

Incoming Guide

Summer 2021



Welcome

to the School of Business and Economics at the University of Münster

We would like to congratulate you on your decision to become a student at the Westfälische Wilhelms-Universität Münster (WWU) and at the School of Business and Economics in particular.

This Incoming Guide will assist you in getting started at the School of Business and Economics. It will provide you with practical information, both as a new student at our school and as a new resident in Germany. We hope this handbook will help make your stay in Münster happy and successful. Please read it carefully and keep it for future reference during your stay.

The Student Administration, the International Office of the WWU and the International Relations Center (IRC) are responsible for the welfare of international students during their stay in Münster in general and at the School of Business and Economics in particular, so please do not hesitate to contact us if you have any questions or concerns.

And most importantly: **Enjoy your stay in Münster!**

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1. Arriving in Münster - Checklist of Administrative Tasks

1.1. University Registration and “Rückmeldung”

At the beginning of the semester, all international students must register at the Office of the Registrar (“Studierendensekretariat”), located in the main administrative building also known as “Schloss”. The central International Office will provide you with the date when to register at the Office of the Registrar. You must bring along the following document:

- Admission letter
- Student I.D. card from your home university
- Proof of health insurance
- Passport or national identity card

Students who stay two semesters will have to renew their registration – also referred to as “Rückmeldung”. This entails a simple money transfer of the semester fee to the university’s account. The details are listed in the WWU online platform – the login details are provided during the initial enrollment.

1.2. Insurance

All students are required to have valid health insurance in order to register at the university. If no health insurance was procured ahead of time in the country of origin, health insurance can be obtained in Germany. In addition, it is recommended that third-person liability and repatriation costs are covered by the insurance policy.

1.3. Registering with the City

Within the first ten days of your stay in Münster, please report to the City Registration Office (“Amt für Bürgerangelegenheiten”), Stadthaus 1, Klemensstraße 10.

<http://www.muenster.de/stadt/buergeramt/>

In some cases, you may also have to go to the Immigration Office (“Amt für Ausländerangelegenheiten”), Stadthaus 2, Ludgeriplatz 4 (Entrance Südstraße).

www.muenster.de/stadt/auslaenderangelegenheiten

1.4. Opening a Bank Account

We recommend that you open a German bank account because the semester fee ("Semesterbeitrag"), and often the rent, can only be paid through an automatic debit transfer. Here is a selection of downtown banks offering free accounts for students:

Deutsche Bank AG
Stubengasse 21
Tel.: +49 (0) 251 / 594 – 0
www.deutsche-bank.de

Commerzbank
Königstraße 60
Tel.: +49 (0) 251 / 415 – 0
www.commerzbank.de

Sparkasse Münsterland Ost
Rothenburg 7
Tel.: +49 (0) 251 / 598 – 0
www.sparkasse-mslo.de

Volksbank Münster
Neubrückenstraße 66
Tel.: +49 (0) 251 5005 – 0
www.volksbank-muenster.de

2. Academics

2.1. Important Dates

Summer Semester 2021	
Exchange Students' Orientation Days	Mid-March 2021
Start Lectures	Apr 12, 2021
Assessment Period 1 st Term/End of 1 st Term	May 25 – 29, 2021
End of Lectures	July 23, 2021
Final Assessment Period	July 26 – August 13, 2021

2.1.1. Orientation Week

The WWU truly values its international students and strives to make their transition to their new university as comfortable as possible. Therefore, both the WWU International Office and the School of Business and Economics host different orientation weeks for first-semester students. We really recommend taking part in the activities. Throughout these weeks you will get all the information you need to make your stay at the WWU and the School of Business and Economics in particular successful.

At the WWU level, there is an orientation week offered by our central International Office approximately three weeks before the start of classes – the exact dates will be provided to you by the ERASMUS office. In addition to the official welcome to the university, a variety of institutions of the University of Münster, such as the recreation division (“Hochschulsport”), the library and the cafeterias, are introduced. Furthermore, the orientation get-togethers provide an opportunity to answer any questions you may have about your studies at the University of Münster. You will also be provided with information on how to open a bank account and how to register with the city of Münster. Evening events are also planned. Typically, a tour of Münster's bars is part of the program as well as a regular meeting called "Stammtisch". You will receive the exact details of the welcome week program from the WWU ERASMUS office by email or regular mail in advance.

The School of Business and Economics Orientation Week (“O-Woche”) is organized by the Student Council (“Fachschaft”) and takes place from April 05 - April 09. Primarily degree students in their first semester take part in this week – however, for you as an international student it is a good way to get to know people and make friends. The detailed schedule will be posted well before the start of the semester on the Student Council’s website: www.fachschaft-wiwi.ms

2.1.2. Lectures and Exams

The academic year is divided into two semesters in Münster, officially encompassing October 1 – March 31 (winter semester) and April 1 – September 30 (summer semester). Classes and exams, however, are generally only held between mid-October and late February (winter semester) and early April to mid-August (summer semester). Each semester may be further divided into two terms, depending on the classes taken – i.e. some classes may last the entire semester, some only one term.

