

Student Handbook

M.A. Applied Methods of Social Research (AMSR)

M.A. International Political and Social Science Research (IPSSR)



Welcome to Marburg!

Dear students,

We would like to welcome you to the University of Marburg and the Department of Social Sciences and Philosophy as students of the M.A. Applied Methods of Social Research (AMSR) or M.A. International Political and Social Science Research (IPSSR).

For many of you, studying at Marburg university, or even studying in Germany, will be a new experience. Therefore, we hope that this handbook helps you with many academic and practical aspects of your stay.

Please check the handbook when you have questions, but of course we are happy to help if you have any questions not addressed or unclear. Also, if you have feedback on the programmes, we are always interested in hearing from you.

We hope you enjoy your studies here with us!

Prof. Dr. Antje Röder

Programme coordinator AMSR and IPSSR (2025/26)

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1. Important Information

1.1. Key dates at the University of Marburg

Winter semester 2025/2026	Summer semester 2026
Semester: October 2025 – March 2026	Semester: April 2026 – September 2026
Beginning of lectures: 13 th of October 2025	Beginning of lectures: 13 th of April 2026
End of lectures: 13 th of February 2026	End of lectures: 17 th of July 2026
Bank holidays: Day of German Unification: 03.10.2025 Christmas break: 20 th of December – 9 th of January	Bank holidays: Good Friday: 03.04.2026 Easter Monday: 06.04.2026 May Holiday: 01.05.2026 Ascension Day: 14.05.2026 Whit Monday: 25.05.2026 Corpus Christi: 04.05.2026

1.2. Information Regarding Visas

Please note that we have tried to summarize the information regarding visas to the best of our knowledge – however, this does not constitute legal advice; please make sure to check the requirements that apply in your individual case, as these can also change at short notice.

EU Citizens:

Members of the EU/EEA do not have to register with the local immigration office (Ausländerbehörde) upon arrival. However, they do have to register at the local residency office (Einwohnermeldeamt), where they will receive a certificate verifying their address and the right to reside in Germany.

Non-EU Citizens:

All non-EU citizens must apply for a residence permit for their period in Germany. However, depending on the citizenship of each student, when and where they apply differ. Each student has a list of documents that is needed to obtain a residence visa:

- Passport
- Current Passport Photo
- Rent Contract
- Proof of Insurance
- Copy of the Certification as a Student on the University Marburg

- Proof of Financial Means (This can be provided in many forms such as an official certificate of financial support, proof a Sperrkonto* (blocked account), or a certificate of scholarship, etc.)

**A Sperrkonto is a type of bank account which controls the amount of money that can be withdrawn. It is recommended by the local authorities that a student should have 853€ a month for all expenses. However, this does not necessarily mean that life in Marburg will cost that much.*

In some cases, additional documentation may be necessary. Applicants will be informed of further details during the application process.

Travellers **requiring a visa** to enter Germany:

Citizens of countries that require a visa before entering Germany must register with the local immigration office (Ausländerbehörde) **AT LEAST** one month before the initial entrance visa expires. It is required to apply for a D-Visa, rather than a Schengen-visa, when entering Germany. It is recommended to contact the appropriate authorities directly upon arriving to apply for a residence permit.

Travellers **not requiring a visa** for entering Germany:

Citizens of non-EU countries, who are permitted to enter Germany without a visa, must register for a residence permit within 90 days of arrival. However, it is recommended to get in contact with the proper authorities as soon as possible, **AT LEAST** one month before the expiration of 90 days.

For further information please visit:

<https://www.uni-marburg.de/en/international/from-abroad/faculty/mobile-researchers>

2. Department of Social Sciences and Philosophy

The Department of Social Sciences and Philosophy consists of five institutes: The Institute for Critical Studies in Culture and History, the Institute for Political Science, the Institute for Philosophy, the Institute for Sociology and the Institute for Comparative Cultural Research and Study of Religions. The institutes offer a total of three disciplinary BA degree programs and one interdisciplinary BA degree program (Comparative Cultural and Religious Studies), as well as disciplinary and interdisciplinary MA degree programs. In addition, it is possible to study the subjects of Politics and Economy, Ethics and Philosophy in the state-certified teacher education programs. The institutes and the departments also engage in numerous projects that link research and teaching. The M.A. AMSR and IPSSR are jointly organised by the institutes of Political Science and Sociology.

The Faculty of Social Sciences is also home to several **Centres** relating to specific areas of study:

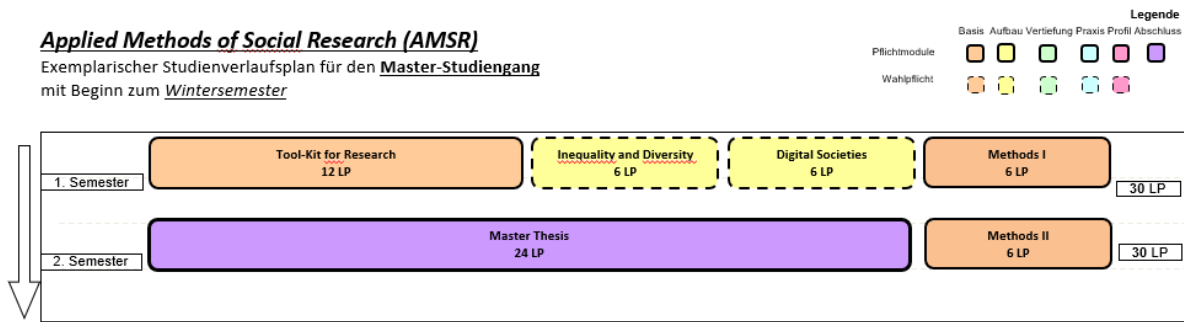
- Center for Conflict Studies
- Center for Near and Middle Eastern Studies (CNMS)
- Center for Gender Studies (website in German only)
- Center for Interdisciplinary Religious Research (website in German only)
- International Research and Documentation Center for War Crime Trials

3. Programme-specific Information

3.1.1. M.A. Applied Methods of Social Research (AMSR)

The M.A. Applied Methods of Social Research (AMSR) is a one-year programme. Below you can see an example on how we suggest that you take the different modules required to complete your M.A. degree. The Tool-Kit for Research is ONLY offered in the winter term. In principle, the rest is flexible, but by following this plan you would be sure to finish within the one-year timeline. This may not be possible if you follow a different path, although we endeavour to offer the methods and research fields modules across all semesters, allowing you to, for example, take two method modules in the first term and only one research field, and then take the remaining research field in the second.

We do not generally recommend that you take more than 30 ECTS credits per term, as the workload is calculated in such a way that this corresponds to a full-time equivalent. Your M.A. thesis can only be registered once you have completed the Tool-Kit for Research.



Below you see the module structure for your degree program. The module Tool-Kit for Research, which is only offered in the winter term, is mandatory. It consists of two seminars and is examined at the end with a joint exam covering the content of both seminars. It also has a mandatory attendance requirement for you to be able to participate in the final exam.

The modules Method I & II consist of one seminar each and are also compulsory, but we rotate the specific seminars offered every term so that in practice you should always find something relevant and of interest to you. You will receive further information on assessment in each seminar, as this typically differs to reflect the course content and structure.

