

# Frequently Asked Questions MAPIR and MAFIP

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## Recognition of courses from a BA degree programme

***I have already attended introductory and in-depth seminars in the field of peace and conflict studies / international relations during my BA studies. Can I have these credited for the MAPIR?***

No. But: As an alternative, you can attend a seminar other than the equivalent compulsory seminar and then have it credited. Contact Gabi Schlag to discuss this possibility.

***During my BA studies I also took additional courses that are also included in MAPIR. Can I have these credited?***

Yes. For this you have to provide a ToR to demonstrate that these courses did not count for your BA degree. Please bring a complete ToR of your BA as well as syllabi of the courses to Gabi Schlag for recognition.

## Transcript of Records (ToR), internship & certificates

***I need a ToR for an internship - how can I get one?***

For students who joined the MA program before Winter Semester 2020: Gabi Schlag issues ToR during her office hours. This only applies to students with course registrations prior to the introduction of ALMA, our exam management platform. Please complete the ToR template (Version 2013 or Version 2018 of the study program) and send it by email in advance to Gabi Schlag. Please bring the corresponding certificates ("Scheine") with you. You can then take the ToR with you directly after all your certificates are reviewed.

For students who joined the MA program in Winter Semester 2020 or later: ToR can be generated automatically on ALMA, our exam management platform. Therefore, it is mandatory that you enrol for your exams (seminar performances as “Studienleistungen” and module examinations) when required (see below).

***I have finished my studies and need a final ToR.***

See „I need a ToR for an internship - how can I get one?“

***I need a confirmation letter that a compulsory internship is requested – how can I get one?***

Unfortunately, we cannot issue letters confirming that internships are compulsory. However, Gabi Schlag will supply you with letters confirming that internships are part of the study programme and credited towards degree completion.

***How long must an internship be to obtain 6 or 12 ECTS?***

You receive one Credit Point per week.

***I want to get a certificate that indicates the credits for an internship – where do I get it?***

Since March 2022, Dr. Gabi Schlag is the contact person for all questions relating to internships and issues such certificates. For further information about internships please contact her.

***What do I have to hand in to get my internship credited and to obtain a certificate?***

To get a certificate you have to immediately hand in an (informal) proof of your internship as well as a short report (3-5 pages). This report has to comprise:

- (1) name and adress of the student
- (2) degree course
- (3) period of internship
- (4) postal adress, website and contact person of the internship position,
- (5) short description of the institution (in your own words!),
- (6) detailed description of the concrete tasks and activities during the internship (tipp: take short notes every day),
- (7) brief description of the extent to which the internship provided new insights and experiences with regard to the desired career goals.

## **Enrolment in modules and courses**

***How many ECTS do I earn in seminars, lectures, and for a module exam?***

Normally, you receive 2 ECTS for attending a course, 2 ECTS for your coursework (e.g. presentation, summaries) and 4 ECTS for the module exam, which normally takes the form of either a research paper or a written exam.

***Can I do a module exam before I have attended the second part of the respective module (e.g. seminar or lecture)?***

Yes, that is possible. You can write the exam after the lecture of the first semester and then attend the additional seminar in the next semester.

***I would like to take module 14 - what do I have to consider?***

The courses of Module 14 are offered by the Faculty of Law. There you will attend the lectures International Law I, II and III. As a rule, you will take the written exam after the lectures International Law I and II. You have to prove that you attended the lecture International Law III. The grades are converted on the basis of the official guidelines.

***I would like to take module 16 - what do I have to consider?***

The courses of Module 16 are not graded. This means that you can attend one or both seminars, you will receive 3 ECTS on each for your attendance in the course and an ungraded assignment. You cannot take a module examination. In total, therefore, the module can be completed with 6 ECTS, but without a grade.

***Can I take the modules 17, 18 as well as 19?***

No. The Professional Practice modules can only be taken once, depending on how many ECTS you wish to earn (i.e. up to 6, 9 or 12 ECTS).

***What do I have to consider when enrolling for elective courses?***

You must complete and pass at least two of the elective modules M5 to M14. These modules include two courses (seminars and/or lectures) and the final module exam, all together worth 12 ECTS. Therefore, after completing the two modules you will have acquired 24 ECTS. You can distribute the remaining 15 ECTS freely between all the other modules you did not complete already.

***Can I receive more credits for one module than stated in the degree manual?***

No, the maximum of credits for each module is fixed.