Generally, all term 1 classes feature an exam during the early exam period. Therefore, they are usually referred to as classes requiring an early registration (“vorgezogene Meldung”) and are labelled as such in the listings posted by the Examination Office (sections “Prüfungsangebote” as well as “Prüfungstermine”). The list of exams offered in a particular semester as well as the exact dates of these exams will be posted on the Examination Office's website at: www.wiwi.uni-muenster.de/pruefungsamts/

2.2. Courses and course registration

2.2.1. Classes

All German and English classes taught at the School of Business and Economics are listed here: www1.wiwi.uni-muenster.de/fakultaet/international/incoming/studium/kurse/index.php?sprache=eng. Course lists are continuously updated and posted here in case there are any changes.

All classes on offer at the University of Münster are listed in the university's online course catalogue which can be accessed through: www1.wiwi.uni-muenster.de/fakultaet/studium/vorlesungsverzeichnis/index.php

Once you have followed the link “Course Catalogue” you can narrow down your search through either:

- Clicking on “Wirtschaftswissenschaften” (German version) or “Business and Economics” (English version) › choosing between B.Sc. und M.Sc. courses › selecting one of the various subdivisions.
- The search option (“Suche nach Veranstaltungen”, “Search for Lectures”) › typing in a course title or subject matter you are interested in.

Course descriptions of all School of Business and Economics classes are provided in our Study Guides which are available for download here:

<https://www.wiwi.uni-muenster.de/fakultaet/de/international/incoming/studium>

For Bachelor students it is generally only possible to take Bachelor courses.

Master students are allowed to take both Bachelor and Master courses.

If you have any questions about the courses please refer to the professor's chair website or contact the secretary of the professor. Their contact information can be found at the chair's homepage. Just search the web for "uni", "ms" plus the name of the professor - or use the overview of our chairs at:

www1.wiwi.uni-muenster.de/fakultaet/organisation/?sprache=eng

- Based on your interests or on the classes/professors found through the central course catalogue search for the pertaining professor's chair
- On the chair's website go to the rubric “Studieren” or “Studium” (German version), “Studying” or “Teaching” (English versions)
- Search for the classes (“Veranstaltungen”) of the current semester and read through the course offerings provided – in most cases you will get a more detailed description (including date and venue, start and end dates)
- **Please note: As chairs usually only maintain their own sites the information posted here will be the most reliable and accurate and you should thus always check the chairs' websites!**

2.2.2. Registration for Classes

The following types of classes are offered at our school:

- Lectures: a professor provides an overview of a particular topic; unlimited number of participants; no registration required for class participation.
- Tutorials, Exercises: complimentary to a lecture; offers you the possibility to practice your skills and to discuss problems with fellow students; possibly registration during lectures.
- Seminars: a seminar entails a more in-depth discussion of topics;

participants are required to give a presentation and/or write a research paper; registration through the respective chair; generally limited number of participants.

Depending on the type of class, you thus may or may not have to register for the participation in class in advance. You do however have to register each class and/or exams with our Examination Office (“Prüfungsamt”) in order to have the class included in your Transcript of Records – please see the instructions (2.2.3.) below.

The IRC will be happy to help you plan your schedule. We kindly ask you to think about classes you are interested in ahead of time. **Therefore, please prepare a draft of your schedule before you come to Münster, a template is attached.**

2.2.3. Registration for Exams and Withdrawal from an Exam Registration

The Examination Office (“Prüfungsamt”) is the administrative body coordinating all exam-related issues at our school. As an international exchange student, you register for your exams via email.

However, you do not register for exams until after your arrival in Münster – unless you would like to participate in a seminar-type of class or a Business Skill course (called “Schlüsselqualifikation” in German) requiring prior application/registration.

Once you are here all relevant details will be given to you, i.e. the email address for the registration, etc.

If you realize at some point throughout the semester that you would like to withdraw from an exam you also need to send an email to the Examination Office from your @uni-muenster.de email address.

2.3. Language Courses

It is likely that you are interested in studying at the University of Münster not only to get to know a different perspective on academic questions, but also to improve your German language skills. We know that undertaking studies in a foreign language is not easy and that there is a big difference between academic language and the vernacular. Do not get frustrated if the first weeks in a seminar are difficult - over time you will certainly understand more.