Within the section Research Fields, you select two modules that each consist of one seminar (sometimes lecture). This can be either one or two of the modules offered by the core faculty of the M.A. programme (Inequality and Diversity; Digital Societies; International Politics and Conflict) and/or a so-called “profile module”, where you get the chance to attend classes from another faculty that are related to your degree program.

You can find further information on the M.A. thesis in the relevant section on this.

	Mandatory(PF)/ elective(WP)	ECTS	Explanation
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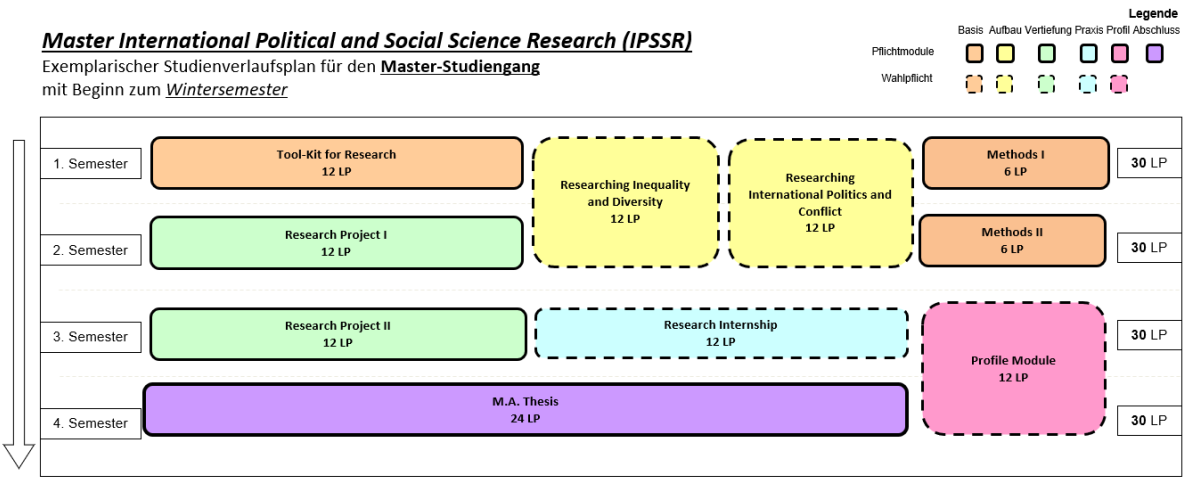
Research Methods		24	
<i>Tool-Kit for Research</i>	<i>PF</i>	12	
<i>Methods I</i>	<i>PF</i>	6	
<i>Methods II</i>	<i>PF</i>	6	
Research Fields		12	
<i>Inequality and Diversity</i>	<i>WP</i>	6	<i>Select 2 out of 4</i>
<i>Digital Societies</i>	<i>WP</i>	6	
<i>International Politics and Conflict</i>	<i>WP</i>	6	
<i>Profile Module</i>	<i>WP</i>	6	
Master Thesis		24	
<i>Master Thesis</i>	<i>PF</i>	24	
Sum		60	

For further detailed information, please refer to the “Studien- und Prüfungsordnung”, which contains all the formal requirements and rules for your program and a description of the modules.

3.1.2. M.A. International Political and Social Science Research (IPSSR)

The M.A. International Political and Social Science Research (IPSSR) is a two-year programme. Below you can see an example on how we suggest that you take the different modules required to complete your M.A. degree. The Tool-Kit for Research is ONLY offered in the winter term and we strongly recommend that you take it in the first term of your studies as it is a foundational module. In principle, the rest is flexible, but by following this plan you would be sure to finish within the two-year timeline. This may not be possible if you follow a different path, although we endeavour to offer the methods, research fields and research project modules across all semesters, allowing you combine these modules more freely. However, it generally is advisable to first attend at least some of the research fields and methods modules before starting with the research projects.

We do not generally recommend that you take more than 30 ECTS credits per term, as the workload is calculated in such a way that this corresponds to a full-time equivalent. Your M.A. thesis can only be registered once you have completed at least 60 ECTS credits.



Below you see the module structure for your degree program. The module Tool-Kit for Research, which is only offered in the winter term, is mandatory. It consists of two seminars and is examined at the end with a joint exam covering the content of both seminars. It also has a mandatory attendance requirement for you to be able to participate in the final exam.

The modules Method I & II consist of one seminar each and are also compulsory, but we rotate the specific seminars offered every term so that in practice you should always find something relevant and of interest to you. You will receive further information on assessment in each seminar, as this typically differs to reflect the course content and structure.

Within the section Research Fields, you select at least two modules out of the three options “Researching Inequality and Diversity”, “Researching Digital Societies” and “Researching International Politics and Conflict” that each consist of two seminars. These seminars do not have to be taken in the same semester, i.e. you can split these modules across the semester structure. You will receive further information on the specific assessment within each class. Generally, you will complete ungraded coursework in each seminar, and then complete ONE graded assessment for the whole module.

Additionally, you have the option to take a profile module (12 ECTS) or two smaller (6 ECTS) profile modules. These are offered by other faculties but related to the M.A. program. If you do not wish to do this, you can take an additional module from the previously mentioned “Researching...” modules.

Research Project I & II are mandatory. Sometimes, we will offer one-semester long projects, but other times, they will be larger projects spread across both modules (and two semesters). This will depend on the content and aims of each research project and you will receive information on this before you sign up to a research project.

If you study abroad, we can recognise the ECTS credits earned abroad within the “Research Fields” section. This is based on your individual learning agreement. For those interested in learning more about this, you will receive further information early on during the first term, as typically students would go abroad during the third term and application deadlines are relatively tight.

You can find further information on the M.A. thesis and the Research Internship in the relevant section in this handbook.

	Mandatory(PF)/ elective(WP)	ECTS	Explanation
Research Methods		24	
<i>Tool-Kit for Research</i>	PF	12	
<i>Methods I</i>	PF	6	
<i>Methods II</i>	PF	6	
Research Fields		60	
<i>Researching Inequality and Diversity</i>	WP	12	At least 2 out of 3
<i>Researching Digital Societies</i>	WP	12	
<i>Researching International Politics and Conflict</i>	WP	12	
<i>Research Project I</i>	PF	12	
<i>Research Project II</i>	PF	12	

<i>Profile Module(s)*</i>	<i>WP</i>	<i>2 x 6 or 1 x12</i>	
Research Internship		12	
<i>Research Internship</i>	<i>PF</i>	<i>12</i>	
Master Thesis		24	
<i>Master Thesis</i>	<i>PF</i>	<i>24</i>	
Sum		120	

For further detailed information, please refer to the “Studien- und Prüfungsordnung”, which contains all the formal requirements and rules for your program and a description of the modules.

3.1.3. Internship (only IPSSR)

An internship is an integral part of the IPSSR program, though you may wish to do one voluntarily if you are studying the M.A. AMSR. An important aspect of these internships is that they should have a strong research focus to reflect the content of your M.A. programme. Internships can be conducted within the university, for example within one of the ongoing research projects of your teaching staff, in a research institutes in Germany or abroad, or in private companies engaged in relevant activities.

Often, internships are unpaid, though this depends on the provider. If you want to go abroad, EU students can apply for Erasmus Placement grants. German students may also apply for PROMOS grants, ASA grants, Carlo Schmid grants, AuslandsBaföG, Anke-Reese-stipends or Heinrich J. Klein grants. There may be other grants available depending on your origin, so it is recommended that you check this for your home country or ask for advice also from your previous institutions, as these will often have useful advice on programmes that are relevant for you.

