a host family, what exactly can I expect?

We have met all hosts in person and in many cases the hosts have been offering their private homes for years to participating students and have shown outstanding hospitality.

Our hosts are actually representing German society: Small and larger families with toddlers and/or older school kids, couples without children or single households. Some of them also have pets so please indicate if you want to stay in a host family and have any kind of problems due to allergies or pets.

Some hosts offer to accommodate more than one participant. In case you would like to stay with your friend in a private home, please let us know. We will try to plan accordingly.

We also try to meet your personal needs: In case you have special eating habits, similar hobbies, and interests, we will try to match you with similar hosts.

Unfortunately, it isn’t possible to meet with all your requests, but please feel assured that we are trying our best to offer you accommodation according to all your needs and wishes. Even if we can’t offer the ‘perfect’ match, please give your hosts the chance to getting to know you. Living in a host family will offer you intercultural experiences that you won’t be able to make otherwise.

Your host family will offer you a furnished single room, access to their kitchen as well as to their bathroom and to their washing machine. They will also provide you with towels and bedlinen. The host family is not responsible for buying food, cooking or spending free time together. However, many of the host families are interested in joined activities with you like having dinner together or having a daytrip with you in the local area.

Will there be internet access available?

There will be internet access available in every accommodation as well as on campus. You will be given a password upon registration with which you have access to the internet.

If you want to have internet on your mobile phone, there is also the possibility to buy a German sim-card in one of the stores in Tübingen.
Do I need to apply for a visa?

Whether you need a visa for your stay, depends on your citizenship. Citizens of certain countries generally require a visa to enter Germany. EU nationals or citizens of Switzerland, Norway, Iceland and Liechtenstein do only need a valid ID card or similar proof of identification. Citizens of certain countries require no visa if the duration of their stay is limited up to 90 days. Please thoroughly check the list of the German Federal Foreign Office of countries whose citizens require/ do not require visas to enter Germany.

If you need a visa

- If you need a visa to enter Germany, please apply for the Schengen visa which entitles you to stay for a duration of up to 90 days. Holders of a Schengen visa are allowed to travel in the countries of the Schengen area.
- If you need to apply for a visa, our office will issue an invitation letter after having received the program fee.
- Please contact the nearest German embassy or German consulate in your home country as early as possible about visa requirements.
- You must apply for a visa at the German embassy or consulate in your home country.
- Apply as early as possible for a visa. The visa application process can take several weeks.

For further information on visa regulation please check the website of the German Federal Foreign Office.

Do I need to contract a health insurance?

Yes, a valid health insurance will be absolutely mandatory while participating in the IES program. You will have to get health insurance on your own before leaving for Germany. Please ensure that your health insurance is valid in Europe for the whole stay during the IES program and applies immediately after your arrival in Germany. The program fee does not include any insurance coverage in case of illness, accident, personal damage or damage to property. Participants must provide their own health, accident and liability insurance.

How much does it cost to live in Germany?

The estimated average monthly expenses for meals and beverages are €150-200 (depending on eating out or cooking). The average price for lunch in the student restaurant is €2.85. As for your daily coursework there is a student canteen located nearby the building where you will have your classes. You will get a mensa card from us, which can be charged for your daily meals.

More information on the cost of living in Germany as well as an overview of prices for food, clothing, cultural events, etc. are provided by the DAAD and the Deutsches Studentenwerk:

- DAAD (German Academic Exchange Service)
- Deutsches Studentenwerk
**How do I move around in Tübingen?**

During your stay you will be provided with a public transportation pass for Tübingen, which allows you to travel free of charge in Tübingen at any time. However, Tübingen has a decent size so most of the locations in the old city are in walking distance from the university. Your classrooms will be right next to the main university buildings and not far away from the marvelous old town of Tübingen.

**Naldo APP**

![Naldo APP QR Codes](image1)

**Can I bring and use my electronic devices from home?**

Germany’s electrical system runs on 220 Volts.

<table>
<thead>
<tr>
<th>The plug looks like this:</th>
<th>The socket looks like this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Plug Image]</td>
<td>![Socket Image]</td>
</tr>
</tbody>
</table>

So you might need an adapter accepting your plug into the German socket. Please make sure that the electric devices you bring with you work on the German system of 220 Volts.

**What are the next steps?**

Four weeks prior to the program the IES team will send a welcome guide and further information to all participants by email. Your buddy will contact you three weeks before the start of the program.

**How can I contact the IES-Team?**

In case of any further questions, please feel free to contact our team:

Email: [info [at] european-studies.uni-tuebingen.de](mailto:info%20%5Bat%20european-studies.uni-tuebingen.de)  
Phone: +49 7071 29 72509 or +49 7071 29 72749

We’ll be happy to help you out!