In order to ease the challenges you might face, the University of Münster offers language courses at the university’s Language Center (“Sprachenzentrum”). Most

of these courses are free of charge. If you intend to take part in an intensive language course you need to attend the "C-Test" which is scheduled for March 29 – April 14 (for languages such as English, French, Italian and Spanish) and April 06 – April 21 (for German as a foreign language [DaF])

Please refer to the central International Office's letter for the intensive language course dates. For further information please log on to this website: <https://www.uni-muenster.de/Sprachenzentrum/ldaf/>

2.4. Grading Scale

The German grading scale differs somewhat from other grading scales you may be familiar with. German universities use the following scale:

Approx. int. grade	A	A-	B+	B	B-	C+	C	C-	D+	D	FX	F
Münster Grade	1,0	1,3	1,7	2,0	2,3	2,7	3,0	3,3	3,7	4,0	5,0 failed	5,0 failed

3. Campus Facilities

3.1. Libraries

3.1.1. The University Library

The "Universitäts- und Landesbibliothek" or ULB is located at Krummer Timpen 3. It provides Münster's students with 2.3 million volumes of scholarly literature, over 10,000 periodicals, and access to a comprehensive assortment of reference works and bibliographies.

www.ulb.uni-muenster.de/bibliothek

3.1.2. Library for the School of Business and Economics

The School of Business and Economics library is located within the Juridicum, Universitätsstraße 14-16. You will find subject-specific literature on topics in business and economics.

<https://www.wiwi.uni-muenster.de/bib/>

3.2. Computer Labs and Printing

Computers and printers are located in all libraries. Additionally, the School of Business and Economics provides computer labs with internet access and printers for your convenience. If you need assistance, please contact our helpful computer lab supervisors.

www.wiwi.uni-muenster.de/bdv/aktuelles

In addition, the ZIV offers a very cheap possibility to print as well as to scan and to copy. You can find more information on the following homepages:

www.uni-muenster.de/ZIV/Drucken/index.html

<https://www.uni-muenster.de/ZIVwiki/bin/view/Anleitungen/WebHome>

3.3. Wireless LAN

All libraries feature unlimited internet access for use with your laptop.

www.uni-muenster.de/ziv

You will receive your login information by mail with your university documents after you've transferred the semester fee to the university's banking account.

3.4. WWU-App

How do I get to the university library? Where is the lecture room S10? And which meals does the Mensa Aasee offer today? The **WWU Campus App** has all information in one app and is available for all current smartphones.

4. Accommodation and Living Expenses

4.1. Short-Term Housing

If you arrive in Münster a few days before your rental lease begins and need a reasonably priced place to stay, the following addresses may be useful. Please reserve ahead of time.

Sleep Station
Wolbecker Str. 1
D-48155 Münster
Tel.: +49 (0) 251 / 48 28 15 5
www.sleep-station.de

Jugendgästehaus am Aasee
Bismarckallee 31
D-48151 Münster
Tel.: +49 (0) 251 / 53 02 80
www.djh-wl.de/jh/muenster

4.2. Long-Term Housing

The housing choices for students in Münster are diverse. Rooms in student dormitories have the advantage of being less expensive than private accommodations, and they are normally fully or partially furnished. The dorms are equipped with washing machines and clothes dryers. All rooms are pre-wired for telephone and internet connections, as well as for cable television.

Contact person for international students:

Christiane Herding

Student Services – Housing / Studentenwerk Münster - Wohnraumverwaltung

Phone +49 2 51 / 83 - 79646

christiane.herding@studentenwerk-muenster.de

Additional dorms in Lilienthalweg & Schlesienstraße are also equipped with washing machines and clothes dryers but there will be no access for internet. However, you may use a mobile broadband dongle here.

Contact

Internationale Studentenwohnheime e. V.

Kolde-Ring 60

48151 Münster

Int.studentenwohnheime.cds@arcor.de

Phone +49 251 / 72081 or +49 152 343 469 31

Office hours Schlesienstr. 11: Wednesday 4.30 – 6 pm

Office hours Lilienthalweg 37: Wed 2 – 4 pm

We recommend that you begin your housing search in Münster as early as possible. In addition to the Student Services (www.studentenwerk-muenster.de), the following offices may also be helpful during your search for private accommodations:

ERASMUS Office: every semester the ERASMUS team collects a list of students who are going abroad and subletting their rooms in a shared apartment. These vacant rooms are advertised in the forum on the webpage www.erasmus-muenster.de.

A general overview of accommodation facilities can be found here:

<https://www.uni-muenster.de/studieninteressierte/en/austausch/wohnen.html>

For your housing search you can also check the following webpages:

- www.nadann.de
- www.wohnboerse.ms (the "Asta" room exchange)

- www.wg-gesucht.de (shared apartments)
- www.westfaelische-nachrichten.de (regional newspaper)
- www.muenstersche-zeitung.de (regional newspaper)

4.3. Living Expenses

You should budget about 700 Euros per month for rent, food, shopping, books, etc. Also, while the University of Münster does not charge any tuition fees, you will be charged approximately 300 EUR per semester, which also includes the so-called "Semesterticket". This ticket allows you to use all of the local buses and regional trains within the federal state of North Rhine Westphalia free of charge.