It is up to you when you conduct your internship. Often, it makes sense that you try to fit this into the breaks between the teaching terms (mid-February to mid-April or mid-July to mid-October), but this is not always possible. Some students opt for longer internships and take a whole semester off from studying. Some students even do their internship alongside their studies, which can be challenging, however, in terms of balancing your different commitments. You may also split your internship to intern in two different settings, if this is feasible, though individual sections should not be shorter than four weeks. In any case, it is advisable to think early on about how the internship can fit into the timeline for your studies.

Internships typically last eight weeks, corresponding to a minimum of 300 work hours. Part-time internships must correspond to the full-time equivalent.

In special circumstances (e.g. illness, visa problems or pregnancy), students can ask to replace the internship module, or parts of it, by taking one or two additional modules worth 12 ECTS in total. Students must get in touch with the programme convenors as early as possible if they encounter any difficulties securing an internship. Please note that many organisations require interns to apply several months in advance.

To fulfil the requirements and receive 12 ECTS for the Research Internship module, you will need to submit a certificate by your employing organisation. You will also submit either a report (around 6 pages) or prepare a presentation to be held within the Colloquium in the following term (around 15 minutes long) where you detail your activities during the internship. This also includes a critical reflection of the internship in light of the degree programme and your own career planning.

The report should be written in English and may be submitted first per email, although an additional physical copy should be submitted later. The internship may be completed in Germany or in another country.

Please note: The programme does not have placement agreements with potential employers. Students must find the internship on their own. Researching potential employers and preparing applications is an important skill, which you must acquire on your own. Staff at both universities can offer general advice on finding potential employers and on the application process. Staff can also provide internship reports from our alumni. However, you must take the initiative and apply on your own. Feel free to get in touch with our alumni if you want to learn more about their internship experiences.

3.1.4. MA Dissertation (both AMSR and IPSSR)

The Master dissertation constitutes a major assessed element of the programme and must be on a topic relevant to the programme. It is supervised by an individual member of staff, with a joint Colloquium offered to support students throughout this process.

M.A. Colloquium

The Colloquium is conducted jointly for students of the AMSR and IPSSR Master programs. It is intended primarily to support you in working towards your M.A. thesis. However, it is also a space for exchanging research ideas with your peers and teaching staff, developing your career perspectives and asking questions that relate to the M.A more generally.

Important: we strongly advise you that you attend the Colloquium every semester, even if you will only need to formally register for it once (recommendation: the semester before you intend to register for the M.A. thesis).

Registering your M.A. thesis

If you wish to complete your M.A. program within the regular timeframe, you will need to register your M.A. thesis by end of April in the year you wish to submit. You then have five months to complete and submit your thesis, i.e. latest at the end of September before the next term starts in October. However, this is not mandatory and you can formally register for your thesis at any point. It then typically takes one to two months until you receive your final grade and – provided all other courses are completed – your final transcript. You can register once you have achieved the required credits:

One-year M.A. program: you must have passed the Tool-Kit for Research (12 ECTS) to be able to register for the M.A. thesis module.

Two-year M.A. program: you need to have completed at least 60 ECTS credits to be able to register for the M.A. thesis module.

Supervisors

You need to find a member of academic staff who agrees to supervise your project. We will talk about this process during the Colloquium, but in general this person comes from the teaching staff of the M.A. and holds a Ph.D.; exceptions may be possible upon prior consultation. A second supervisor can be added where relevant; in any case, a second reviewer will always read and grade your final thesis as well as your supervisor.

In general, you develop a project proposal (“Exposé”) before you approach potential supervisors, which you then further refine in discussions with your supervisor. The dissertation proposal must outline the topic of the dissertation, the research question, an overview of relevant literature - including information regarding its state of the art -, a description of methods the student intends to use, and a preliminary bibliography. It can also be a good idea to check informally with your intended supervisor before developing a proposal to ensure they have the capacity and expertise to supervise you.

Formal aspects of your M.A. thesis

M.A. theses have between 72.000 and 108.000 characters, which corresponds to about 40-60 pages, not counting appendices. They require a cover page (see template in the ILIAS folder of the Colloquium), a signed statement that this is your own work (see “Eidesstattliche Erklärung” below), table of content, table of figures/graphs where relevant, and a bibliography. They may include appendices. Appendices can be digital (e.g. a dataset, syntax). Please discuss with your supervisor whether they have any particular requirements.

Eidesstattliche Erklärung

Hiermit erkläre ich an Eides statt, dass ich die vorliegende Arbeit selbstständig und ohne fremde Hilfe verfasst habe. Alle wörtlichen und sinngemäßen Übernahmen aus anderen Werken habe ich jeweils kenntlich gemacht. Diese Arbeit wurde an keiner anderen Stelle als Prüfungsleistung vorgelegt und auch noch nicht veröffentlicht.

(Location, date, signature with name)

- A margin of no less than 40mm on the binding edge of the page and other margins to be 15mm each are recommended.
- The size of character used in the main text, including displayed material, may not be smaller than 10pt (10 pitch or equivalent) and no characters, such as subscripts and superscripts, may be smaller than 7pt (15 pitch or equivalent). We recommend a font size of 12pt., times (new roman) and a one-and-a-half line spacing.

- The cover page must include the name of the candidate, the title of the dissertation, the degree for which the dissertation is submitted and the year of submission.
- Dissertations must include a table of contents, a bibliography and page numbers.

Research ethics

You do not typically have to apply for ethics approval formally for your thesis. However, this does not mean that ethics and data protection should be neglected. If using secondary data, you are typically bound by the data user agreement for the particular data set you are using. If collecting your own data, you should discuss with your supervisor whether there are any potential ethical issues, and include your strategy for dealing with this in the proposal and the final thesis.

Language

You are required to write the dissertation in English. Quotations that are not in English must be translated and the source of the translation must be specified (e.g. “translation by the author”).

Citation style

You are free to pick your own citation style. However, you should consistently use only one style. The chosen style must allow for full transparency of all sources. Also, in the social sciences, it is unusual to use a style that places authors’ names in footnotes – hence, we recommend a system that has author names and year of publication in text (e.g. Harvard, APSA, ASA). Footnotes are then typically only used for additional information, where necessary.

Attachments

It is advisable to discuss with your supervisor which documents/sources (e.g. interviews) need to be attached to the dissertation. Due to potential confidentiality issues, we suggest only attaching your original research/references, but not transcribed interviews to your digital version. If requested, you can mail (or hand in) copies of your transcriptions directly to your supervisors.

Copies for submission

You must submit one **bound** hardcopy to the University of Marburg. Digital copies must be submitted to the University of Marburg by email to andrey.trofimov@staff.uni-marburg.de (represents the examination office). As for the hardcopies: If sent by post, the postmark date is the date of submission.

Please send your hardcopy to:

Andrey Trofimov
Prüfungsbüro des Fachbereichs 03
Gesellschaftswissenschaften und Philosophie
M|01 Institutsgebäude (Raum: +2/0060)
Ketzerbach 63
35032 Marburg
Germany

3.2. Fees and semester ticket

The University of Marburg does not charge tuition fees. However, students are required to pay an administrative fee and for the semester ticket, which enables them to travel by bus, train, and other kinds of public transportation in the region of Hessen for free. These fees are obligatory and a prerequisite for registration at the university.

