

# Frequently Asked Questions

## MAPIR

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### Recognition of courses from a BA degree program

***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. However, as an alternative, you can attend a seminar other than the equivalent compulsory seminar and 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?***

It depends. You need to provide a ToR to prove that these courses didn't count toward your BA degree. Please bring a complete ToR of your BA and 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 in Winter Semester 2020 or later: the ToR can be generated automatically on ALMA, our exam management platform. Therefore, it is mandatory that you register for your exams (seminar performances as "Studienleistungen" and module examinations) when required (see below).

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, Version 2018, or Version 2020 of the study program) and send it by email in advance to Gabi Schlag. Please bring the corresponding certificates ("Scheine") with you.

***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 program 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, 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?***

To get your internship credited, you have to hand in an (informal) proof of your internship as well as a short report (3-5 pages) to Gabi Schlag by email. The report has to comprise:

- (1) name and address of the student
- (2) degree course
- (3) period of internship
- (4) postal address, 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 (advice: 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 4 ECTS for attending a course, including the assigned coursework (e.g. presentation, summaries) and 4 ECTS for the module exam, which usually 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 the module on “International Law” - what do I have to consider?***

Most of the courses for this module 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 according to the official guidelines. Alternatively to International Law III, you can attend a seminar listed in Section 2 of the module on ALMA.

***I would like to take module 14 (applicable from 2024 onwards) - what do I have to consider?***

The courses of Module 14 are not graded. This means that you can attend one or both seminars, you will receive 3 ECTS on each for your attendance of 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? (only applicable before 2024)***

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 M12. 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 have not completed already. Given the metrics, you may receive more than 15 ECTS, which is unproblematic.

***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 receive more or less credits than the usual 4 ECTS for one course?***

No, the number of credits you receive is fixed via the degree manual and examination regulations.

***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 may be listed as additional assignments in your final transcript of records, but they will not be credited. Discuss this question with the examination office.

***I would like to attend only one course in an elective module and take an exam there, e.g. write 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?***

It depends. You have to prove with a ToR 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.

***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 already be fully booked or 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 will 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 registering 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 13, 14, or 15 (applicable from 2024 onwards)?***

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 enroll for your courses and coursework (usually a presentation, as “Studienleistungen”) as well as for the module exam (=final examination for each module as “Modulprüfung”). Registration periods are stated on the website of the examination office.

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

You have to register for both coursework and a module exam on ALMA. Generally, you can deregister yourself for an exam until 1 day before submission closes. For term papers, the standardised date to hand in your paper is 15 March (winter semester) or 15 September (summer semester). The registration deadline may vary in cases of written exams (“Klausur”), depending on the exam date. 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).

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

Please contact the respective lecturer to discuss your options. For research papers, 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 discuss your options. 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 have written my paper and would like to submit it. Is there anything I need to be aware of?***

You need to add signed Declaration of Integrity (“Eigenständigkeitserklärung”). This is an affidavit, a statement regarding plagiarism, which includes a section on the use of AI. When students submit research papers and the Master thesis, this affidavit must be included. You can find the affidavit below. It is the exact text for both the research paper and the 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 can be reached via the following e-mail address. They guide you through the administrative aspects of the process, such as application, nomination, and learning agreement.

[erasmus@ifp.uni-tuebingen.de](mailto:erasmus@ifp.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 in the modules of MAPIR. Please bring a list of courses you intend to choose to her office hours, to clarify questions at an early stage. All formal requirements (e.g., signing contracts such as the learning and the mobility agreement) 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 as well as the application form [here](#).

### ***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 as well as the application form [here](#).

### ***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 as well as the application form [here](#).

### ***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 (internship)
- Health issues
- (imminent) birth (maternity leave)
- Child education/ parenting until a child's 3<sup>rd</sup> birthday
- 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](#).

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

Gabi Schlag is responsible for crediting courses from studies abroad. Please send her 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](#). 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. Additionally, the Team Equity provides professional counseling services regarding [sexual harassment](#).

***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 program 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").

***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. Please note that to register for a course other than A1, you must first take a placement test (C-Test). You can request the link via email. The testing period starts 4 months before the respective next semester and usually ends before course registrations close – we advise taking the test early. You can find further information on placement tests [here](#).

**Master thesis and oral exam**

***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>

***Who can act as a supervisor?***

Usually, you choose from the group of professors (with a professorial title) and senior lecturers (permanent staff) at the IfP. Honorary professors and senior lecturers from other faculties who regularly teach in the MAPIR program are also eligible. You register for the thesis writing/research seminar of your first supervisor on ALMA. Please note that not every potential supervisor offers this course every semester or at all. Please ask them for details.

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

No. According to faculty regulations, 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 MAPIR final examinations – comprising the Master's thesis and the oral exam (the student chooses the topics and examiners).

The Examination Office verifies whether all the necessary requirements for registration are fulfilled. The Master's thesis can be officially registered once at least 70 ECTS credits from Modules 1-15 are earned. After meeting all the requirements for exam registration, you will receive the official registration form for the final exams. You must then complete and sign the registration form and send it to the Examination Office by email. Once they receive the signed form, the Examination Office will mail the white form for registering the Master's thesis and the green form for the oral examination to the examiners. This completes your registration process. The examiner (also known as the first supervisor) will fill out the white form with a preliminary title for your thesis and a submission date, which is 18 weeks from the day they submit the form. Please discuss all details with your first supervisor, including the exact date to start and finish your thesis and oral exam, or the choices of second supervisors.