A map can be found at:

<https://www.asta.ms/images/Bilder/Service/Geltungsbereich-Seti-Bus.jpg>

<https://www.asta.ms/images/Bilder/Service/Geltungsbereich-SemT-Schiene.jpg>

5. Important Contacts and Facilities

5.1. The International Relations Center (IRC)

The International Relations Center (IRC) is your point of contact at the School of Business and Economics regarding questions about your studies and life at the university and in Münster. We will be glad to help you plan your stay in Münster and will inform you about applications, formalities, arrival options, living arrangements, life in Germany, and studying at our school. We host an orientation meeting at the beginning of every semester – the Welcome Event – during which we familiarize you with your new surroundings and enable you to socialize with other students and to meet your contacts at the university and the school. We are also the point of contact for your home universities and coordinate student exchanges between our school and foreign business schools.

If you have any questions about studying at our school, please contact the IRC at:

Martin Schmidt, M.Sc.

Dean's Office / International Relations Center

Universitätsstr. 14-16

Room 157

Phone: +49 2 51/ 83-23019

martin.schmidt@wiwi.uni-muenster.de

Office hours: Thursdays 9:30-11:30 AM and Wednesdays 2:00-4:00 PM

5.2. The International Students Services (ISS)

The ISS is a highly organized group of students who support the work of the International Relations Center, organized by the Student Council (“Fachschaft”).

Each international student is assigned a peer mentor from the School of Business and Economics at the start of the semester. This mentor gladly helps international students by answering specific questions both before and during their stay in Münster as well as helping to compile a class schedule. The initial face-to-face meeting of students and mentors will take place at an evening event at a pub 1 or 2 weeks before start of the semester. All international students and mentors are warmly invited to attend.

Additionally, the ISS hosts office hours during the beginning of the semester. Student volunteers will be happy to use their expertise to help international students prepare their class schedules. For further questions concerning studying and life at the University of Münster, please contact members of the ISS at iss@wiwi.uni-muenster.de

The homepage of the student council (“Fachschaft”) is very helpful. Here you can find old exams and several helpful links:

<http://fachschaft-wiwi.ms/>

5.3. International Office & ERASMUS Office

The university's central International Office - including the ERASMUS Office - is your general contact in Münster. Their office is located at:

Schlossplatz 3

48149 Münster

Phone: +49 251 / 83-22215 or +49 251 / 83-22113

international.office@uni-muenster.de

www.uni-muenster.de/InternationalOffice/

5.4. International Center - "Die Brücke"

“Die Brücke” is a facility of the university for international undergraduate and graduate students. The team is available from 9:30 AM until 11:00 PM to answer questions and provide students with information about "Learning and Living" in Münster. Numerous leisure activities, cultural evenings, and political and cultural programs are described in the list of events published by the "Brücke."

At lunchtime, reasonably priced international meals are served at “Café Couleur”. Athletics (even classes just for women), excursions, language “Tandem Partners”, and “Stammtische”, regularly scheduled get-togethers, are offered.

“Die Brücke” also organizes a biennial fair for international students to get in touch with companies who could be future employers: the “Connecta International Münster”.

Die Brücke
Wilmergasse 2
Phone: + 49 2 51 / 83-22229
diebruecke@uni-muenster.de
www.uni-muenster.de/diebruecke

5.5. Office of the Registrar

Studierendensekretariat
Schlossplatz 2
Phone: +49 251 / 83-20001
studierendensekretariat@uni-muenster.de
<https://www.uni-muenster.de/studium/studierendensekretariat.html>

5.6. Examination Office

Prüfungsamt der Wirtschaftswissenschaftlichen Fakultät
Hüfferstraße 27
Phone: +49 251 / 83-37915
<https://www.wiwi.uni-muenster.de/pam/de>

Exam registrations are only possible AFTER your arrival in Münster!

5.7. Language Center

The University of Münster’s Language Center (“Sprachenzentrum”) offers international students an intensive German course at the beginning of the semester. Based on a language assessment test, students can choose from various courses appropriate for their skill level.

Furthermore, the language center organizes a “Tandem Partner” program, in which a German native speaker and an international student are matched up to share

first-hand information about their respective countries and cultures and to assist each other linguistically. You find further information on the Language Center's website:

<http://spzwww.uni-muenster.de>

5.8. University's Athletics Department ("Hochschulsport" or HSP)

More than 90 different types of sports are offered at the university's gyms and swimming pools. Students and university employees can register to use these facilities. Every week more than 15,000 students take part in the varied programs offered by the university's athletics department (HSP). Choices include aerobics classes, beach volleyball, hockey, lacrosse and tennis.