Registration for the winter semester 2025/26:

The administrative fee at the University of Marburg changes slightly every semester. The current amount and the deadline for transferring the fee are published here:

<https://www.uni-marburg.de/en/studying/admissions/formalities-fees/information-about-contributions-and-fees>

Please make sure you transfer the correct amount in due time each semester, as this is essential for you to remain registered in the M.A. programme. Registration and the transfer of fees usually takes place in July/ August for the winter semester and in February for the summer semester. We recommend taking care of your registration/ bank transfer as soon as possible each semester to avoid late-fees.

Please transfer the required amount to the following bank account:

Account holder: Philipps Universität Marburg

IBAN: DE31 5005 0000 0001 0065 92

SWIFT-BIC: HELADEFXXX

Bank: Landesbank Hessen Thüringen

Reason for payment: Your full name and student ID ("Matrikelnummer")

Reminder

The registration fees for the University of Marburg are usually published one semester in advance, so please be aware of the current amount each semester. Once you have registered, you should receive an email regarding your re-registration ("Rückmeldung"). However, please also make a note for yourselves to avoid missing this important deadline.

3.3. Registering for lectures, seminars, and examinations

To enrol for your courses and corresponding exams, you will need a University of Marburg student account. The username and password of your student account have been provided to you upon registration (e.g.: xxx@students.uni-marburg.de). Course and exam registrations are done through MARVIN. This is also the email teaching and administrative staff will use if they need to contact you, so please ensure to check regularly.

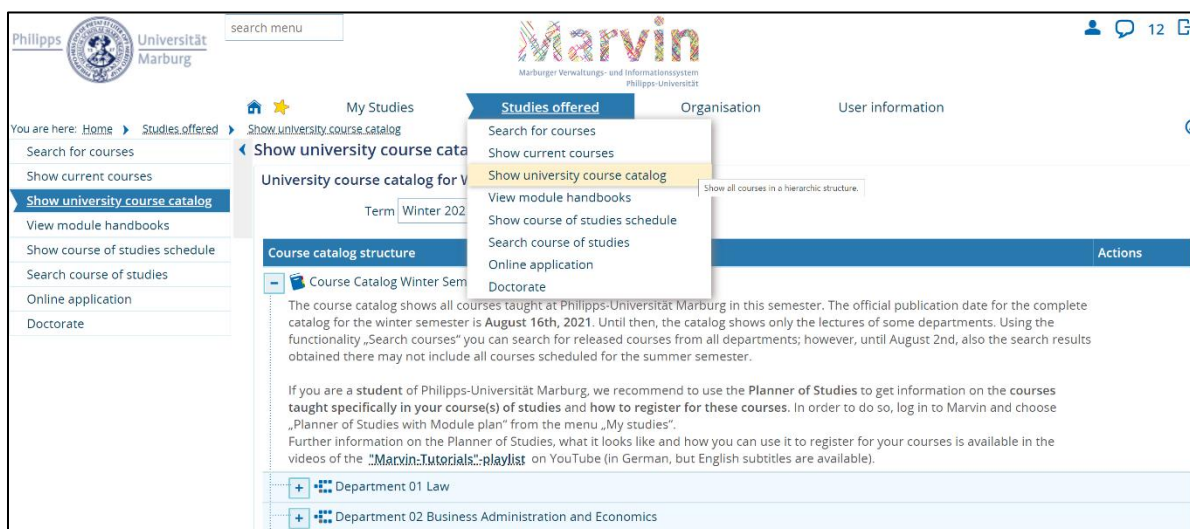
Signing up for courses in Marvin

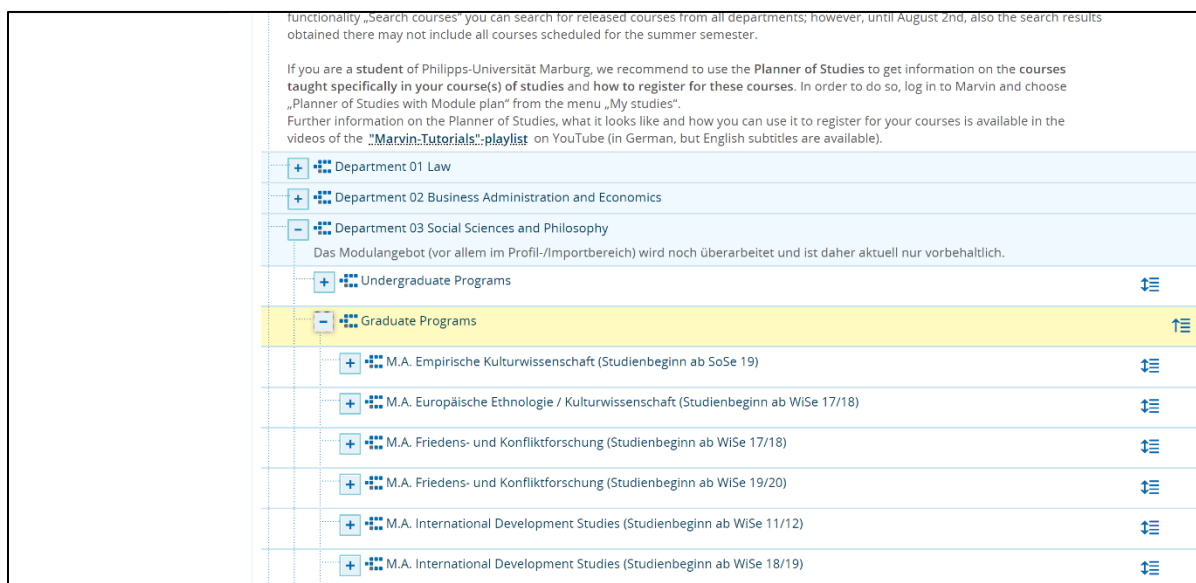
Registration for courses are completed online through the online portal “Marvin” (<https://marvin.uni-marburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>)

Students may enrol for any course available in their required modules. The language on the Marvin page can be changed to English by clicking the small German flag on the downright corner and choosing “English”. The following process is also illustrated on the screenshots below.

To start the registration process, please go to the above-mentioned link and sign in with your student account by clicking on “Login with university account” at the top right of the page. Then, you click on the button “Studies offered” - “Show university course catalogue”. Here you need to choose your department (“Department 03 Social Sciences and Philosophy”), then your study course (“Graduate programmes”, “M.A. AMSR/M.A. IPSSR”). There, you find the modules you need to take. By clicking on each module, you see the lectures and seminars offered as part of that module that semester. Click on the desired lecture/seminar and then choose “apply”.

If you face difficulties with the registration process, please contact the staff who will assist you. During the orientation day at the beginning of the winter semester the application process for the courses will be explained in detail, so please make sure you take part in the orientation day!





In this step, select your M.A. program and it will open the menu with available modules.

Deadlines:

The period for registration on Marvin is open from October 1st. For courses that are open to a limited number of participants (this is the exception rather than the rule, and primarily applies to some of the import modules you may select from other faculties), you are encouraged to register as early as possible. However, you will generally have enough time to register for seminars at the beginning of the semester. It is not uncommon to visit a seminar session during the first week before you decide if you would like to register or not.

Registration for a seminar is not the same as registration for the examination. You can register for a course without taking an exam or submitting a term paper (out of interest, for instance). However, only by taking an exam you can receive ECTS credits for a course.

