

Freie Universität



Berlin



# FAQ

## Masters's Programme in International Relations (**MAIR**)

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# FAQ MAIR

Please read the FAQ and the Study and Examinations Regulations (SPO) carefully and completely.

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## Competencies of the Three Universities of MAIR

The Master's Programme in International Relations was started in 2003 at Freie Universität Berlin, Humboldt-Universität zu Berlin, and Universität Potsdam. This means that the three universities each exercise competencies for the study programme. It is important that you understand which university is responsible for each competency.

### Freie Universität Berlin (FU)

The study programme's Coordination Office (*Geschäftsstelle*) is located on the campus of Freie Universität. The office is responsible for the academic, strategic, and administrative tasks of the programme. It also serves as the central support and help centre for all study- and examination-related issues.

In the event of questions regarding the study programme (general advice, course selection, recognition of courses, semester abroad, proposals to the Exam committee, etc.) please contact the Coordination Office via e-mail: [masterib@zedat.fu-berlin.de](mailto:masterib@zedat.fu-berlin.de).

The Study- and Examination Office (*Studien- und Prüfungsbüro*) of FU in combination with the Coordination Office took over the following roles: coordination of the thesis registration, lead management of various exam requirements, advising, issuance of various final documentation and transcripts from Campus Management, management of thesis advisors, recognition of courses in Campus Management, entry of final grades, and office hours in the event of additional assistance.

## **Coordination Office for Master International Relations (MAIR)**

Freie Universität Berlin

Fachbereich Politik- und Sozialwissenschaften / Department of Political and Social Sciences

Otto-Suhr-Institut für Politikwissenschaft / Otto Suhr Institute for Political Science

Innestrasse 26, Room 001, 14195 Berlin

E-Mail: [masterib@zedat.fu-berlin.de](mailto:masterib@zedat.fu-berlin.de)

**Programme Coordinator:** *Lisa Von Hoof-Mauer*

E-Mail: [lisa.vanhoof-maurer@fu-berlin.de](mailto:lisa.vanhoof-maurer@fu-berlin.de)

## **Study- and Examination Office**

Freie Universität Berlin

Department of Political and Social Sciences

Innestrasse 21, Room 301, 14195 Berlin

**Responsible for MAIR:** *Christian Opitz*

E-Mail: [Christian.Opitz@fu-berlin.de](mailto:Christian.Opitz@fu-berlin.de)

## **Universität Potsdam (UP)**

Universität Potsdam is responsible for the application, selection, and admissions process for the MAIR programme. If you have any questions, please reach out to them using the following contact information.

### **Application and Admissions for MAIR**

Universität Potsdam

Faculty of Economic and Social Sciences

Master of International Relations Admissions Office

August-Bebel-Strasse 89, Room 1.24, 14482 Potsdam

Phone: +49 (331) 977-4677

Fax: +49 (331) 977-3325

E-Mail: [masterib@uni-potsdam.de](mailto:masterib@uni-potsdam.de)

In addition, Universität Potsdam is responsible for the advising and recognition of study-related internships.

### **Internship Advising for Social Sciences**

Universität Potsdam

Internship Advising

August-Bebel-Strasse 89, Haus 1, Room 1.24, 14482 Potsdam

Phone: +49 (331) 977-362043

E-Mail: [praktikumsberatung-sowi@uni-potsdam.de](mailto:praktikumsberatung-sowi@uni-potsdam.de)

## **Humboldt-Universität zu Berlin (HU)**

*Prof. Dr. Anselm Hager*

Chairman of the MAIR Executive Committee

Humboldt-Universität zu Berlin

Faculty of Humanities and Social Sciences

Department of Social Sciences

Universitätsstrasse 3b, Room 401, 10099 Berlin

Phone: +49 (30) 2093-66562

Fax: +49 (30) 2093-66561

E-Mail: [anselm.hager@hu-berlin.de](mailto:anselm.hager@hu-berlin.de)

Contact person for the German-Russian **Double Degree Programme MGIMO:**

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Phone: +49 (30) 2093-5359

E-Mail: [daniela.jahn@sowi.hu-berlin.de](mailto:daniela.jahn@sowi.hu-berlin.de)



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## 1. MAIR Application

### How do I apply?

The application for the MAIR programme must be done through the application website. Using the following link, you will be forwarded to the application website: [www.masterib-bewerbung.de](http://www.masterib-bewerbung.de)

### When can I apply?

Each year, the application phase begins on December 1 and ends on February 1 at 11:59 PM of the following year.

### Is there a Numerus Clausus (NC) for the study programme?

There is no NC for the study programme. Usually, there are about 400 applicants who are competing for roughly 45 spots. Previous academic performance logically plays a role in admission, it is however, not the only factor. In the last few years, applicants with a grade point average of lower than 1,8 were excluded from admissions.