***Can I register for additional courses in one module and credit them for my final degree?***

No. If you have completed a module, you cannot add more courses and credits to it. However, courses and lectures you attended voluntarily can be listed as additional assignments in your final transcript of records, but they will not be credited.

***I would like to attend only one course in an elective module and take an exam there, e.g. a research paper - is this possible?***

Yes. 15 ECTS in the compulsory elective area can be chosen freely.

***During my BA I also took additional courses that are also included in MAPIR. Can I have these credited?***

Yes. For this you have to prove with a ToR that they did not count for your BA degree. Please bring a complete ToR of your BA as well as syllabi of the courses to Gabi Schlag for recognition.

***During my BA studies I took a course that is also offered at MAPIR. Can I now have this course recognised again?***

No, ECTS received for one lecture or seminar can only be credited once.

***When and how can I register for courses?***

The registration period might vary but normally opens at the end of the preceding semester. You will have to register via ALMA. Admission to courses is granted by the respective lecturer. We recommend registering for courses early. Otherwise, courses may be cancelled before the start of the semester if there are not enough participants.

***I have not registered for a course via ALMA - can I still attend?***

Maybe. Lecturers and professors expect that students register for courses in advance. As key questions are discussed in the first session, you could ask for permission to join late. However, we strongly recommend to register for courses early. Otherwise, courses may be cancelled before the start of the semester if not enough participants have enrolled.

***I have to complete two modules in the elective area - does this also apply to a combination with module 15 or module 16?***

For professional reasons we advise against choosing such a combination. You should take two modules that are assessed with 12 ECTS.

**Enrolment for exams during my studies*****What exactly do I need to register for on ALMA?***

You have to enrol for your courses and the examination there (=course work and performance, normally a presentation, as "Studienleistungen") as well as for the module examination (=final examination for each module as "Modulprüfung").

Registration for exams on ALMA is still new to most of the lecturers and students. You'll receive more precise instructions either from your lecturers, the examination office or Gabi Schlag.

***How do I enrol for a module exam during my studies (NOT the Master thesis)?***

You have to enrol for a module exam on ALMA, our exam management platform. Generally, you can register and deregister yourself for an exam until 3 days before submission closes. For term paper, the standardised date to hand in your paper is 15 March (winter term) or 15 September (summer term). This means that you must register or deregister by 12 March (winter term) or 12 September (summer term) at the latest. The registration deadline might vary in case of a written exam, depending on the date of the exam. Please listen carefully to the information provided by your lecturers as submission procedures may vary.

To get to know the exact registration process, please watch the video available here:

[https://timms.uni-tuebingen.de/Player/PlayerFlow/UT\\_20170616\\_001\\_alma01\\_0001](https://timms.uni-tuebingen.de/Player/PlayerFlow/UT_20170616_001_alma01_0001)

(currently only available in German, but the video itself is helpful as well).

***ALMA states that I must submit my term paper by 15 March (winter term) or 15 September (summer term). Is this true?***

These dates are standardised dates. Please check with your lecturer whether the actual deadline is different. Nevertheless, you must register or deregister for the term paper on ALMA until 12 March (winter term) or 12 September (summer term). Otherwise, you may

get a failed attempt recorded. These dates might be different for written exams, please check the exact deadlines asap.

***I forgot to register for an exam. What should I do?***

Please contact the respective lecturer to talk about your possibilities. For term paper, you might be able to submit your paper for the next examination period. For written exams, you will have to wait for the next examination period.

***I forgot to deregister for an exam. What should I do?***

Don't panic. Please contact the respective lecturer to talk about your possibilities. You will get a failed attempt recorded, but you can repeat an exam twice. Failed attempts are not included in your Transcript of Records.

***I wrote my paper and would like to hand it in. Is there anything I need to be aware of?***

You need to add and sign a so-called "Eigenständigkeitserklärung". This is an affidavit, a statement on plagiarism. When students submit research papers and the Master thesis, this affidavit must be included. You can find the affidavit below, on page 8. It is the same text for both, research paper and the Master thesis.