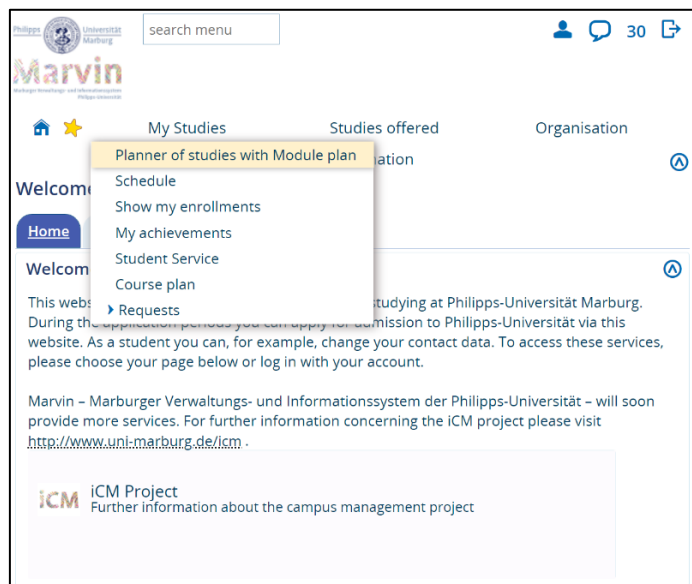
While you must register for your courses at the beginning of the semester, the registration for exams can be completed somewhat later. For both registration processes (taking a course and taking an exam) there are fixed deadlines issued by each faculty. You can follow the deadlines from here: <https://www.uni-marburg.de/de/fb03/studium/pruefungsbuero/termine-fristen>

Finally, cancelling a registration is only possible during the first weeks of the semester. If you sign up for a course and then you decide not to take it, you must cancel your registration before the examination deadline date; otherwise your registration will become binding.

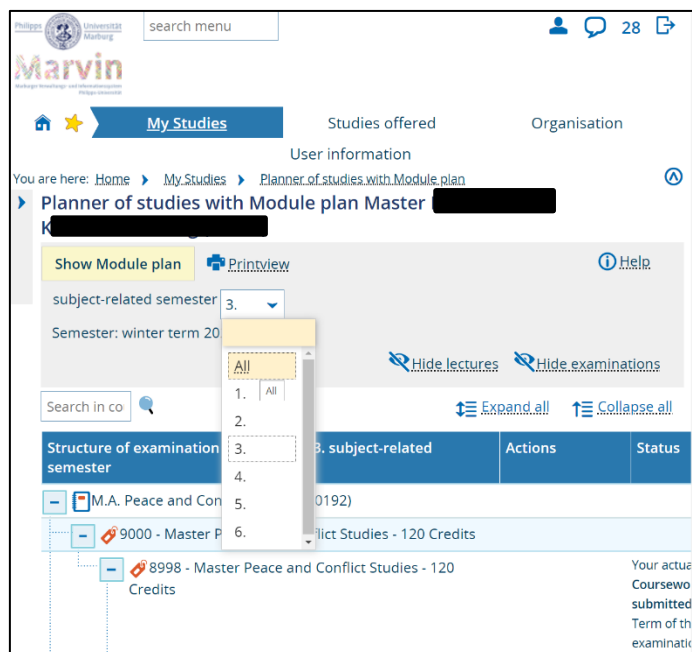
Registration for exams in Marvin

If you want to register for exams – which you must do to obtain the full amount of ECTS credits for a course – you go to the Marvin portal and log in as stated above: <https://marvin.uni-marburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

Once you have accessed Marvin, click on “My studies > Planner of studies with Module plan”. An overview of your achievements and registrations will open.



To see the individual achievements, you may have to "unfold" them. You can do this either via the function “Expand all” or via the plus-symbol in the “Structure of examination regulations”. You might also select the subject-related semester for the respective examination. You can also simply select “All” to have the exams of all semesters displayed. If the exams are not yet displayed, you must click on the button “Show examination”.



Your degree programme will now be displayed according to the structure specified in the examination regulations. Select the examination for which you would like to register. By clicking on the plus symbol further details on this examination, e.g. room, examiner or examination date are displayed. Then click on the button “Register”. This button only appears for exams for which you can currently register. Now click on the “Register” button again in the “Actions & Messages” column.

You will now be asked to enter a TAN from your TAN list. Afterwards, follow the website's lead to finalize the registration. You can request TAN numbers from the Examinations Office (Prüfungsbüro) with an email if you did not already receive one - please attach a copy of your student ID card to the email.

You will then receive a confirmation that the action was successful, and the status "Approved" will appear.

If you wish to cancel your registrations within the cancellation period, you can click on the button for deregistration. This will take you back to the detailed view of the module. In the column Actions & Notification the button for deregistration will now also appear and the end of the withdrawal period will also be displayed. To cancel, click on the button again.

3.4. Grading system

15, 14, 13	Very good
12, 11, 10	Good
9, 8, 7	Satisfactory
6, 5	Sufficient
4, 3, 2, 1	Insufficient

The table on the left side indicates how grades work within the German system. A grade lower than five is a fail grade and you will not receive any ECTS credits.

3.5. Student council

As the M.A. AMSR and IPSSR are still new, there is not student body yet specifically for these programs. However, we very much hope that this will develop over time. In the meantime, the institutes of Sociology and Political Science have active student bodies where you can get involved and who will be happy to assist you in setting up your own student council in due time.

Fachschaft Politikwissenschaft: fs-pol@students.uni-marburg.de

Fachschaft Soziologie: fasozi03@students.uni-marburg.de

3.6. Key Staff

Your most important contacts for you are:

Prof. Dr. Antje Röder

Head of Programme

Institute of Sociology

Ketzerbach 11, Room +2/0020

35032 Marburg

roeder@staff.uni-marburg.de

Alexander Lohse

Beauftragter für Studium und Lehre

Institute of Political Science

Ketzerbach 63, Room +2/0160

35032 Marburg

lohseale@staff.uni-marburg.de

All general questions should be sent to the following email:

ma-amr@uni-marburg.de or ma-ipssr@uni-marburg.de

3.7. Administration & Examinations Office (Prüfungsbüro)

If you have any questions regarding registration for exams, your marks, certificates, such as a transcript of records, or if you need to submit your thesis, you should contact the examinations office. Currently, Mr Andrey Trofimov is responsible for issues regarding the M.A. programmes.

Andrey Trofimov

Phone: +49 6421 28-24737

E-Mail: andrey.trofimov@staff.uni-marburg.de

Office address:

M|01 Institutsgebäude (Raum: +2/0060)

Ketzerbach 63

35032 Marburg

Germany

For further information please refer to:

4. Marburg University: departments & other facilities

Marburg University is comprised of 16 different departments. The M.A. programmes Applied Methods of Social Research and International Political and Social Science Research are offered by the Faculty of Social Sciences and Philosophy (Faculty 03). To learn more about your faculty, please visit the University of Marburg website and click on: *"FB 03 - Faculty of Social Science and Philosophy"*. All required courses you will need to complete are offered by the Faculty of Social Sciences. If you are interested in visiting other courses in other faculties, you may do so.