### What are the admissions criteria?

The following conditions **must** be fulfilled to be selected for the programme:

- First degree (Bachelor) in a MAIR-related subject.
- English language proficiency at level C1 of the Common European Reference Framework (CERF)
- German language proficiency at DSH 2 level

**Study Degree:** Proof of completion of a Bachelor or other similar degree in a MAIR-related field (for example, Political Science). Even if the degree was achieved in a field not related to international relations, the prerequisites for the application are fulfilled if at least 45 ECTS were achieved in courses in political science. These need to be proven with a copy of your transcript. It is your responsibility to furnish the admissions office with your documentation. If the relevance to political science is not clear, then you should also attach a copy of the various course descriptions. The following is a list of relevant courses of which you would need to have taken a minimum of three to fulfil the admissions requirements: Political Theory, Political Systems, Comparative Political Science, International Politics,

Administration Law, Public Policy, Methods of Empirical Research, International Law, EU Law, or Economic Policy.

**English Proficiency:** For applicants whose native language is not English, a certificate of English proficiency at level C1 is required. The test must be in line with European Reference Framework for languages.

To certify your English knowledge, we accept any of the following:

- ✓ English as a mother-tongue (certified through your ID documents)
- ✓ Cambridge Certificate of Advanced English with minimum grade of B
- ✓ TOEFL Test with a score of at least 95 points (internet-based)
- ✓ IELTS with at least 7,0 points altogether and at least 6,5 points in each section
- ✓ UNIcert III Certificate
- ✓ Degree in English Language Studies
- ✓ Transcript of a degree in an English study programme at a recognized higher education institution
- ✓ Transcript of higher education entrance qualification, which was acquired at an institution located in a country with English as the official language
- ✓ English teacher diploma

**German Language Competency:** For applicants whose mother tongue is not German, a language certificate is required with the application.

The following can be used to certify your German language ability:

- ✓ German native speaker (certified through your ID documents)
- ✓ Language Test DSH, at least Level 2
- ✓ Determination test done by a German student college (*Studienkolleg*)
- ✓ TestDaF, at least TDN 4 average (Weak performance in individual disciplines can be evened out by a better performance in another discipline. No discipline can be under TDN 3.)
- ✓ German Language Diploma, Level 2 from Culture Ministry Conference with level C1
- ✓ Goethe Certificate C2
- ✓ Austrian Language Diploma C1
- ✓ TELC German C1 university
- ✓ Certificate showing ability to study at a German university (*Hochschulreife*)
- ✓ Degree in a German study programme completed in Germany
- ✓ Degree in German Language and Literature (*Germanistik*) as a major
- ✓ Completion of a degree where more than 50% of the courses were held in German
- ✓ German teacher diploma
- ✓ Degree as translator or interpreter with German as major

# Which documents are required?

## Personal Information:

- Address, curriculum vitae, etc.

## Documents (Format: .pdf or .doc):

Scan the original documents. If you are admitted, you will need to provide these documents again. Please note that only documents in German or English can be accepted. Documents in any other languages need to be translated and certified (*amtlich beglaubigt*).

- References and Transcripts: All MAIR-relevant transcripts **must** be turned in with the application.
- Proof of Study Abroad: Submit any certificates that you may have acquired abroad. 'Abroad' is classified as any study done outside of the country where you received your eligibility to study at the tertiary level (*Hochschulreife*).
- Certificate of sufficient English language skills
- Certificate of sufficient German language skills
- Letter of Motivation (ca. 2 pages)
- References for relevant work and internship experience: Please keep in mind that work and internship experience are not weighed the same as study experiences abroad. This difference must be made clear in the documents. In the case of part-time employment, please ensure that you attach a detailed job description. You will only receive credit for internships where there is a reference from the internship administrator. Contracts and commitment letters will not be considered.

## Is it possible to hand in documents at a later date?

No, only documents that have been turned in at the time of application submission through the online portal will be considered.

**Important:** Applicants who have not yet finished their bachelor's degree can only apply if they only need 40 ECTS points to complete their degree. In this case, it is important that your university provides your grade point average to ascertain your ranking.

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## 2. Enrolment

### Do I have to enrol at all three universities?

Yes, it is essential that you are enrolled at **all** three universities. After successfully applying through Universität Potsdam, you will receive a letter of admission. The admission letter indicates which university will be your main university (*Hauptuniversität*). You will still need to complete concurrent enrolments (*Mehrfachimmatrikulation*) for the other two universities.

To summarize, the enrolment process is divided into three steps:

1. You receive an admission letter which tells you your main university (*Hauptuniversität*).
2. You enrol at your main university.
3. You enrol at the other two universities as so-called *Mehrfachimmatrikulierte*\*r.

