



## 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 email. This document was last updated in May 2023.

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## Requirements

### Grade Point Average

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

German universities use a 1 to 5 grading scale, whereas 1.0 stands for outstanding achievement and 4.0 being the minimal passing grade.

The MA EEAG programme requires a grade point average of 2.7 or better in your undergraduate studies according to the German grading system.

A foreign GPA can be converted to a German equivalent using the “Bavarian Formula”:

$$GPA = 1 + 3 \left( \frac{N_{max} - GPA_d}{N_{max} - N_{min}} \right)$$

whereas

GPA = German GPA

$N_{max}$  = best grade in the foreign grading system

$N_{min}$  = minimum passing grade in the foreign grading system

$GPA_d$  = average grade you have obtained at your university

Please note that only the first digit after the comma counts. For instance, if you receive in your calculations a 1.796, the GPA is 1.7

Here is an example for a grade conversion:

The applicant comes from Belarus; he achieved in his bachelor’s degree a GDP of 8.49. The best grade in Belarus is 10; the minimum passing grade is 1. The calculation looks as follows:

$$GPA = 1 + 3 \left( \frac{10 - 8.49}{10 - 1} \right) = 1 + 3 \left( \frac{1.51}{9} \right) = 1 + 3 * 0.1677 = 1.5$$

The grade of the bachelor’s degree is 1.5, according to the German grading system.

### Academic background

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

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. Work experience and extracurricular activities *might* serve as a substitute (please inquire at [meeag@uni-trier.de](mailto:meeag@uni-trier.de)).

**Q3: What exactly do you mean by “political science”? Which courses qualify?**

Here are some examples of 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 training in political science. If you are in doubt, please get in touch with us.

**Q4: What are ECTS credits?**

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. ECTS credits are awarded once a student has successfully finished a course or module.

The value of ECTS credit points shall reflect the workload. 1 ECTS credit point represents a workload of 30 hours (including preparation and homework). One full academic year corresponds to 60 ECTS credits, whereas a bachelor’s degree in Europe usually comprises 180 ECTS.

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

As explained on our website, applicants 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 your undergrad studies) to Political Science? If the answer is “no”, then there is little point in applying. However, exemptions may apply (-> Q2).

**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?**

Yes, you may be eligible to apply. Please confirm with us via email ([meeag@uni-trier.de](mailto:meeag@uni-trier.de)). Please note, though, that your bachelor’s grade still has to meet the 2.7 GPA requirement.

**Q7: I do not 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?**

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 in Germany?**

Please check with the admission office (-> Q19).

**Q9: I have not graduated yet. Can I nonetheless apply to your programme?**

Yes, provided you have made sufficient progress. Please inquire with the admission office about specific conditions and stipulations (-> Q19).

Upon enrolment in October<sup>1</sup>, you should have a complete transcript of your academic record 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.

#### Language requirements

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

Please consult the [pages of the admission office for specific requirements](#). Under particular circumstances, you might be exempted from the need to produce proof of English proficiency (details can also be found under the link provided above). Please note that no additional exceptions whatsoever can be made as per university regulations.

All remaining questions related to language certificates should be directed towards the admissions office of Trier University (see Q18).

**Q11: I could not sit a language exams before the start of the application period. Can I hand in the results later?**

No. However, the university accepts also the TOEFL iBT Home Edition, which allows you to arrange a test at short notice.

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<sup>1</sup> A grace period of half a year applies to students who finish their undergrad studies at Trier university.

**Q12: My mother tongue is English / English is the official language of my home country. Do I still have to provide proof of English proficiency?**

Some applicants might qualify for an exemption from the obligation to produce 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. For instance, 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. In such a situation, you still need to provide the admission office with proof of English proficiency. If you are in doubt, please contact the admissions office (-> Q19).

**Q13: My undergrad degree was taught entirely in English. Do I have to provide proof of English proficiency?**

Under specific circumstances, you will be exempted from this obligation. Please check [this page \(and subsequent links\)](#) for the particular requirements and ensure that you have sufficient documentation from your university that your degree was taught in English.