4.1 Language Center (Sprachenzentrum)

If you wish to learn a new language or continue learning one, several courses are available at the Languages Institute from the University of Marburg. Eight different languages are offered at various levels, depending on previous knowledge (if any). Placement exams are required for any language which you may have previous knowledge of. This will allow you to take the course most suitable for you.

The placement tests take place on different dates, depending on the chosen language. To look up the date, go to <https://www.uni-marburg.de/de/sprachenzentrum/sprachen>, click on the language you are interested in and look for the information on "Einstufung".

Test results are usually announced on the next day on a list in the entrance hall of the Language Center (Address: Biegenstrasse 12). This list may also be accessed online.

The courses offered by the Language Center are NOT free of charge. The fees vary according to the level and language you are learning. In general, in more advanced levels (from B1 on) the fees are lower. For German courses, for example, the fees can be between €30 and €60 per language course.

The Language Institute also offers a preparation course for international students. In the upcoming semester the course will be announced before your arrival. The course encompasses information about living in Marburg, life in Germany, and intensive language training. The course costs on average 300€. For further information regarding this and the regular language courses please check the following link: www.uni-marburg.de/sprachenzentrum

Another option for foreign languages is to take regular language courses at the Center for Middle Eastern Studies. The CNMS consistently offers courses in Turkish, Arabic, Persian, and Hebrew. These courses can be taken free of charge. To register, simply use the university portal Marvin (Vorlesungsverzeichnis) and look for the name of the language. Check whether it is possible to register online. If not, go to the first session of the language course and ask the

teacher about the registration! For some courses at the CNMS, paper registration is used for students from other departments.

There is also an external option for languages at the Marburg Volkshochschule (<http://www.vhs-marburg.de>). A Volkshochschule is a public centre for adult education present in many German cities. It offers a wide variety of educational and training courses, including a few foreign language courses.

4.2 Administration of the Faculty of Social Sciences and Philosophy and Students' Representations

At the University of Marburg there are several bodies entrusted with the organisation of study programmes. Below you find an overview of these bodies and their responsibilities.

4.3.1 Council of the Faculty of Social Sciences and Philosophy (Fachbereichsrat)

The council for the faculty of social sciences and philosophy act on issues of primary interest to the faculty. The council is responsible for issuing study regulations for all courses offered by the faculty, as well as for issuing recommendations regarding the development and establishment (or dissolution) of degree courses.

The Council comprises four committees:

- Committee for Research and doctoral studies
- Committee for Budget and infrastructure
- Examination Board
- Academic Committee

The Council is elected for a period of two years and is comprised of professors, PhD students and students. As a student you may also be a part of the Council.

For more information please visit: <https://www.uni-marburg.de/de/fb03/fachbereich/gremien/fachbereichsrat>

4.3.2 Students' Council from the Faculty of Social Sciences and Philosophy (Fachschaftsrat)

As a student of the University of Marburg and of the faculty of social sciences and philosophy, you may become a member of the students' council and actively participate in the decision-making processes of the university. The council represents the overall interests of the students and is responsible for several activities such as organizing introductory weeks for incoming students, student counselling, issuing magazines and flyers, creating more transparency regarding decision making processes at all university levels and much more. The council is elected annually during the summer semester.

For further information please visit:

<https://www.uni-marburg.de/de/fb03/studium/fachschaften>

4.3.3 General Students' Committee "AStA"

AStA is a students' committee (by students for students) that provides various services to students throughout their course of studies. AStA provides social and legal advice on a wide range of topics including student jobs, financial support, gender, sexuality, etc. It is divided into departments that focus on the different topics listed above and their staff will gladly assist you with all your questions.

Moreover, AStA is also responsible for the "Semesterticket," which allows you, as a Marburg student, to travel by train for free in the whole region of Hessen.

For more information regarding AStA please visit: <https://www.asta-marburg.de/>

5. University Services

The University of Marburg maintains several facilities that provide a broad range of services to its students – from advice on finance and accommodation to counselling and childcare.

5.1. International Office

The International Office offers many services for international students including study trips and an orientation programme. We strongly recommend attending the introduction programme in September or October, if possible. During orientation you will be assisted with salient issues like registering with the authorities or opening a bank account.

Further information can be found here:

<https://www.uni-marburg.de/de/international/kontakt/ansprechpersonen>

<https://www.uni-marburg.de/en/studying/studying-at-umr>

International Office – Incomings:

Tel.: +49(0)642128-24929

Garden Floor - Room no. 1/0050

Deutschhausstr. 11 +13

35037 Marburg

5.2. Studentenwerk

The student's union ("Studentenwerk") is one of the main service providers of the university. It is responsible for services such as:

- students' financial support (Bafög)
- catering
- accommodation
- U-Card
- social or psychotherapeutic counselling
- childcare

5.3. Students' Financial Aid (Bafög)

Bafög stands for "Bundesausbildungsförderungsgesetz" or "Federal Training Assistance Act". The law was created to make it possible for students to complete their university studies, independent of their financial situation. It is, in practice, a student loan (interest-free) combined with a grant (normally 50%-50%), funded by the government. In general, international students are not allowed to apply for this kind of financial support. Nevertheless, if you fulfil certain conditions, it may be possible. For further details please contact the Bafög office at the University of Marburg (bafoed@studentenwerkmarburg.de).

5.4. U-Card

The U-Card is a cashless payment system which will allow you to pay for nearly all services provided by the Studentenwerk. A U-card is required to copy and print at the university's

libraries and PC- rooms, to borrow books from the libraries and to pay for food within the canteens.

You can obtain a U-Card at the Info-Point of the Studentenwerk (Erlenring 5) between 11:30 and 14:15 from Monday to Friday during the semester. To get it, you will need to pay a caution of €5 and present your student ID. You can recharge your card, ie. put money on it, at the many recharging stations throughout various university buildings.

Once you leave the university, you may return your U-Card at the Info-Point and get your deposit back!

5.5. Social Counselling

The social support of students is one of the original aims of the Studentenwerk. The Studentenwerk provides information and counselling regarding the general conditions of a university degree. This mostly includes:

- financial support
- social security
- student jobs
- housing situation
- tuition fees
- special benefits/privileges
- personal problems

Studentenwerk also offers support and assistance for students with special living conditions and situations. Including but not limited to:

- first year students, dropout students, graduates
- international students
- students with children
- students with chronic diseases or disabilities

Counselling is free of charges and confidential!

Contact:

Tel.: +49 (0) 6421 296 176

E-Mail:

sozialberatungsstelle@studentenwerk-marburg.de

Address:

Mensa Erlenring 5, 1st Floor, Room 165

Opening hours during the semester:

Monday – Friday from 12:00 to 15:00
(no appointment necessary)

5.6. Psychotherapeutic Counselling

Counselling regarding all personal conflicts and issues, such as difficulties in your studies or work, problems with family or friends, communication issues, etc. are offered to all students at the Psychotherapeutic Counselling Center of the university (PBS).

At PBS you receive support free of charge and in a confidential setting.

<u>Psychotherapeutic Counselling Center for Students (PBS)</u> Erlenring 5 (Canteen, east wing, Counselling center) Tel.: 06421 28-65240	<u>Institutsambulanz/Poliklinik</u> Rudolf-Bultmann-Straße 8 Tel.: 06421 58-65239 Opening hours: Monday: 13:00pm to 15:30pm Wednesday: 9:30am to 12:30pm Friday: 8:00 am to 11:00am
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5.7. Child Care (0-3 years)

The Studentenwerk provides childcare for infants from six months to three years. There are two facilities with an overall capacity for 60 children.

