



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 February 2020.

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Requirements

Grade Point Average (GPA)

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

A1: 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 in your undergraduate studies according to the German system.

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

$$\left(\frac{G \max - GPA}{G \max - G \min} \right) \times 3 + 1$$

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.

Please make sure that your transcript of academic record indicates the GPA established by your home university and an overview of the grading scale. Without this information, the admission office will not be able to calculate the German GPA equivalent. Should your transcript lack this information, please request from your home university additional documentation.

Academic background

Q2: What academic background do you expect from prospective applicants?

A2: Prospective applicants are expected to hold a bachelor's degree and have obtained at least 60 ECTS credits in political science or a related discipline.

Q3: What exactly do you mean by "Political Science"? Which courses qualify?

A3: Here are some examples for courses recognised by us: Comparative Politics, Comparative Policy Analysis, Political Systems, Political Theory, Political Economy, Foreign Policy, International Relations, International Political Economy, 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. If you are in doubt, please get in touch with us.

Q4: What are ECTS credits?

A4: 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.

Q5: How do I know if I have enough ECTS credits to apply for the MA EEAG?

A5: 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.

Q6: I did not obtain enough credits in Political Science during my undergraduate degree but I hold a master’s degree in a relevant field. Am I eligible to apply?

A6: Yes, you are likely eligible to apply. Please confirm with us via email (meeag@uni-trier.de).

Please note though, that your BA grade still has to meet the 2.7 GPA requirement.

Q7: 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?

A7: No. We are bound by legal frameworks, which do not allow for such arrangements.

Q8: I fulfil the scientific requirements, but I am not sure if my first degree will be accepted at all in Germany?

A8: Please check with the admission office (see [Q18](#))

Q9: I have not graduated yet, can I nonetheless apply to your programme?

A9: Yes, provided you have made sufficient progress. Upon enrolment in October, you should have a complete transcript of academic records at hand and confirmation from your alma mater that you are allowed to graduate. Needless to say that you will have to meet the required GPA of 2.7 upon enrolment (see also Q1).

[Language requirements](#)

Q10: How do I provide proof of English language proficiency? What certificates can be submitted?

A10: See [here](#) for the specific requirements. Under particular circumstances, you might be exempted from the requirement to produce a proof of English proficiency (details can also be found on under link provided above). Please note that no additional exceptions whatsoever can be made from these standards as per university regulations.

All remaining questions related to language certificates should be directed at the [Admissions Office](#) of Trier University (see Q18).

Q11: My mother tongue is English / English is the official language of my home country. Do I still have to provide proof of English proficiency?

A11: Some applicants might qualify for exemption from the obligation to produce a proof of English proficiency. Please consult [this page](#) for details on the countries where an exemption applies.

Please note though, that despite being raised with English as your first language, the exemption might not apply. This is for instance the case, if your nationality would exempt you from the requirement to provide proof of English proficiency but you went to school in a non-English speaking country. If you are in doubt, please contact the admissions office (see Q16).

Q12: My undergrad degree was taught entirely in English. Do I have to provide proof of English proficiency?

A12: Under certain circumstance you will be exempted from this obligation. Please check this [page](#) (and subsequent links) for the specific requirements and make sure that you have sufficient documentation from your university that your degree was taught in English.

Q13: Do I need a German language certificate? Do I need to attend preparatory German language courses?

A13: No. MA EEAG is taught entirely in English. Proof of German language skills is not necessary. International students have nonetheless 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.

[Application procedure](#)

[Application periods and deadlines](#)

Q14: When is the application period?

A14: We only accept applications for the upcoming winter terms. Depending on your nationality or provenience of your undergrad degree different application deadlines will apply:

Non-EU applicants: 8 May to 31 May

EU applicants: 8 May to 15 July

German applicants and German degree holders: 8 May to 15 September

Please note, that you will not be able to operate the application portal outside of the application period.

If you want to, you can sign up at meeag@uni-trier.de for a reminder which will inform you when the application period is about to start.

Q15: Can I apply for the summer semester?

A15: No, we start in the winter term as the course schedule is designed for a start in October of each year.

Q16: I cannot take up the place offered to me, will I have to re-apply next year?

A16: 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 Q18). 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.

Q17: I will not receive my visa in time, could you postpone the enrolment deadline?

A17: The postponement of the enrolment is not possible as you would miss out on too many classes. Please consult also Q16.

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).

[Application process and required documents](#)

Q18: What are the steps of the application process? What forms do I need to complete? Where should I send my documents?

A18: A brief overview of the application and admission process for international students can be found on the [website of the Admissions 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 Q13). On the pages of the International office, you will also find a list

documents you will have to send to the Admissions office as hard copies. The postal address will be provided to you when you have finished the “request for enrolment”.

The online application portal can be found on this page: <https://porta-system.uni-trier.de/gisserver/pages/zul/applicant.faces>. 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. Please note, though, that you can the portal will only be fully functional during the application period (see Q14).

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

<p>Ms. Patrycja Chudzinska chudzinska@uni-trier.de</p> <p>Tel.: 0049 651 201 2715</p>	<p>Ms. Monika Genannt genannt@uni-trier.de</p> <p>Tel.: 0049 651 201 2814</p>
<p>International applicants whose family name starts with: A-La</p>	<p>International applicants whose family name starts with: Le-Z</p>
<p>Office hours: Tuesday to Friday, 10:00 a.m. - 12:00 p.m. By phone: Monday to Friday 09:00 - 10:00 a.m</p>	
<p>Postal address: Trier University Admission Office Universitätsring 15 54296 Trier Germany</p>	

Other questions

Q19: Can I study on a part-time basis?

A19: 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.

Q20: Can I work during my studies?

A20: Yes, you can work during your studies but please keep in mind that the estimated work load per module is around 300 hours.

Students who come from outside the EU are also allowed to work in student jobs. However, restrictions may apply and you might want to inquire with the local immigration office before starting your work.

Q21: Does the university offer scholarships for international students?

A21: 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.

Q22: Is the number of international students allowed into the program restricted?

A22: No.

Q23: Do you charge tuition fees?

A23: No, we do not charge tuition fees if this is your first master's degree.

However, please note that you will have to pay an enrolment fee per semester. This fee funds the activities of the student union (e.g. cultural events, legal counselling, psychological counselling, and reduced rates for students in the canteen) and covers the cost for your [public transport ticket](#). Information about the current rates can be found [here](#).