The application forms for enrolment are available on the homepages of the respective universities:

- [FU](#)
- [HU](#) (If Humboldt-Universität zu Berlin is your main university, the application for enrolment will be sent to you by the admissions office.)
- [UP](#)

### How do I submit my enrolment?

The application for enrolment should be sent by post to the respective university. You can also submit the application in person at a mailbox located at the following addresses:

**FU:**

Freie Universität Berlin  
Studierendenverwaltung  
Iltisstrasse 1  
14195 Berlin

**HU:**

Humboldt-Universität zu Berlin  
Studierenden-Service-Center  
Unter den Linden 6  
10117 Berlin

**UP:**

Universität Potsdam  
Dezernat für Studienangelegenheiten  
Am Neuen Palais 10  
14469 Potsdam

## **What happens if I am unable to fill out all sections of the enrolment application form?**

The enrolment application form is formulated in such a way that it can be used for a variety of situations. As a result, there may be fields that are not relevant to you. In this instance, simply leave the field blank. If the application office requires additional information, this can be provided at a later date.

## **How long does it take to receive the official enrolment?**

You will receive an immediate confirmation e-mail as soon as you submit the application. It could take up to 3-4 weeks to fully process the enrolment.

## **When must I turn in information regarding study-relevant activities?**

As soon as you provide the information in the online application, you are required to provide the information in the form of a certified copy.

## **I am unable to provide all the necessary documents by the deadline for the enrolment, so what do I do?**

The enrolment application must be submitted fully and by the indicated deadline. Freie Universität Berlin allows additional documents to be turned in within a week. At Universität Potsdam, your

bachelor's certificate, your removal certificate (*Exmatrikulationsbescheinigung*), and any other missing documents can be turned in until October 31.

## **I am already enrolled at the FU/HU/UP in another study programme. What should I consider when making the change to MAIR?**

**FU:** Please turn in the application form for changing your study programme and all required documentation. The required documentation and a copy of the application form can be found at the following [link](#).

**HU:** You can decide for yourself if you pay the semester fee and re-enrol when you are right before the end of your studies. If you want to undertake another study programme at the university, then you can have your semester fees posted for your new study programme. In the event of a termination of your studies, you will receive your already paid semester fee for the semester ticket (per bank transfer) proportional to the already studied period.

**UP:** Students that are already enrolled (BA or MA) do not need to submit a new enrolment application. Rather, they must apply for a new study programme which must be done within the respective deadline. If this is not done, the student administration will assume you are to be deregistered. The required form to change your study programme can be found at the following [link](#).

## **How much are the semester fees?**

The MAIR programme does not require any tuition fees, rather you are required to pay semester fees. These vary by university and over time. For the current amount, please refer to the respective university:

- For example, the [semester fees at FU](#) are **312,89 €** in the winter semester 2021/22.
- The [semester fees at HU](#) are **315,64 €** in the winter semester 2021/22.
- The [semester fees at UP](#) are **304,16 €** in the winter semester 2021/22.

The fees include all the administrative costs as well as the costs for the semester ticket for local and regional public transportation within the Berlin-Potsdam area.

## **How do I pay the semester fees?**

The semester fees must be paid before the indicated deadline. This should be done by means of bank transfer. The account information is listed below. Deadlines can be seen at the respective links.

Recipient: **Freie Universität Berlin**

IBAN: DE45100708480513128908

BIC/SWIFT: DEUTDEDB110

Comment: Last Name/First Name/MAIR, ex. Doe/John/MAIR

(To ensure proper booking, please precisely follow the example in the Comment field)

Recipient: **Humboldt-Universität Berlin**

IBAN: DE64 1001 0010 0651 8231 04

BIC/SWIFT: PBNKDEFF (PBNKDEFFXXX)

Comment: Last Name, First Name (You could receive a letter indicating a different comment for the bank transfer. This should not be a problem, the information in this FAQ should be enough to successfully process your payment.)

After checking your personal information, **Universität Potsdam** will send you an e-mail via your university e-mail address that indicates the information you need in order to pay your semester fees.

## **Do I have to pay semester fees at all three universities?**

You will have to pay the semester fees at your main university **every** semester. Please note that Universität Potsdam charges an additional fee for students whose main university is **not** Universität Potsdam (*Mehrfachimmatrikulation*).

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### **3. Studying and Student Administration**

#### **What are the Study and Examinations Regulations (SPO)?**

The Study and Examinations Regulations (SPO) contain goals, contents, requirements, and the structure of the master's programme. If you have a question regarding the study programme, it is always helpful to refer to the SPO. The SPO regulates the general structure and process of the study programme. It also contains essential information regarding the various types of courses, including the course assessment (exam, term paper, or the like) that needs to be completed to receive credits for the course. Towards the end of the SPO you will find a sample guide for completing the requisite courses. You can find the SPO on the MAIR homepage in the downloads section.

## Do I need to re-enrol every semester?

Yes, you will have to re-enrol **every** semester at all three universities, regardless of which university is your main university. You will receive post or an e-mail from each university with information on how to complete the re-enrolment process. Below you will find links with information from each university.