<u>Universitätskindertagesstätte</u> Caroline Grau Deutschhausstraße 15, 35037 Marburg Tel: +49(0)6421 / 296230 kita@studentenwerk-marburg.de	<u>Kita Erlenring</u> Bettina Kühn Erlenring 17, 35037 Marburg Tel: +49(0)6421 / 1832102 kita@studentenwerk-marburg.de
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Additional childcare facilities (also for older children) are provided by the City of Marburg. If you have any questions on this, you may contact the Family Services (“Familienservice”) of the university: <https://www.uni-marburg.de/en/studying/consultation-services/family-service>

5.8. Libraries & PC workplaces

The University of Marburg has a central library and 36 department libraries. The main library is open from Monday to Sunday during the semester, from 08:00 am to 00:00 am.

To learn more about services provided by the main library please visit:

<https://www.uni-marburg.de/de/ub>

6. Living in Marburg

6.1. Registration with the local residency office & immigration office

In Germany it is required for everyone, including Germans, to register with the local residency office (“Einwohnermeldeamt”) when you move to a new city. You must register within two weeks after arriving in Germany. Even if you only move to a new address, you are required to re-register (“ummelden”) or to cancel the registration (“abmelden”). Registration takes place at the Stadtbüro offices.

Local Authorities (Stadtbüro Marburg)/
Local Residency Office (Einwohnermeldeamt)

Frauenbergstraße 35
35039 Marburg
<https://www.marburg.de/buergerservice/verwaltung/fachdienst-34-36-stadtbuero-900000039-23001.html>

You also need to get a *Wohnungsgeberbestätigung* from your landlord and give it to Stadtbüro. It is a separate document, which your landlord approves that you are actually living in their house. It is a separate document than your rental contract. You can find the document here: <https://www.marburg.de/buergerservice/dienstleistungen/wohnung-anmeldung-900000147-0.html?myMedium=1>

The Registration Form is available online to printout before going arriving at the office. More information can be found (in German) at:
<https://www.marburg.de/leben-in-marburg/buergerservice/formulare/>

Registration with the Local Immigration Office:

Regulations regarding residency permits vary according to the applicant’s country of origin.

EU Citizens:

Members of the EU/EEA do not have to register with the local immigration office (Ausländerbehörde) upon arrival. However, they do have to register at the local residency office (Einwohnermeldeamt), where they will receive a certificate verifying their address and the right to reside in Germany.

Non-EU Citizens:

All non-EU citizens must apply for a residence permit for their period in Germany. However, depending on the citizenship of each student, when and where they apply differ.

Each student has a list of documents that is needed to obtain a residence visa:

- Passport
- Current Passport Photo
- Rent Contract
- Proof of Insurance
- Copy of the Certification as a Student on the University Marburg
- Proof of Financial Means (This can be provided in many forms such as an official certificate of financial support, proof of a Sperrkonto*, or a certificate of scholarship.)

**A Sperrkonto is a type of bank account which controls the amount of money able to be withdrawn. It is recommended by the local authorities that a student should have approximately 650€ a month for all expenses. However, this does not mean that life in Marburg will cost that much.*

In some cases, additional documentation may be necessary. Applicants will be informed of further details during the application process.

Travellers requiring a visa to enter Germany:

Citizens of countries that require a visa before entering Germany must register with the local immigration office (Ausländerbehörde) **AT LEAST** one month before the initial entrance visa expires. It is required to apply for a D-Visa, rather than a Schengen-visa, when entering into Germany. It is recommended to contact the appropriate authorities directly upon arriving to apply for a residence permit.

Travellers not requiring a visa for entering Germany:

Citizens of non-EU countries, who are permitted to enter Germany without a visa, must register for a residence permit within 90 days of arrival. However, it is recommended to get in contact with the proper authorities as soon as possible, **AT LEAST** one month before the expiration of 90 days.

For further information please visit: <https://www.uni-marburg.de/en/international/from-abroad/faculty/mobile-researchers>

6.2. Health insurance

General information:

In Germany, every student is obliged to have health insurance. Please note that the Philipps-Universität will ask you to present a written proof which states that you are insured. Without this proof, you will not be accepted for enrolment. Germany holds so-called social insurance agreements with several states. Among these states are the member states of the EU and EEA, Macedonia and Switzerland. If you hold citizenship of one of these countries and are insured

in your home country, your insurance coverage can normally be recognized as equivalent to German standards.

Students from the EU must, in general, present their European Health Insurance Card (EHIC) to obtain recognition. You receive this card from your health insurance company; your company should not charge you for issuing the card.

Find out more on the EHI Card on this EU website:

https://europa.eu/youreurope/citizens/health/when-living-abroad/health-insurance-cover/faq/indexamp_en.htm

Are you insured with a private health insurance company in your home country? Under certain conditions, your private health insurance can be accepted in Germany, too. It is imperative in all of the above-mentioned cases that you need a certificate issued by a German statutory health insurance company that confirms that you are exempted from buying a health insurance in Germany. You will have to submit this certificate to your university in order to be enrolled. Students whose health insurance 'from home' is not considered as equivalent to German requirements need to acquire a German health insurance. As long as you are under the age of 30 (or as long as you have not studied for more than 14 semesters), you can insure with one of the numerous statutory health insurance companies (some are listed below) – they offer favourably priced student rates (approx. 80,00 € per month).

Are you older than 30 years or have you passed your 14th semester? In this case, you may still buy your health insurance from a statutory company, yet you most likely will have to pay a higher monthly contribution (at least 160,00 € per month).

Of course, you may also conclude an insurance policy with a private health insurance company in Germany, but you should know and bear in mind that if you do so you cannot switch to a statutory health insurance scheme while still studying. Being insured with a private company also means that you will first have to pay for medical services and pharmaceuticals and will be reimbursed by your insurance carrier afterwards.

Digital notification procedure about the proof of health insurance:

According to German law (199a SGB V), health insurance providers and universities share a mutual obligation in reporting the health insurance status of students. The new digital student notification procedure replaces the previous paper notifications and was implemented by the University of Marburg on 1/12/2021. As of this date, paper-based notifications are no longer accepted.

If you are insured by a public (statutory) health insurance provider at the time of enrolment, please contact your provider, give them our sender number (H0001127), and they will notify us of your insurance status.

If you are insured by a private health insurance provider at the time of enrolment, please contact any public health insurance provider, give them our sender number (H0001127), and they will notify us of your private insurance status.

Students who are coming from the DSH or the Studienkolleg preparatory programs and who wish to enrol in their subject-related degree program (Fachstudium) must also contact any public health insurance company, giving them our sender number (H0001127).

The notification is also required beyond the 14th subject-related semester (Fachsemester).

Students age 30 and above also have to complete the notification through any public health insurance provider.

Statutory health insurance providers with a branch office in Marburg:

AOK - die Gesundheitskasse in Hessen	Schlossbergcenter, 35039 Marburg Telephone: 0180/11 88 111
BARMER GEK	Gerhard-Jahn-Platz 1, 35037 Marburg Telephone: 0800 332060 48-6250
DAK - Deutsche Angestellten Krankenkasse	Krummbogen 14, 35039 Marburg Telephone: 06421/167970
IKK Hessen	Schückingstrasse 11, 35037 Marburg Telephone: 06421/9282-0
Techniker Krankenkasse	Krummbogen 15, 35039 Marburg Telephone: 06421/609214

6.3. A bank account in Germany

In Germany it is necessary to have a bank account at an institution or bank, so that you may pay your bills and receive your income payments. The kind of account you will probably need is called a "Girokonto" (checking account).

