

## **FAQ – Erasmus-Incoming at IPWS:**

### **Who is my contact person for the Learning Agreement and questions concerning classes?**

- Dr. Lutz Haarmann, [incomings-ipws-erasmus@uni-bonn.de](mailto:incomings-ipws-erasmus@uni-bonn.de)
- Assistance: Alina Kröber

### **Who should be contact with questions regarding insurance, living, travel, etc.?**

- The International Office of the University of Bonn, Department 6.3  
(<https://www.uni-bonn.de/de/universitaet/organisation/universitaetsverwaltung/dezernat-6-internationales/internationales-studium-in-bonn>)

### **Where to find the list of available lectures?**

- On the *Basis*-Webside (<https://basis.uni-bonn.de/qisserver/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions>) make sure that you selected the right semester in the upper right corner
- click on *Vorlesungsverzeichnis* and select *Alle Veranstaltungen*
- then look for *Politische Wissenschaft und Soziologie*
- choose which study program/level (Bachelor of Political Science and Civics, Master Political science, or Master Sociology) is closest to your program at your home university
- technically you can attend classes from all programs and levels

### **How to enroll in classes?**

- Erasmus-students cannot officially register via *Basis*, you use it just to find the courses you like to attend
- Contact the teachers of the courses you want to participate in and ask them, if you can join the course
- if they give you their go that is all you need

### **What course gives how many credits?**

- Just a proof of your attendance in the class brings you 4 ECTS
- all other options are listed below:

		<b>Benoteter Teilnahmeschein</b>  (regular attendance, marked presentation or similar)	<b>Leistungsschein</b>  (regular attendance, presentation or similar, essay or oral exam)
<b>Bachelor</b>	<b>Vorlesung &amp; Übung</b>  (lecture & tutorial)	-	6 ECTS
	<b>Basismodul</b>  (Proseminar)	5 ECTS	10 ECTS
	<b>Vertiefungsmodul</b>  (Seminar)	6 ECTS	12 ECTS
<b>Master</b>	<b>Grundlagenmodul</b>  (Seminar)	8 ECTS	16 ECTS
	<b>Profilmodul</b>  (Seminar)		
<b>both</b>	<b>Sprachkurs</b>  (language course)	-	4 ECTS

### Is attendance mandatory?

- All courses within the IPWS do not have a mandatory attendance
- Language courses usually take attendance

### How to extend the stay in Bonn?

- Write an informal application to both the Erasmus-coordinator in Bonn and at your home university
- If they sign it, you can stay in Bonn for another semester
- Turn that in as soon as possible, not towards the end of your stay

### What to do at the end of the semester?

- If not already done, talk with the teacher of the course about the type of final exam you need/want to take
- Fill out the "Preparing your Transcript" (will be sent to you towards the end of the semester) and send it to your Erasmus-coordinator in Bonn ([incomings-ipws-erasmus@uni-bonn.de](mailto:incomings-ipws-erasmus@uni-bonn.de))
- Send all your teacher the Vorlageschein (will be sent to you towards the end of the semester)

- as soon as you get these documents back, send them as well to your Erasmus-coordinator in Bonn ([incomings-ipws-erasmus@uni-bonn.de](mailto:incomings-ipws-erasmus@uni-bonn.de))
- you will then get your final Transcript of Records from us
- if you are staying in Bonn for two semesters, please do this at the end of both semesters