

Information for incoming exchange students on the selection of courses

Faculty of Social and Cultural Sciences

You can either take courses in undergraduate (Bachelor) or graduate (Master) level depending on your level or year of study at your home university.

The course catalogues are divided into BA and MA programs:

General Homepage:

<http://www.kuwi.europa-uni.de/de/studium/Vorlesungsverzeichnisse/index.html>

All courses in English and other languages:

<https://www.europa-uni.de/en/internationales/aktuell/englische-seminare/index.html>

BA: https://www.kuwi.europa-uni.de/de/studium/Vorlesungsverzeichnisse/WiSe_201718/BA_KVV_WS-2017-18_vorlaeufig.pdf

MA (new structure!): <https://www.kuwi.europa-uni.de/de/studium/Vorlesungsverzeichnisse/index.html>

Learning Agreements

Many of you need signatures on your Learning Agreements (LA). If this is the case, you should do this within the first 5 weeks after the beginning of our lectures. Some of your home-universities require a signed Learning Agreement earlier; please check this with your home university.

Nicole Klück (AM 209) will sign the LA for the undergraduate students, afterwards Bernd Schünow (AM 208) will sign it and he needs a copy of it. Afterwards you send it to your home university.

Types of courses

At Viadrina we differentiate between these kinds of courses:

Seminar: small classes (10-30 students), active participation is important.

Lecture (Vorlesung): bigger classes (30-100 students).

Tutorial (Tutorium): a tutorial usually accompanies a lecture from the first year of undergraduate studies. Tutors accompany a lecture and help you to get acquainted with texts, reading, writing etc. The course is usually not graded, only participation.

Colloquial (Kolloquium): a course that supports students during the process of writing their thesis (BA, MA or Doctoral thesis). The course is usually not graded, only participation.

Practical courses (Praxisrelevante Fertigkeiten): practical projects, workshops, excursions. The course is usually not graded, only participation.

Duration of courses

The courses usually take place once a week and last 90 minutes. An exception are so called block courses. They are very compact (e.g. during a weekend or every second week 180 minutes). This is very different for each course. You will get the information in the course catalogue and during the first lesson of the lecture.

How to select a course

First of all you have a look at the course catalogue and at those courses that fit your program at home and your academic interests. In the beginning, you can go to more courses than you finally select. The time and place of the course is indicated in the course catalogue and it is very important to go to the first lesson to get all the information! Please also have a look at the changes to the course catalogues as sometimes courses are cancelled or new courses will be offered quite recently.

Attendance is obligatory and lists of attendance will be handed out during every lesson.

For graduate students: you can pick courses from all Master programs as long as you are eligible for them.

For undergraduate students: you are free in the choice of the BA programs as well as in the choice of the different kinds of modules within the BA program of Social and Cultural Sciences (Cultural History, Social Sciences, Linguistics, Literature) as long as you are eligible for them.

ECTS

The German grading system (1 being the best and 5 the worst grade):

German grade	German grade only LAW	ECTS grade
1,0	18 – 14	A
1,3	13	A
1,7	12 – 11	B
2,0	10	B
2,3	9	B
2,7	8	C
3,0	7	C
3,3	6	D
3,7	5	D
4,0	4	E
5,0	3 – 0	F

In the **undergraduate** programs you will receive 6 or 9 ECTS per course (this is indicated in the course catalogues).

In the **graduate** programs you will receive 3, 6 or 9 ECTS per course (this is indicated in the course catalogues). The number of ECTS depends on the workload you are able and willing to achieve and it is determined by the Professor what exactly you have to do to receive a certain amount of ECTS. Usually for 3 ECTS you need to give a presentation, for 6 ECTS you give a presentation and write a short paper or an exam, for 9 ECTS you give a presentation and write a long paper.

The content and extent of your academic performance is very different for each course and has to be agreed upon with each professor individually.

Forms of tests and exams

At the Faculty of Social and Cultural Sciences you usually complete a class with a paper and in some cases with an oral presentation or an exam. Writing essays and papers (10-25 pages) is very common. Should you not be familiar with this kind of writing you should first of all directly talk to the Professor. You can as well contact our Writing Center which will help you if academic writing is something you are not familiar with:

<https://www.europa-uni.de/en/struktur/zsfl/institutionen/schreibzentrum/index.html>

A very critical issue is plagiarism. At Viadrina our Professors use special tools to scan written papers by the students to discover plagiarism. We would like to point out that any student who commits plagiarism will fail the course and it will be reported to the students' home university. It is crucial that you always quote an author and that you also do this if you do not quote directly. Please let the Professor know what is your own thought and which ideas you have taken from other sources. Should you need support concerning this issue, please contact your Professor, the Writing Center: <https://www.europa-uni.de/en/struktur/zsfl/institutionen/schreibzentrum/index.html> or the staff of the Department of International Affairs (Nicole Klück).

How to register for courses and final exams

At Viadrina we use an online system called MOODLE. You can get information for courses on this platform and in the end you need to register for the final exams. This is also the case if you write essays or papers or if you have an oral exam. We will explain the online system to you during the introduction week at Viadrina. Moodle: <https://moodle.europa-uni.de/>

You additionally need to register on ViaCampus for being able to register for the final exam (or paper) and to receive a grade for the corresponding seminar. Viacampus: https://www.europa-uni.de/en/studium/online_dienste/index.html

How you will get your grades - Transcript of Records

As soon as you have finished your courses, written all exams and papers the Professors have several weeks to grade your work. They will report your grades to us and we will generate your Transcript of Records and send it to your home university.

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