## **Studying abroad and a break semester**

***I have general questions about my opportunities to study one semester abroad – who should I contact?***

The coordinator for all Erasmus, Erasmus+ and international exchange programs offered by the Institute of Political Science is:

Dr. Mirjam Edel  
Institute for Political Science  
Melanchthonstraße 36  
72074 Tübingen  
[mirjam.edel@uni-tuebingen.de](mailto:mirjam.edel@uni-tuebingen.de)

***I'm going to study one semester abroad – what should I keep in mind before leaving?***

Please do not forget to talk to Gabi Schlag before leaving to make sure that the courses you intend to attend at the university abroad can be credited the modules of MAPIR. Please bring a list of course you intend to choose to her office hours to clarify question at an early stage. All formal requirements (e.g. signing contracts) are handled by the Institute's coordinator for exchange programs.

***I would like to take a semester off to study abroad - is that possible?***

No.

You can find further information and all the reasons for applying for a semester off on the application form: <https://uni-tuebingen.de/en/study/organizing-your-studies/semester-and-study-planning/beurlaubung/>

***I would like to take a semester off to do an internship - is that possible?***

Yes.

You can find further information and all the reasons for applying for a semester off on the application form: <https://uni-tuebingen.de/en/study/organizing-your-studies/semester-and-study-planning/beurlaubung/>

***I would like to take a semester off to do an intensive language course - is that possible?***

No.

You can find further information and all the reasons for applying for a semester off on the application form: <https://uni-tuebingen.de/en/study/organizing-your-studies/semester-and-study-planning/beurlaubung/>

***What other reasons entitle you to apply for a semester off and what are the deadlines?***

As a reason for a leave of absence is accepted:

- A practical activity that serves the study objective
- Health issues
- (imminent) birth (maternity leave)
- Child education
- care of close relatives
- Other reasons according to individual case decision (e.g. imprisonment)

The deadline for the application is always shortly before the start of the semester, i.e. for the summer semester at the beginning of April, for the winter semester at the beginning of October. You can find the exact dates for the current semester here: <https://uni-tuebingen.de/en/study/organizing-your-studies/semester-and-study-planning/beurlaubung/>

***I would like to have courses from my studies abroad credited.***

Gabi Schlag is responsible for crediting courses from studies abroad. Please bring all relevant documents, i.e. ToR and syllabi of the courses you took. If necessary, Gabi Schlag will convert grades based on general guidelines.

***I would like to have other achievements credited.***

Gabi Schlag is responsible for the crediting of other achievements, such as summer schools or achievements at other universities. Please bring all relevant documents (proof of participation, certificates etc.) to the office hours.

**If you are facing problems & challenges during your studies**

***I am currently overwhelmed by my studies and/or private life and need professional advice – where do I get help?***

You can find professional psychological help at the counselling centre of the Studierendenwerk:

<https://en.my-stuwe.de/advice/psychotherapeutic-counselling/>

You are also welcome to talk to Gabi Schlag, Thomas Diez or Andreas Hasenclever. We will treat your request confidentially and help you to find suitable support offers.

***I feel treated unfairly in a seminar or want to complain about a lecturer - who can I turn to?***

Please address complaints to Gabi Schlag as she is the study programme coordinator. Your statements will of course be treated confidentially.

Complaints regarding teaching (e.g. the content of a seminar, how the lecturer deals with participants, grading) can also be formally addressed to the Faculty's Vice Dean of Academic Affairs ("Studiendekan").

Prof. Dr. Colin Cramer  
Vice Dean of Academic Affairs  
[studiendekan@sowi.uni-tuebingen.de](mailto:studiendekan@sowi.uni-tuebingen.de)

***I have the feeling that my foreign language skills are not sufficient. Where can I improve in particular my professional and academic English skills?***

Students may take courses in nine languages at the Foreign Language Centre of the University of Tübingen, including English at various levels:

<https://uni-tuebingen.de/einrichtungen/verwaltung/v-international-office/fremdsprachenzentrum/fremdsprachenzentrum/>

In order to be able to take a course, a placement test must first be taken at the information desk of the Foreign Language Centre. You can find further information on this under

<https://uni-tuebingen.de/en/facilities/administration/v-international-office/language-learning-centre/termine-teilnahmebedingungen-informationen-zur-anmeldung/einstufungstests/c-tests/>

## Master thesis

***On our website, you can find a checklist for a successful completion of MAFIP/MAPIR to see and tick all steps necessary to complete your final module:***

<https://uni-tuebingen.de/de/159169#c874021>

***Can I name an external reviewer as the first or second supervisor of my MA thesis?***

No. According to a faculty decision, first and second supervisors must be members of the University of Tübingen.