The various sports are offered several times per week and during different times of the day in order to accommodate students' schedules. The university also arranges an assortment of overnight athletic excursions, typically lasting one to two weeks. The most popular are canoeing, windsurfing, and ski trips. The registration forms for university athletics, as well as an overview of the athletic opportunities, can be found at:

<http://hsp-ms.uni-muenster.de/>

5.9. Immigration Office

Amt für Ausländerangelegenheiten (Stadthaus 2)

Ludgeriplatz 4 (Entrance: Südstraße)

48151 Münster

www.muenster.de/stadt/auslaenderangelegenheiten

6. Travelling

6.1. "Semesterticket"

All students at the University of Münster must pay a "social fee" of approximately 300 EUR. This money is used to fund the student and social activities at the university, such as the cafeteria, sports and recreation facilities, the university kindergarten, and the student representation through AStA.

In addition, half the "social fee" includes the "Semesterticket". This semester ticket enables students to use all busses in Münster and regional trains (2nd class) in North Rhine Westphalia and as far as the Dutch border.

A map can be found here:

<https://www.asta.ms/images/Bilder/Service/Geltungsbereich-Seti-Bus.jpg>

<https://www.asta.ms/images/Bilder/Service/Geltungsbereich-SemT-Schiene.jpg>

Upon receipt of the "social fee," which must be transferred to the university's banking account after matriculation at the University of Münster, students receive the semester ticket in the mail as well as their student I.D. card.

If you want to ride further than the area covered by the semester ticket, you must buy an additional ticket in advance for the remainder of your route.

6.2. Travelling around Münster

Münster is the bicycle capital of Germany. That is why the most common way to get from one place to the other is to ride the bike. If you are interested in buying one you can look for used bikes at:

- www.nadann.de
- www.wochenschau-muenster.com

New and sometimes also used bikes can be bought in one of the several bicycle shops all around the city. Here is a selection of downtown shops:

Drahtesel
Servatiiplatz 7

<http://www.drahtesel-muenster.de/>

Radschlag
Geiststr. 48

<http://www.hollandrad-spezialist.de/>

Rückenwind
Hindenburgplatz 66

Velofaktur
Grevener Str. 61

<http://www.velofaktur-muenster.de/>

In addition to that, there exist flea markets where one can buy second-hand bikes.

It is cheaper than a new bicycle and does not attract as many thieves. The biggest and most popular flea market is the so called “fietsenbörse” nearby the harbour:
<http://www.fietsenboerse.de/>

You can also rent a so called “Swapfiets”. Swapfiets is a monthly subscription for which you pay a giving fee and are able to rent a bike and use it as your own. For more information about it, please refer to their website: <https://swapfiets.de/en/>
As long as you do not have a bike you can take the bus. For the bus schedule please refer to this website:
www.stadtwerke-muenster.de

6.3. Travelling around Germany

As already mentioned, the semester ticket allows you to travel around North-Rhine-Westphalia by bus or by train. The train system in Germany is very good. Tickets can be purchased on the internet. If you are travelling in a group also look at group prices. For the bus and train schedules please refer to:
www.deutsche-bahn.de

If you plan on going on a trip for several days you can also rent a car. These are some links to car rental services in Germany:

www.sixt.de
www.enterprise.de
www.europcar.de

Sometimes people offer a ride from one place to another. For ride offers look at:

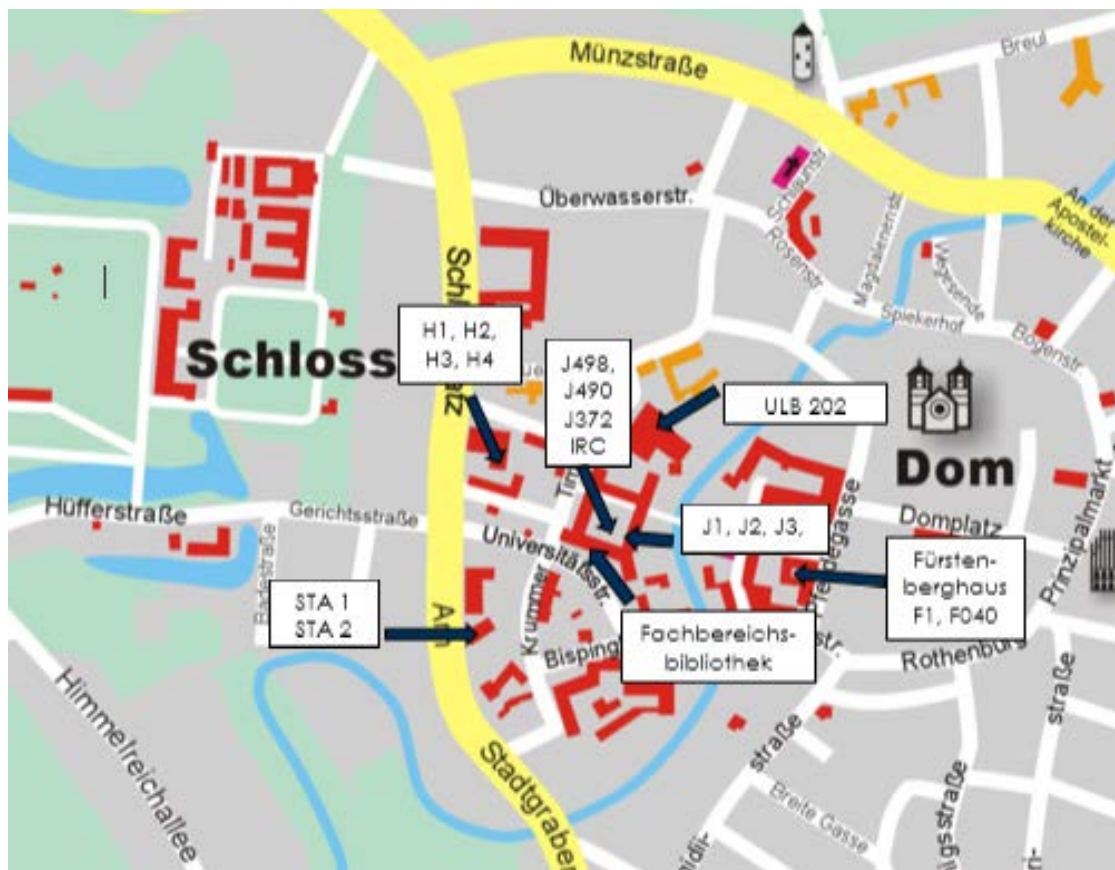
<https://www.mitfahren.de/>
<https://www.blablacar.de/>