- [FU](#)
- [HU](#)
- [UP](#)

## Are there any scholarships to assist in financing my studies?

As a student in Germany, you will have the opportunity to apply for various scholarships. There are a variety of political organisations that offer scholarships. It is your responsibility to search and apply for scholarships.

At the following [link](#), you will find several scholarships listed. (List in German) Also have a look at the [Stipendiendatenbank](#) of German Academic Exchange Service (DAAD). You may need to check your eligibility.

We recommend asking professors in whose courses you did a graded *Leistungsschein* for letters of recommendation if necessary.

## How can I request a leave of absence?

The application for a leave of absence needs to be completed together with the re-enrolment at least six weeks after the start of the semester.

## Which features does the student card have?

### **FU/HU – Campuscard:**

The Campus Card serves as student ID, dining hall card, ticket for public transportation (VBB-Ticket), and as a library card.

- Access to library services including checking out media from the library and paying library fees
- Access to storage lockers
- Dining hall purchases
- Use of printers and copiers



- VBB Ticket

### **UP – PUCK:**

The PUCK is a combination of student ID, dining hall card, ticket for public transportation, and library card.

- Access to library services including checking out media from the library and paying library fees
- Dining hall purchases
- Use of copiers and printers
- Payment for laundry services in student accommodations of Studentenwerk Potsdam
- VBB Ticket

## **Who can help with problems?**

In the event of an issue related to your study programme, enrolment or any other university-related issue, there are multiple places to seek answers.

### **FU: [Student Services Center \(SSC\)](#)**

Telephone: +49 (30) 838-70000

E-Mail: [info-service@fu-berlin.de](mailto:info-service@fu-berlin.de)

Office hours: Monday to Thursday 9 AM – 5 PM, Friday 9 AM – 3 PM

### **HU: [Student Services](#)**

Telephone: +49 (30) 2093-70333

Office Hours: Monday 10 AM – 12 PM, Tuesday and Wednesday 1 PM – 3 PM

### **UP: [Office of Student Affairs](#)**

For problems regarding the MAIR, please contact the Coordination Office: [masterib@zedat.fu-berlin.de](mailto:masterib@zedat.fu-berlin.de)

## **Are there any opportunities to network with other MAIR students?**

The MAIR Students Council aka SV (*Studierendenvertretung*) is responsible for organising networking among MAIR students. They offer a group for MAIR students on Blackboard, information is distributed via the MAIR e-mail list.

## How can I engage in student life?

When you want to politically engage in student life, then you can run as a candidate for the MAIR Students Council. The election takes place during the first week of the winter semester.

The MAIR Students Council represents MAIR students in the universities' various committees. The representatives have a vote in these committees.

The Student Council is comprised of two representatives per university. They are responsible for representing the interests of MAIR students.

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## 4. Courses and Seminars

### What is a module?

A **module** is a block of courses with a common theme. You must take two courses to complete a module. You can make the decision for yourself if you provide a *Leistung* or *Teilnahme*. For a non-graded *Teilnahme* you need to be present for at least 85 percent of the classes. For a graded *Leistung* you must either take the final exam, write a term paper, or complete an equivalent assignment. (The professor decides which you must perform.)

### What types of courses are there?

There are different types of courses:

#### ***Vorlesung* (Lecture) or *Kernseminar* (Core Seminar)**

Lectures usually provide a theoretical overview of a topic. Core seminars focus more on the current empirical studies. Either one lecture or one core seminar must be attended in each of the basic mandatory and elective modules (*Pflicht-* and *Wahlmodule*).

#### ***Hauptseminar* (Seminar)**

Seminars expound upon the various case studies of a specific field. There is special attention paid to the theory as well as methodology.

#### ***Projektkurs* (Project Course)**

Project courses serve to build on a specific topic. They often extend over a two-semester period.

### ***Kolloquium (Colloquium)***

Colloquia serve to prepare for writing your master's thesis.

The various courses require either a written final exam, a term paper, or an equivalent assignment.

## **How do I register for a course?**

At the beginning of every semester, you need to register for your desired courses. (The deadlines are indicated in the course description). A necessary requirement is that you are enrolled **at all three universities**. You can access the MAIR Course guide at the following [link](#) and see which courses you find interesting.

It is possible to initially register for more courses than you can or actually want to take and drop courses later. This allows you to "get a taste" of different courses at the beginning of the semester before making your final course choice. To register for a course, use the respective student portal of the university at which you wish to take the course (FU: Campus Management; HU: AGNES; UP: PULS). For all courses that are not held at the FU, you must register twice, once in the respective student portal (AGNES or PULS) and once via Campus Management. For example, if you want to register for a course in Potsdam, you will need to register for the course in PULS as well as in Campus Management.