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

#### Examination regulations 2024

You have 18 weeks to complete your thesis. The language of the thesis is English. If you want to write the thesis in a different language, that decision will be made by the board of examiners. The thesis may not exceed 25,000 words, exclusive of the cover, list of content, bibliography and, if applicable, appendix.

#### Examination regulations 2020

You have four months for finalizing the thesis. The language of the thesis is English. The thesis may not exceed 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. You schedule the date for your oral exam with your first examiner. Registration is not managed via ALMA.

### ***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/Declaration of*

*Academic Integrity*) 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 (Declaration of Academic Integrity) 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":

**Selbstständigkeitserklärung / Declaration of Academic Integrity**

<b>Name</b>	
<b>Vorname</b>	
<b>Matrikel-Nummer</b>	
<b>Adresse</b>	

**Hiermit versichere ich, die (Haus-)Arbeit mit dem Titel:**

**in der Lehrveranstaltung**

**im Sommer-/Wintersemester bei**

**selbstständig und nur mit den in der Arbeit angegebenen Hilfsmitteln verfasst zu haben.**

Mir ist bekannt, dass ich alle schriftlichen Arbeiten, die ich im Verlauf meines Studiums als Studien- oder Prüfungsleistung einreiche, selbständig verfassen muss. Zitate sowie der Gebrauch von fremden Quellen und Hilfsmitteln müssen nach den Regeln wissenschaftlicher Dokumentation von mir eindeutig gekennzeichnet werden. Ich darf fremde Texte oder Textpassagen (auch aus dem Internet) nicht als meine eigenen ausgeben (s. auch unten generative KI). Meine Arbeit ist weder vollständig noch in wesentlichen Teilen Gegenstand eines anderen Prüfungsverfahrens gewesen. Ich habe die Arbeit weder vollständig noch in wesentlichen Teilen bereits veröffentlicht. Das in Dateiform eingereichte Exemplar stimmt mit eingereichten gebundenen Exemplaren überein.

Verstoße ich gegen diese Grundregeln wissenschaftlichen Arbeitens, gilt dies als Täuschungs- bzw. Betrugsversuch und zieht entsprechende Konsequenzen nach sich. Im mindesten Fall wird die Leistung mit „nicht ausreichend“ (5,0) bewertet. In schwerwiegenden Fällen kann der Prüfungsausschuss die betreffende Person darüber hinaus vom Ablegen weiterer Prüfungsleistungen ausschließen.

Mir ist bewusst, dass die Nutzung mittels generativer KI erstellter Texte oder Inhalte keine Garantie für deren Qualität gewährleistet und ich die Verantwortung trage, falls es durch die Verwendung solcher Hilfsmittel zu fehlerhaften Inhalten, zu Verstößen gegen das Datenschutzrecht, Urheberrecht oder zu wissenschaftlichem Fehlverhalten (z. B. Plagiate)



kommt.

Ich versichere außerdem, dass ich im Falle der Nutzung generativer KI:

- diese lediglich als Hilfsmittel genutzt habe und in der vorliegenden Arbeit mein gestalterischer Einfluss überwiegt;
- angegeben habe, welche generativen KI-Tools ich zu welchen Zwecken und in welchem Umfang eingesetzt habe. Ich habe der Arbeit im Falle der Nutzung generativer KI einen Anhang beigelegt, in dem ich meinen Umgang mit generativer KI beschrieben und reflektiert habe.

Datum: \_\_\_\_\_

Unterschrift: \_\_\_\_\_

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**English Version:**

<b>Name</b>	
First Name	
Student ID Number	
Address	

**I hereby declare that I have written the (term) paper titled:**

\_\_\_\_\_

**in the course**

**during the summer/winter semester \_\_\_\_\_ under the instructor**

**independently and only with the aids specified in the paper.**

I am aware that I must write all written assignments that I submit during my studies as academic or examination work independently. I must clearly identify citations and the use of external sources and aids according to the rules of academic documentation. I may not present external texts or text passages (including from the internet) as my own (see also generative AI below). My work has neither been completely nor substantially part of another examination procedure. I have neither fully nor substantially published this work before. The digital version submitted corresponds to the bound copies submitted.

If I violate these fundamental rules of academic work, this is considered an attempt at deception or fraud and entails corresponding consequences. In the least case, the performance will be graded as "insufficient" (5.0). In severe cases, the examination committee may also exclude me from taking further examinations.

I am aware that the use of texts or content generated by generative AI does not guarantee their quality and that I bear responsibility if the use of such tools leads to incorrect content, violations of data protection law, copyright law, or academic misconduct (e.g., plagiarism).

I also declare that in the case of using generative AI:

- I have used it only as an aid and that my creative input predominates in the present work;

- I have indicated which generative AI tools I have used for what purposes and to what extent. If I have used generative AI, I have attached an appendix to the work in which I have described and reflected on my use of generative AI.

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. Usually, this process takes 2-3 weeks. If you need a confirmation letter that you graduated asap, please contact Gabi Schlag.

The certificate can be collected from the Examinations Office or 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 again need a ToR for this or you must present your missing certificates ("Scheine") in person at the Examinations Office for recognition.

### ***How do I formally terminate my enrollment in the MAPIR program?***

Before you exmatriculate, make sure that all your credits are recorded in the ToR, and that you passed the final module. Please follow the [instructions on the University website](#) to terminate your enrollment.