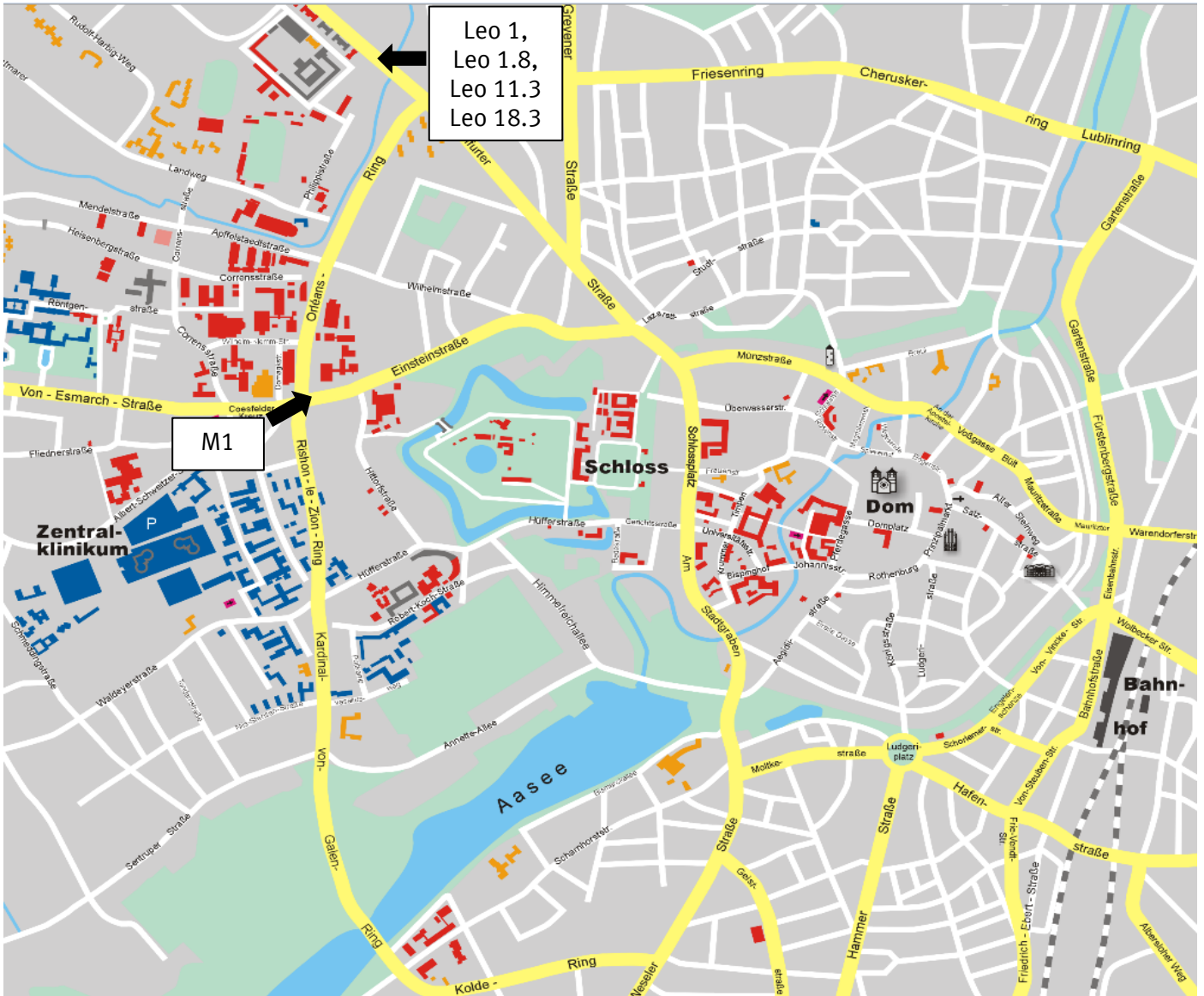
ANNEX

Overview of Classrooms

 PDF: [http://www.uni-](http://www.uni-muenster.de/imperia/md/content/wwu/allgemein/lageplan_wwu_04_2011.pdf)
[muenster.de/imperia/md/content/wwu/allgemein/lageplan_wwu_04_2011.pdf](http://www.uni-muenster.de/imperia/md/content/wwu/allgemein/lageplan_wwu_04_2011.pdf)

F1, Fo40	Domplatz 20-22 (Fürstenberghaus)	H1, H2, H3, H4	Schlossplatz 46
J1, J2, J3, J4	Universitätsstraße 14-16 (Juridicum)	J372, J490, J498, IRC	Universitätsstraße 14-16 (Juridicum -)
Leo 1, Leo 1.8, Leo 11.3, Leo 18.3	Leonardo-Campus	M1	Einsteinstraße 64
SCH1	Scharnhorstraße 100 (Aula am Aasee)	SCH109.6	Scharnhorststraße 109
STA1, STA2	Am Stadtgraben 9 (CAWM)	ULB 202	Krummer Timpen 3





Quick Guide Planning your Schedule and Registering for Exams

How to find your classes and the pertaining dates and venues

Classes regularly offered in English as well as the list of classes in the current semester are generally posted at: <https://www.wiwi.uni-muenster.de/fakultaet/en/international/incoming/studying>

Via the university's central course catalogue

- Log on to the university's central course catalogue at <https://studium.uni-muenster.de/qisserver/rds?state=wtree&search=1&trex=step&root120201=209340&P.vx=kurz&noDBAction=y&init=y>
- Narrow down your search through
 - Clicking on “Wirtschaftswissenschaften” (German version) or “Business and Economics” (English version) > choosing between B.Sc. und M.Sc. courses > selecting one of the various subdivisions
 - The search option (“Suche nach Veranstaltungen”, “Search for Lectures”) > typing in a course title or subject matter you are interested in

Via the chairs' websites

- Log on to the School of Business and Economics's website and Choose “The Faculty” or “Die Fakultät” <https://www.wiwi.uni-muenster.de/fakultaet/en/faculty>
- Based on your interests or classes/professors found through the central course catalogue search for the pertaining professor's chair
- On the chair's website go to the rubric “Studieren” or “Studium” (German version), “Studying” or “Teaching” (English versions)
- Search for the current semester and read through the course offerings provided – in most cases you will get a more detailed description (including date and venue, start and end dates for the class)
- Please note: As chairs usually only maintain their own sites the information posted here will be the most reliable and accurate and you should thus always check the chairs' websites!**

How to find out whether a class features an early or a regular exam

As explained in the Incoming Guide, the semesters at the School of Business and Economics are divided into two terms, both of which are concluded by an exam period, namely in:

- December, February (winter semester)

- Pentecost, July/August (summer semester)

The exam period after the first half of the semester is referred to as an “early exam period”, namely in December or around Pentecost. The second exam period is the “regular exam period”, namely in February and July/August, respectively.

To find out which class features an early exam please refer to the instructions below.

You will need to:

- Log on to the Examination Office/Prüfungsamt website at
- <https://www.wiwi.uni-muenster.de/pam/en>
- Search for “Prüfungsangebote Wintersemester 2019/20”
- Choose between B.Sc. and M.Sc. level › please always refer to the 2010 or 2012 PO lists
- Early exams are labelled “vorgezogene Meldung”, regular exams are not labelled at all
- NB:** The deadlines and instructions for registration with the Examination Office are listed in your Welcome Package which you receive at the Welcome Event. Seminars may entail an early registration – please check the chair’s website for application details.