***How do I sign up for my Master thesis?***

The application for admission to the Master's thesis begins with an e-mail to the Examinations Office ([pa-politik@wiso.uni-tuebingen.de](mailto:pa-politik@wiso.uni-tuebingen.de)) asking for the general registration form for the MAFIP/MAPIR final examinations – comprising the Master's thesis and the oral exam (the student chooses the topics and examiners).

The Examination Office checks whether all necessary requirements for a registration are met. The Master's thesis can be officially registered if at least 70 ECTS credits from the Modules 1-16 are achieved. If there are still any unregistered certificates - or if you suspect that they might not be registered - then you should either send scans of the certificates or a completed ToR signed by Gabi Schlag as an attachment. When all requirements for the exam registration are met, you will get the official form for registration for the final exams. Afterwards, you must complete and sign the registration form and send it to the Examination Office by post or drop it in the

letterbox of the Office yourself (scans will not be accepted, as your original signature is required). Once the signed registration form has been received, the Examination Office will send the white form to register for the Master's thesis and the green form for the oral examination to the examiners by post. This concludes the registration process.

### ***What regulations apply to the Master's thesis?***

#### Starting with examination regulations 2020

You have four months for finalizing the thesis. The language of the thesis is English. The thesis may not extend 25,000 words, exclusive of the cover, list of content, bibliography and, if applicable, appendix.

#### Until examination regulations 2018

You have four months to finalize the thesis. The language of the thesis is either German or English. The work must be at least 115,000 characters (approx. 50 pages) and may not exceed 184,000 characters (approx. 80 pages).

### ***When is the oral exam? How does it work?***

You can choose between two options: oral exams can be held (1) before or (2) after you have submitted your MA thesis. Oral exams are about 45 minutes and test your knowledge and expertise of three academic themes of the study program. The general rule is, that your supervisor also acts as the examiner for the oral exam supported by an additional committee member. Please contact your supervisor for more details.

### ***I finished my MA thesis – what's next?***

Congratulations! The Examination Office will receive two copies of your thesis (adhesive binding). The Examinations Office forwards these copies to your supervisors. Moreover, you must send your thesis as PDF (incl. the signed *Eigenständigkeitserklärung*) via e-mail to the person in charge at the Examination Office so they can save it for their records. You can also have the Examinations Office confirm the receipt of your thesis with a stamp and bring it personally to your supervisors.

You will receive a notification from your supervisors when they have submitted the reviews.

### ***What is this Eigenständigkeitserklärung that I have to sign?***

It is an affidavit, a statement on plagiarism. When students submit research papers and the Master thesis, this affidavit must be included.

As the official language of the University of Tübingen is German, students must sign the official German version, the so-called "Eigenständigkeitserklärung":

#### **Erklärung**

Ich erkläre hiermit, dass ich diese Arbeit selbstständig und nur mit den angegebenen Hilfsmitteln angefertigt habe und dass ich alle Stellen, die dem Wortlaut oder dem Sinn nach anderen Werken oder dem Internet entnommen sind, durch Angabe der Quellen als Entlehnung kenntlich gemacht habe. Mir ist bewusst, dass Plagiate als Täuschungsversuch gewertet werden und im Wiederholungsfall zum Verlust der Prüfungsberechtigung führen können.

\_\_\_\_\_  
Ort, Datum

\_\_\_\_\_  
Unterschrift



The German version must be included either at the beginning or end of the research paper or thesis. An informal translation to English would be:

**Declaration**

I hereby declare that I have prepared this work independently and only with the aids indicated. I have identified all passages that are taken or reproduced, in terms of wording or meaning, from other works or the Internet by indicating the respective sources. I am aware that plagiarism is considered an attempt to deceive and, if repeated, may lead to the loss of the right to take the examination.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

***How do I get my Master certificate?***

The Examination Office issues the Master certificate and the diploma supplement within four weeks after your final exam. It is issued in German, on request (informal, e.g. by e-mail) also in English.

The certificate must be collected from the Examinations Office, but can also be sent to you on request (informal, e.g. by e-mail).

The Examinations Office can only issue a certificate when all the required credits during your studies (i.e. except for the oral examination and MA thesis) have been recorded. If you joined the MA program before Winter Semester 2020, you may need a ToR again for this or you must present your missing certificates (“Scheine”) in person at the Examinations Office for recognition.