Furthermore, it is essential that you register for your courses via the respective e-learning platform of the university where the courses are held (FU: Blackboard; HU and UP: Moodle). This is how you access course materials including readings and information about the courses. Information on how to register for your courses on the respective e-learning platforms is normally provided by the course lecturer at the beginning of each semester.

## **How can I drop out of a course?**

Usually, dropping out of a course is not a problem. If you decide to drop a course before the deadline, you can do so through Campus Management, AGNES, or PULS. Following this step, please send an e-mail to the professor in order to verify that you were successfully removed from the course, please also place the Student Office (*Studienbüro*) of FU in cc ([Studienbuero@PolSoz.FU-Berlin.de](mailto:Studienbuero@PolSoz.FU-Berlin.de)).

## **Do I have to attend courses at all three universities?**

What makes MAIR so special is that you have the resources as well as course catalogue from all three universities at your disposal. You can decide for yourself which courses you take and at which universities. There are no requirements for attending all three universities, only that you be enrolled at all three.

## **Do I still have the right to take a course if the registration deadline has already passed?**

The deadlines, due to the high amount of administration involved, are very important for the various universities. In the event that you miss a deadline, contact the professor directly. They are **not** required to accept you as a student but may in fact have a spot for you in their course. If they accept you after the fact, then please send an e-mail to the FU Student Office (*Studienbüro*) ([Studienbuero@PolSoz.FU-Berlin.de](mailto:Studienbuero@PolSoz.FU-Berlin.de)) to inform the Student Office of your choice as well as to see if it complies with the rules of the SPO. Please include your enrolment number in this e-mail.

## **Do the courses require attendance?**

In order to receive credit at the end of the semester, you will need to attend the course 'actively and regularly'. The active part generally refers to giving a presentation, submitting a protocol, or completing an equivalent assignment. Regularly refers to attending for at least 85 % of the course meetings.

## **How are credits administered?**

Credit points (*Leistungspunkte* aka LP) do not only measure your attendance, but also the amount of time you invested in the course. They are not only administered if you provide your *Leistung*, but also if you attended the course and participated regularly.

The terms *Leistungspunkte* and ECTS mean the same in MAIR. One credit (1 LP/ECTS) is equal to 30 hours of work.

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## **5. Exams and Grades**

### **If I have any questions regarding exams, do I ask the Examination Office or the Examination Board?**

Your direct contact is the FU Examination Office which is responsible for MAIR. They will receive your question per e-mail and then forward your inquiry to the proper Examination Board (*Prüfungsausschuss*) at your main university. The final decision will be made at the Examination Board. The Examination Office does not make any decision but merely serves as an intermediary.

## What sorts of exams or term papers are there?

In order to get a graded *Leistungsschein*, you must complete one of the following assignments:

- Written Exam
- Term Paper (6.000 words for core seminars or seminars; 10.000 words for project courses)
- Presentation (ca. 15 minutes) with written elaboration (3.000 words for core seminars or seminars; 6.000 words for project courses)

## What do I do if an illness prevents me from completing an exam?

If you are unable to appear on the day of an exam due to an illness, then you will need to turn in a medical certification from your medical provider. The certificate must be turned in, at the latest, three days after the day of the exam to the MAIR Coordination Office. Get well soon! ☺

## What can I do if I do not pass an exam?

If you do not receive a passing grade (4,0 or better) on a written exam, term paper, or equivalent assignment, you are allowed a second attempt. The second attempt needs to take place, at the latest, in the following semester. In special cases, the Examination Board can allow a third attempt.

## I do not agree with the grade I have received, what can I do?

You have the ability to improve your grade. You are allowed a second attempt to improve your grade. You simply need to submit a written request to the Examination Board via the Coordination Office stating the module and the course in which you would like to improve your grade. The second attempt needs to be in a course of the same type as the original course.

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## 6. Transcripts

### What is a transcript?

The Transcript of Records provides a list of all courses you attended, how many ECTS points you received, and which grades you achieved.

## How and where do I get a transcript?

You can download a German copy of your transcript via the Campus Management platform of Freie Universität Berlin. Please contact the Examination Office of MAIR if you need a copy of your transcript in English. The final transcript is issued in both German and English by the Examination Office.

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## 7. Internship

### Do I need to complete an internship?

In accordance with the SPO, all students of MAIR are required to complete a full-time internship of six weeks. The internship should provide you with an introduction into possible career fields and you should familiarize yourself with the demands of such a job.

Students of the Double-Master MGIMO have the choice between a short internship (6 weeks for 10 LP) or a longer internship (12 weeks for 14 LP).

### Where do I send my internship report?

Internship reports are to be turned in no later than six weeks following the end of the internship. They need to be turned into the Internship Office of the Faculty of Economics and Social Sciences at **Universität Potsdam**. They will certify your participation in an internship.