You do not register for any exam until after your arrival in Münster.

How to find course descriptions and ECTS

Course Descriptions

- In English for both the B.Sc. and M.Sc. levels:
https://www.wiwi.uni-muenster.de/fakultaet/en/international/incoming/Course_offerings
- In German, according to course and levels of study
<https://www.wiwi.uni-muenster.de/pam/en/general-information/examination-regulations-and-module-compendium>

ECTS

Information on the allotment of ECTS points can best be found through either:

- The Examination Office/Prüfungsamt website (“Prüfungsangebote XX“)
- The course descriptions

Please see the instructions above.

Checklist for Incoming Students

Before your departure for Münster

- Create a draft of your schedule – your mentor will be glad to help you or feel free to contact Tobias Kreuter at the IRC
- Inform the IRC of your participation in the Welcome Event (invitation is sent to students approximately one month before the semester start)
- Depending on home university requirements: prepare your Learning Agreement
- Possibly: apply for a visa

After your arrival in Münster

- Possibly pick up keys and move into your dorm room
- Drop by the central International Office (Schlossplatz 3)
- Enrol at the Student Registration Office (“Studierendensekretariat”)
- Register with the city of Münster (“Bürgerbüro”, possibly “Amt für Ausländerangelegenheiten”)
- Attend the IRC Welcome Event – be prepared to bring your Münster address and matriculation number
In case you did not attend the Welcome Event: Please send your matriculation number and Münster address to Tobias Kreuter (tobias.kreuter@wiwi.uni-muenster.de)
- Plan your schedule of classes and possibly discuss it with your mentor or Tobias Kreuter (for the latter: please make an appointment)
- Register for the exams (please see instructions in the handout of your Welcome Package which you receive during the Welcome Event)
- Once we have your matriculation number a TAN list with a password will be generated for you; you will need this to check whether you have been registered correctly for your chosen exams and seminars (please see instructions above) and to generate your Transcript of Records– you will be notified by Tobias Kreuter once the TAN lists can be picked up from the IRC
- Depending on home university requirements: have your Learning Agreement (ERASMUS) / Data Sheet signed by Tobias Kreuter and/or the ERASMUS Office

Before your departure

- Get your Data Sheet and Learning Agreement signed at the IRC and/or ERASMUS Office
- In case you attended a language course at the Language Center

(“Sprachenzentrum”) and would like it to be listed in your Transcript of Records please send a scan of the certificate(s) to the Examination Office

After your return home:

- Generate your Transcript of Records on the Examination Office website and submit it to your International Office at your home university (please see instructions above)

Useful Websites at a Glance

www.wwu.de	WWU website
www.wiwi.uni-muenster.de	School of Business and Economics website
https://www.wiwi.uni-muenster.de/pam/en	Examinations Office
https://www.wiwi.uni-muenster.de/fakultaet/de/international/irc	International Relations Center website
https://www.uni-muenster.de/international/en/studierende/	International Office website
http://wwwuv2.uni-muenster.de/uniplan/	Map of university area and class rooms
http://spzwww.uni-muenster.de	Language Center of the university
https://www.uni-muenster.de/studium/en/studierendensekretariat.html	Student Registration Office
www.fachschaft-wiwi.ms	Student Council website
www.uni-muenster.de/ziv	internet access guide for your laptop
https://studium.uni-muenster.de/qisserver/	Course catalogue
http://hsp-ms.uni-muenster.de	university's athletics department
www.ulb.uni-muenster.de	university library website
https://www.asta.ms/en/semesterticket	Information around the Semesterticket
www.wiwi.uni-muenster.de/bdv/aktuelles	computer lab supervisors' website
www.muenster.de/stadt/auslaenderangelegenheiten	Immigration Office
www.muenster.de	City of Münster
www.sleep-station.de	hostel
www.djh-wl.de/jh/muenster/	hostel
www.erasmus-muenster.de	long-term housing
www.nadann.de	long-term housing
www.wohnboerse.ms	long-term housing
www.wg-gesucht.de	long-term housing
www.westfaelische-nachrichten.de	regional newspaper
www.muensterschezeitung.de	regional newspaper
www.stadtwerke-muenster.de	bus schedule
www.deutsche-bahn.de	train schedule
www.enterprise.de	car rental
www.europcar.de	car rental
https://www.blablacar.de/	ride offers
https://www.mitfahren.de/	ride offers
https://swapfiets.de/en/	Bike rental

<https://www.uni-muenster.de/studieninteressierte/austausch/>

more useful weblinks

	Monday	Tuesday	Wednesday	Thursday	Friday
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