



## Frequently Asked Questions

### Master's program "European and East Asian Governance" (MA EEAG)

Please read the following document carefully before completing your application and/or sending further enquiries via e-mail. This document was last updated in August 2017.

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**Q1: What is the GPA requirement? How does the German grading scale work and how do I convert my foreign grades?**

A: In German universities a 1 to 5 grading scale is used, with 1.0 representing an outstanding achievement and 4.0 being the minimal passing grade.

The MA EEAG program requires an average grade of 2.7 or better according to the German system.

Foreign grades can be converted to German grades using the “Bavarian formula”:

$$[(G \text{ max} - \text{GPA}) / (G \text{ max} - G \text{ min})] \times 3 + 1$$

G max – maximal grade according to the national grade system or to the official grade system of the home university

G min – minimal passing grade according to the national grade system or to the official grade system of the home university

GPA – grade point average of the Bachelor’s or Master’s degree

*Example of grade translation:*

*The applicant comes from Belarus, his GPA of the Bachelor’s degree is 8.49.*

*The maximal grade in Belarus is 10, the minimal passing grade is 1.*

$$[(10-8.49) / (10-1)] \times 3 + 1 = (1.51 / 9) \times 3 + 1 = 0.1677 \times 3 + 1 = 0.5031 + 1 = 1.5$$

*The grade of the Bachelor’s degree according to the German grade system is 1.5.*

**Q2: What are ECTS credits?**

A: The “European Credit Transfer and Accumulation System” (ECTS) is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. For successfully completed studies, ECTS credits are awarded.

1 ECTS credit point represents a workload of 30 hours (including preparation and homework).

One full academic year corresponds to 60 ECTS credits.

In order to obtain a Bachelor’s Degree in Europe, 180 ECTS credits (3 years of studies) are required.

**Q3: How do I know if I have enough ECTS credits to apply for the MA EEAG?**

A: As explained on our [website](#), applicants for the MA EEAG must have at least 60 ECTS credits or equivalent in Political Science.

There is no general formula for converting foreign credits into ECTS in an exact way, because very different systems are in use throughout the world.

However, a rough approximation is possible. As explained above, 60 ECTS credits represent one full year of studies. So ask yourself: Did you dedicate, in sum, a full year (or 1/3 of all your courses) to Political Science? If the answer is “no”, then there is little point in applying.

**Q4: What exactly do you mean by “Political Science”? Which courses qualify?**

A: Here are some examples for courses recognised by us: Comparative Politics, Comparative Policy Analysis, Political Systems, Political Theory, Political Economy, Foreign Policy, International Relations, Research Methods in Political and Social Science.

But not every course dealing with Government and Society is “Political Science”. Courses in General History, Law, Philosophy, Public Administration or Social Psychology etc. are not an adequate substitute for the study of Political Science.

**Q5: I don't quite have the necessary credits in Political Science, but I am a strong and motivated student. Is there any chance that I will be admitted if I promise to take additional classes?**

A: No. We are bound by legal frameworks which do not allow for such arrangements.

**Q6: I fulfil the scientific requirements, but I am not sure if my first degree will be accepted at all in Germany?**

A: Please check with the admission office (see [Q16](#)).

**Q7: How do I provide proof of English language proficiency? What certificates can be submitted?**

A: See [here](#). Please note that no exceptions whatsoever can be made from these standards.

All remaining questions related to language certificates should be directed at the Admissions Office of Trier University (see [Q16](#)).

**Q8: Do I need a German language certificate? Do I need to attend preparatory German language courses?**

A: No. MA EEAG is entirely taught in English. Proof of German language skills is not necessary. But of course international students have the opportunity to learn German on a voluntary basis during their stay. Please contact [the International Office](#) at Trier University if you want to know more.

**Q9: Does the university offer scholarships for international students?**

A: No, Trier University itself does not offer any scholarships to fund an entire degree.

The main provider for scholarships for international students is the [DAAD](#) (German Academic Exchange Service). All questions pertaining to DAAD scholarships should be directed at the DAAD itself. The DAAD has [local offices](#) in most countries around the world.

See [here](#) for some additional information on funding and cost of living in Trier. Please contact the [International Office](#) if you need further information.

**Q10: Is the number of international students allowed into the program restricted?**

A: No.

**Q11: Can I apply for the summer semester?**

A: No, we start in the winter term as the course schedule is designed for a start in October of each year.

**Q12: Can I study on a part-time basis?**

A: Unfortunately, we do not offer our courses on a part-time basis. University regulations do not anticipate such an option. Besides, the courses are structured in such a way that they build up on each other. Therefore, enrolment is only possible during the winter semester.

**Q13: I cannot take up the place offered to me, will I have to re-apply next year?**

A: You will have to re-apply but this new application is a fast track application (as the Admissions Office will not have to re-assess all the submitted documents).

If you intend to re-apply, please contact your case officer in the Admissions Office (Ms Chudzinska or Ms Genannt; see also [Q16](#)). In this email you should state your intention to re-apply in the following year and make the request that the Admissions Office keeps a

copy of your application — otherwise your application would be deleted by the end of the year in compliance with our data protection policies.

**Q14: I will not receive my visa in time, could you postpone the enrolment deadline?**

A: The postponement of the enrolment is not possible as you would miss out on too many classes. Please consult also [Q13](#).

An advice to those who still have to apply for a visa: make sure that you inform yourself about the visa process in your home country and apply for an appointment with the German representation well in advance. Please have a look again on at the [‘How to apply’ section](#) on our homepage for details about the visa application procedure and your options (e.g., student visa vs. applicant visa).

**Q15: When is the application period?**

Application for the winter semester:

Non-EU applicants: 5 May to 31 May

EU applicants: 5 May to 15 July

German applicants 5 May to 15 September

**Q16: What are the steps of the application process? What forms do I need to complete? Where should I send my documents?**

A: A brief overview of the application and admission process for international students can be found on the [website of the International office](#) of Trier University (all steps pertaining to the proof of German language skills are not required with regard to the MA EEAG program, see [Q8](#)).

Click here to proceed to the [online application portal](#). You might need to switch to the English User Interface (click the icon in the bottom right corner). There you will find more information on the necessary steps and forms.

All remaining questions regarding the application procedure and application documents should be directed at the admission office:

<a href="#">Ms. Patrycja Chudzinska</a> <a href="mailto:chudzinska@uni-trier.de">chudzinska@uni-trier.de</a>  Tel.: 0049 651 201 2715	<a href="#">Ms. Monika Genannt</a> <a href="mailto:genannt@uni-trier.de">genannt@uni-trier.de</a>  Tel.: 0049 651 201 2814
International applicants whose family name starts with: A-L	International applicants whose family name starts with: M-Z

**Office hours:**

Tuesday to Friday, 10:00 a.m. - 12:00 p.m.

By phone: Monday to Friday 09:00 - 10:00 a.m

Postal address:

Trier University

Admission Office

Universitätsring 15

54296 Trier

Germany