#### Internship Advising for Social Sciences

Universität Potsdam

Internship Advising

August-Bebel-Strasse 89, Haus 1, Room 1.24

14482 Potsdam

Phone: +49 (331) 977-362043

E-Mail: [praktikumsberatung-sowi@uni-potsdam.de](mailto:praktikumsberatung-sowi@uni-potsdam.de)

Coordinator: *Franziska Stimming*

## **Is it possible to certify other jobs or activities as an internship?**

The certification of other activities, either before or during your MAIR studies, as an internship is possible. The following activities that can be counted as an internship:

- Job as student assistant (*studentische Hilfskraft/Werkstudent*) as long as it is relevant for your studies
- Vocational training (must be relevant for MAIR)
- Case-by-case review of conscription activities

## **How do I prove to a potential employer that I need to complete an internship as a requirement of my studies?**

The MAIR Internship Office will provide you with a document that you can turn in with your internship application. Simply write an e-mail to [praktikumsberatung-sowi@uni-potsdam.de](mailto:praktikumsberatung-sowi@uni-potsdam.de) with the following information:

- Full Name
- Study programme with SPO
- Date of birth
- Enrolment number
- The mailing address to which the certificate should be sent

## **Which documents do I need to turn in after I completed the internship?**

- Proof of having completed a full-time, i.e., 38.5 hours/week, internship of at least six weeks: If less hours are done per week, then the duration of the internship should be extended to ensure the proper number of hours is completed. You are to request a confirmation of your internship from your employer following completion. Ensure that your employer explicitly includes the number of hours you worked. If you took a vacation during your time, this is not to be included in the final tally.
- Job description with information regarding duration, work times and tasks completed.

## Is there a format to follow for the internship report?

The submission of an internship report is required after completion. It should comprise 4-5 pages. If multiple internships are done, then you need to submit one report per internship, each 3-5 pages.

Your report should include the following information:

- Name, enrolment number, date of birth, study programme (include SPO), semester, address of internship
- Supervisor of your internship, address, field of the internship
- Time frame, duration, full or part-time, vacation or days of absence
- Tasks completed at internship with reference to skills acquired during your studies
- Description of the skills acquired during the internship
- Supervision, teamwork, and atmosphere during the internship
- Job search
- Rating of the internship, quality of work, skills acquired, possible recommendation
- Description of relevance to MAIR
- Accommodation for outside internships
- Signature

**Important:** Please include a copy of certificate of completion from the internship provider.

## Where can I find suitable internships?

In order to find suitable internships, you can use the website of the Foreign Ministry or other renowned international organisations. Also have a look at the website of the [German Academic Exchange Service](#) (DAAD) and look for announcements for internships sent out through the MAIR e-mail distribution list ([MAIB-Students@lists.fu-berlin.de](mailto:MAIB-Students@lists.fu-berlin.de)) or the e-mail distribution list on International Relations by Otto Suhr Institute of Political Science ([ib-liste@lists.fu-berlin.de](mailto:ib-liste@lists.fu-berlin.de)).

## Is it possible to complete an internship during a leave of absence?

Yes, it is possible and even recommended if you are not in Berlin for most weeks of a semester due to your internship.



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## 8. Exchange Programmes and Study Abroad

### Am I required to complete a study abroad programme?

Spending at least one semester of your master's programme abroad is strongly recommended. MAIR has a large network of partner universities around the world and students can apply for numerous exchange programmes.

### For which exchange programmes can I apply?

MAIR students have countless options for exchange programmes, including the **ERASMUS/ERASMUS+** programme and various **direct exchange programmes** at all three universities.

In addition, the MAIR programme offers options for direct exchange with School of International Service at American University, Washington, DC, Elliott School of International Affairs at George Washington University, Washington, DC, Bush School of Government and Public Service at Texas A&M University, Texas, and the Department of International Relations or the European Forum at Hebrew University, Jerusalem. These programmes are offered exclusively for MAIR students.

On the following pages you will find detailed information about all exchange programmes:

**ERASMUS** (Websites available in German only)

- [FU](#)
- [HU](#)
- [UP](#)

**Direct Exchange**

- [FU](#)
- [HU](#)
- [UP](#)

**MAIR intern** (in German)

## **Which deadlines are there for the various exchange programmes?**

### **ERASMUS and Direct Exchanges Programmes at FU/HU/UP**

Please refer to the respective websites for detailed information regarding application deadlines for ERASMUS and direct exchange programmes at the three universities. Links are provided above.

### **MAIR Direct Exchanges Programmes**

- School of International Service, American University: January 15 for fall term; September 1 for spring term
- Elliott School of International Affairs, George Washington University: December 1 for fall term
- Hebrew University: January 15 for winter semester, September 1 for summer semester
- Bush School of Government and Public Service, Texas A&M University: January 15 for fall term

## **Which documents do I need for the application?**

### **ERASMUS and Direct Exchanges Programmes at FU/HU/UP**

Please refer to the respective websites for detailed information regarding application documents for ERASMUS and direct exchange programmes at the three universities. Links are provided above.