**Q14: Do I need a German language certificate? Do I need to attend preparatory German language courses?**

No. The MA EEAG is taught entirely in English. Proof of German language skills is not necessary. International students have nonetheless the opportunity to learn German voluntarily during their stay. Please contact [the International Office](#) at Trier University if you want to know more.

[Application procedure](#)

[Application periods and deadlines](#)

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

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

- International students (non-EU): 1 May to 31 May
- EU applicants: 1 May to 15 July
- German applicants and German degree holders: 1 May to 15 September

Try to ensure that the required documents will arrive at the admission office before the deadline has passed.

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](mailto:meeag@uni-trier.de) for a reminder which will inform you when the application period is about to start.

**Q16: Can I apply for the summer semester?**

Theoretically, you can! However, we **strongly** recommend starting the programme in the winter semester, as the course is optimised for a start in the winter semester.

Applications for the winter term usually open in May of the respective year.

**Q17: I cannot take up the place you have offered to me. Will I have to re-apply next year?**

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). Moreover, the application will be free of charge.

Important! If you intend to re-apply, please contact your case officer in the admissions office (-> Q19). In the email to your case officer, 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.

**Q18: I will not receive my visa in time. Could you postpone the enrolment deadline?**

The enrolment procedure needs to be completed in 2 steps:

- i. completing Online Enrolment in the application portal “PORTA” and
- ii. sending by post the legally attested hard copies of the documents (certificates, diplomas, transcript of records, language certificate) that were previously uploaded in the online portal and the Proof of payment of the enrolment fee to:

Universität Trier  
Studierendensekretariat  
54286 Trier  
Germany

Your student ID card and login credentials to the student system can then be sent to a German address - or you may collect them until mid-November in the admissions office.

**Should you realize, that you will not be able to meet the deadline, you cannot enrol and should plan to enrol in the next semester!**

However, please re-confirm with the admissions office/case officer (-> Q19) when the time has come and inform your student advisor [Mr. Moritz Liebe](#).

## Application process and required documents

### **Q19: What are the steps of the application process? What forms do I need to complete? Where should I send my documents?**

The application process is fully online.

You first need to register on the [application portal](#) and file a request for enrolment. You might need to switch to the English user interface by clicking the flag on the top. Please note, though, that the portal will only be functional during the application period (-> Q15).

Upon completing the online application, all application documents have to be uploaded as .pdf in PORTA. (-> [list of required documents](#)). Please make sure to upload the documents well in time.

In case of acceptance to the Master program, you will be sent an email and/or letter to inform about admission. The admission will be granted for 2 semesters: Therefore, in case of long visa procedures, you can enrol one semester later, if needed. Keep the admission letter in a safe place, as you will need to upload it again, in case you decide to enrol in the latter of the 2 admission semesters!

**As the curriculum is designed for a start in the winter semester, we strongly recommend starting the course in the winter semester.**

More information on the application and enrollment process can be found [here](#).

All remaining questions regarding the application procedure and application documents should be sent to the admission office. **The contacts of the case officers in the Admission office can be [found here](#).**

## Other questions

### **Q20: Can I study on a part-time basis?**

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

### **Q21: Can I work during my studies?**

You can work during your studies, but please keep in mind that the estimated workload 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.

**Q22: Does the university offer scholarships for international students?**

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

The primary provider for scholarships for international students in Germany is the [DAAD \(German Academic Exchange Service\)](#). All questions pertaining to DAAD scholarships should be directed at the DAAD itself.

You will also find some scholarship offers (for which there are different eligibility requirements). You can consult [this page](#) for more information on funding opportunities.

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

**Q23: Is the number of international students allowed into the program restricted?**

No.

**Q24: Do you charge tuition fees?**

No, we do not charge tuition fees if this is your *first* master's degree. Should this be your second master degree, fees may apply. In this case, please inquire with the admission office.

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