### **MAIR Direct Exchanges Programmes**

- Curriculum Vitae in English
- Statement of Purpose in English (ca. 500 words)
- Letter of Recommendation in English (The letter of recommendation must be sent directly to the Coordination Office.)
- Copy of your bachelor's transcript
- Copy of your current master's transcript
- Copy of certificate of enrolment
- Copy of certificate of language proficiency
- Passport photo
- Passport copy

## **What is required before I travel abroad?**

Before you depart abroad, it is important that you ideally request a leave of absence. That way you do not needlessly increase the number of your officially counted semesters which is important for BAföG recipients or scholarship holders.

In addition, you need to submit a Learning Agreement which lists the courses you intend to complete during your studies abroad and their equivalent in the German SPO.

Students who participate in the ERASMUS exchange, can request the respective form directly at the ERASMUS coordination office which is responsible for them.

Students who participate in a MAIR direct exchange programme can request the respective form directly at the MAIR Coordination Office.

Regardless of the exchange programme, all students must submit the Learning Agreement to the MAIR Coordination Office which confirms the courses proposed for credit.

## **What documents do I need following completion of my exchange programme?**

When you return from abroad, it is important that you get a copy of your transcript from your host university and submit it to your university in Berlin with whom you completed your program.

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## **9. Recognition and Credit**

### **How does the recognition process work, following my exchange?**

In order to receive credits for the courses you completed abroad, we need a copy of your Transcript of Records and a table signifying which courses will be counted for the modules in accordance with the MAIR SPO. The table should include the following information: course name, professor, type of assignment (e.g., exam, term paper, or the like), module that you want the course to be counted for, and grade. Please submit the table to the MAIR Coordination Office. The Coordination Office will complete the recognition process for you and inform you as to which courses will be counted.

## **Is it possible to consider courses from a previous study programme?**

Yes, the recognition of courses taken in a previous master's programme can be considered. Unfortunately, any courses taken during your bachelor's programme cannot be counted.

## **It is possible to count courses taken during a parallel study?**

No. We cannot give you any credit for anything done during a parallel study.

## **Can I count language courses?**

Yes, completed language courses can be counted, however not for any of the modules and without a grade noted.

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## **10. Certificates**

### **Which certificates can I request from the MAIR Coordination Office?**

The following certificates can be requested from the MAIR Coordination Office by e-mail or personally. Please consider time for processing.

- Certificate of completion of master's programme
- Certificate of extension of studies

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## 11. Master's Thesis

### **What should I consider when registering for the master's thesis?**

You must register for your master's thesis at the Examination Office and no longer at the MAIR Coordination Office. Office hours are Monday and Wednesday, 11 AM – 1 PM. (During semester break: Wednesday, 11 AM – 1 PM!) The registration can be done in person in Room 320 at Ihnestrass 21, 14195 Berlin, or per post.

### **When can I register for my master's thesis?**

Registering for your master's thesis is possible on the following dates: February 1, April 1, July 1, December 1.

The documents for the registration of the master's thesis can be submitted until 11:59 PM in an addressed envelope in the mailbox at Ihnestrass 22, or via post to the Examination Office. The postmark date must be the last date of the registration in order to count.

### **What should I consider when selecting a thesis supervisor?**

You must have two supervisors for your thesis. They need to hold a PhD. A list of qualified supervisors can be obtained from the MAIR Coordination Office.

### **Does the master's thesis need to be defended?**

No.

### **Is a scanned copy of the thesis advisor's signature acceptable for the registration?**

Yes, scanned copies or an e-mail for the registration are acceptable. The original needs to be submitted at a later date.

## **I fell ill while working on my master's thesis. What can I do?**

If you fall ill during your writing period, then you need to ask for an extension from the Examination Board. You must also provide documentation of your illness from a doctor. This should include the period of time during which you were ill. A usual sick certificate (*Krankschreibung*) is not enough to certify that you were unable to write your thesis. The decision to extend your submission date is made by the Examination Board.

The application for an extension needs to be submitted with the report from your doctor and sent to the MAIR Coordination Office in original copy. You will be informed via e-mail about the extension including the new submission date.

## **Is it possible to change the topic of my master's thesis after registering?**

Yes, the topic can be changed once within four weeks following registration.

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## **12. Final Degree**

### **When and how do I receive my graduation documents?**

As soon as the Examination Office receives the official assessment reports for your thesis by your supervisors, your final degree transcript will be issued. Please note that it could take up to **8 weeks** in order to complete this process. Requests to expedite this process will not be considered.

### **Are the final transcripts only in German?**

They will be issued in both German and English.

### **How do I receive my documents if I am no longer in Berlin?**

If you are no longer in Berlin, please send an e-mail indicating your current postal address to the Examination Office. As soon as the documents are ready, they can be sent to you via certified mail.

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## 13. Removal from the Register of Students

### Do I need to complete a removal from all three universities?

Yes, if you are enrolled at all three universities, then you need to complete this process at each of them.

### How and where can I request a removal from the student register?

The removal must be submitted in written form after the completion of the current semester. This needs to be done with the respective student administration office. The signed application form can be sent via post or by e-mail. It usually takes 5-7 days to process the documentation. Below are the links to the respective student administration offices. There you will find all information on the topic and the respective application form.

- [FU](#)
- [HU](#)
- [UP](#)

### When is the removal certificate issued?

If you want to be removed before the end of the current semester, a viable reason must be given. You will also need to turn in your student ID card with the application form. It is not possible to remove yourself retroactively.

If you change universities, then an application for immediate removal is not necessary if the new university begins the semester at the same time as your current university. The certificate will be issued as soon as possible after being processed.

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## 14. Student Life at the Universities

### Living

#### **studierendenWERK BERLIN**

Dorms and student hotels are managed by the studierendenWERK BERLIN. There are roughly 40 different accommodation options, most are located within or around Berlin. The rent varies at each accommodation. You will also be required to pay a deposit.

Contact information is as follows:

[InfoCenter studi@home](mailto:InfoCenter_studi@home)

Hardenbergstraße 34

10623 Berlin

Phone: +49 (30) 93939-8990/-8993/-8994 (Monday to Thursday, 10 AM – 5 PM; Fridays, 10 AM – 3 PM)

#### **Studentenwerk Potsdam**

Student accommodations in Potsdam, Brandenburg an der Havel and Wildau are managed by the Studentenwerk Potsdam. There are roughly 32 accommodations with various rents. A 300€ deposit is required.

Contact information is as follows:

[Head Office Studentenwerk Potsdam](#)

Babelsberger Straße 2

14473 Potsdam

POB 60 13 53, 14413 Potsdam

Phone: +49 (331) 3706-0

E-Mail: [post@studentenwerk-potsdam.de](mailto:post@studentenwerk-potsdam.de)

#### **Other online resources for housing:**

- WG-GESUCHT.de
- Studenten-WG
- Wohnraumbörse by studierendenWERK BERLIN



## **Short-term accommodation**

For all those, who have yet to find accommodation, they can request a short-term accommodation through the studierendenWERK BERLIN. The rooms can be rented on a month-by-month basis. If you desire to share a room, then you will pay less.

## **Public Transportation**

Once you have paid your semester fees, you will be issued a student ID from your main university. Once activated, your student ID also serves as your pass for the public transportation in and around Berlin (Zones ABC). If your main university is Potsdam, then you can use your ID for both Berlin and Brandenburg. You can take a bicycle for free with you. Only in buses you cannot bring your bike.

## **Dining Halls**

All three universities have dining halls. In order to eat there, you need a student ID. There are terminals where you can load money onto your student ID in order to pay for your food.

### **Dining Halls at FU**

- Mensa I (Veggie Mensa), Van't-Hoff-Strasse 6, 14195 Berlin
- Cafeteria OSI, Innestrasse 21, 14195 Berlin
- Cafeteria Wirtschaftswissenschaften, Garystrasse 21, 14195 Berlin
- Cafeteria Rechtswissenschaften, Van't-Hoff-Strasse 8, 14195 Berlin

### **Dining Halls at HU**

- Mensa HU Süd, Unter den Linden 6, 10117 Berlin
- Coffeabar HU Säulenmensa, Unter den Linden 6, 10117 Berlin
- Cafeteria HU Grimm-Zentrum, Geschwister-Scholl-Strasse 1, 10117 Berlin

### **Dining Hall at Campus Griebnitzsee (Uni Potsdam)**

- Mensa Griebnitzsee
- Cafeteria "filmriss"

# Libraries

You can use your respective student ID card at all the libraries of the three universities.

## **Main Libraries for MAIR**

### **FU Berlin:**

Sozialwissenschaftliche Bibliothek

Garystrasse 55, 14195 Berlin

Phone: +49 (30) 838-55559

E-Mail: bibliothek@polsoz.fu-berlin.de

### **HU Berlin:**

Jacob-und-Wilhelm-Grimm-Zentrum

Geschwister-Scholl-Strasse 1/3, 10117 Berlin

Phone: +49 (30) 2093-99370

E-Mail: info@ub.hu-berlin.de

### **Universität Potsdam:**

Bereichsbibliothek Babelsberg

Universitätskomplex III, Gebäude 5

August-Bebel-Strasse 89, 14482 Potsdam

Phone: +49 (331) 977-3311

E-Mail: infobb@uni-potsdam.de

# Sports

You can take advantage of all sport offerings at all three universities, regardless of which university is your main university. You simply need your student ID card. Please refer to the universities' websites for more information.