A "Girokonto" allows you to:

- Make deposits and withdraws at any time.
- Set up regular direct payments from the bank account to a receiving party (e.g. monthly rent, which does not vary) using what is called a "Dauerauftrag" (standing order).
- Transfer money from one account to another using the appropriate form.
- Set up an agreement for direct debit authorization, for amounts due to be automatically withdrawn from your account for payment (e.g. monthly electricity payments, which may vary).

It is only possible to open a bank account in person. You will need your passport and a copy of your residency permit from the local residency office to verify your address in Marburg or the Marburg-Biedenkopf region. Usually, you will receive a cash card (EC-Karte), which you can use to pay in most stores instead of using cash and to withdraw money at no extra cost from cash dispensers belonging to your bank or affiliated banks. The cash card can also be used in most cash dispensers outside of Germany for a small fee.

6.4. Accommodation

Finding accommodation in the Marburg housing market is not easy, as is often the case in university cities. However, in Marburg, the university assists international students as much as possible to find suitable and affordable accommodation.

Student dormitories are the first possibility. The Studentenwerk Marburg maintains 20 student dormitories with a total of 2,049 places for student accommodation in Marburg. Apart from single rooms, there are 129 flats with two to three bedrooms, often for married couples. To be able to live in a student dormitory, it is required to be registered at the University of Marburg. (As a rule, single rooms will be reserved for foreign students, costing between 250€ and 300€)

To facilitate university attendance for people in wheelchairs, the student administration built the Konrad Biesalski House in 1969, the first dormitory in the federal republic for the physically handicapped. The house, in which handicapped live together with those that are not handicapped, offers round the clock assistance. There is a bus service for trips to lectures, to the dining hall, to go shopping and to attend cultural events. Service includes physiotherapeutic exercises and massage baths.

Most master students in Marburg live in so-called WG's (Wohngemeinschaften), or shared student apartments.

Student Dormitories:

If you are interested in living in Student housing, send a message to Studentenwerk stressing – if it is the case – that you are a foreign student and are having difficulties finding a place and demand their assistance. Ask to be put on the waiting list. If money is an issue, these rooms are often offered at very affordable prices.

If at the beginning of the winter semester, when you arrive in Marburg, you still have not secured accommodation, sometimes it helps to physically go to Studentenwerk and state that you are here and homeless now. In an urgent situation they may provide the first room that becomes available, regardless of the waitlist.

Contact for University dormitories: Email: wohnen@stw-mr.de Tel: 06421/296-144 or 145	<u>Office hours:</u> Mo and Fr, 9.30-12.30 am. Wed, 12.30-14.30 am. <u>Address:</u> Erlenring 5, Room 319 - 320b
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Rooms on Commercial Websites:

There are several online websites which host ads for available rooms:

<http://www.wg-gesucht.de/>

<http://www.studenten-wg.de/>

<http://www.immobilienscout24.de>

<http://www.immonet.de/>

If possible, make appointments with students who have free WG rooms and visit them upon your arrival. Many people will only accept a flat mate they have met personally. Also, if you will not be in Marburg until later, ask if they would consider a Skype meeting.

Facebook groups:

General room search in Marburg:

<https://www.facebook.com/groups/296306497153885/>

<https://www.facebook.com/groups/472052916177064/>

Starting a new WG:

If you want to live together with other students from your programme, the best option (apart from getting several adjoined rooms transferred to you by older students) is renting an entire apartment and sharing it. Please note, this usually means that you may have to pay additional fees to a real-estate agent for arranging the apartment, plus provide a substantial security deposit. More information is available by contacting one of the local real-estate agencies.

Notice Boards:

There are often advertisements for rooms and flats on the notice boards in the dining hall (Erlenring 5).

6.5. Student jobs

If interested, there are several possibilities for student employment in Marburg. You may apply for positions at the university or at private locations, depending on your visa. Several student assistant positions are often available at various departments on the University. Job openings can be found on the websites of the respective departments or institutes. You can check [here](#).

The students' council "AStA" may also provide information on the general conditions (rights & duties) of working as a student assistant in Marburg. If you need any assistance, please visit: <http://hilfskraftinitiative.blogspot.de/>

The university also runs a website with useful links for you to find the perfect job (also relevant after your studies):

<https://www.uni-marburg.de/de/studium/service/careercenter>

6.6. Emergency numbers

In case of emergency, it is always useful to know who to call or where to go. Here are some of the most important contacts:

Ärztlicher Bereitschaftsdienst (ÄBD) (The ÄBD is to contact whenever GP practices are closed – at night, during weekends and public holidays. They are located at the University Hospital.)	ÄBD - UKGM Marburg Baldingerstraße 35043 Marburg
ÄBD national hotline that provides advice on medical issues and refers you to medical services if need be (Open 24/7)	Tel.: 116 116
Universitätsklinikum Gießen und Marburg GmbH (University Hospital Marburg)	UKGM Marburg Baldingerstraße 35043 Marburg Tel.: 0 64 21 / 58-60
Dental emergency service (The contact details of the dentist on call are provided under this number.)	Tel.: 01805/ 607011
Pharmacies on call (To learn which pharmacy is on call you need to insert your postcode on the upper right side of the website.)	http://www.aponet.de/
In case of emergencies or accidents that require <u>immediate help</u>:	Fire and rescue service: 112 Police: 110 Poisoning/ intoxication: 0551 / 19 240 or 0551 / 38 31 80

6.7. Public transportation

Your semester ticket in Marburg enables you to travel with all forms of public transportation for free in the region of Hessen, except for the fast ICE trains. To find a map of where you are allowed to ride for free, check the backside of your student ID card.

A map of where the Semester card can be used can be found here:

<http://www.asta-marburg.de/Semesterticket>

By Bus (in Marburg):

Bus routes, schedules and more information are available at: www.rmv.de

By Train:

(Free for students within the region of Hessen and some bordering towns)

On the back of the semester ticket is a map of where students from the University of Marburg can travel for free.

To check schedules, prices and book tickets please visit: <https://www.bahn.de/>

By Taxi:

You are going out to party and there are no more buses available by the time you want to go home? Do not worry, in Marburg you will find several taxi companies at your disposal that will be glad to help you reaching your destination:

Sparcar (the cheapest!)	Tel.: 06421 999988
Yellow Car	Tel.: 0 64 21 / 1 44 44
City Taxi	Tel.: 0 64 21 / 5 11 11
Uni Car	Tel.: 0 64 21 / 4 77 77

6.8. Culture shock

As a foreigner living in Germany, you will quickly learn a lot about German culture. In order to give you a head start, here are some websites you can visit, so you can learn a little bit more about life in Germany:

<https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/>

https://www.daad.de/ziel-deutschland/index_en.html

7. Before leaving Marburg

Do not forget that before leaving Marburg, there are organisational and administrative matters to take care of. We advise you to start planning at least three months before your departure.

3 months before departure:

- Cancel your rental contract (give notice to the landlord).
- Clarify with your landlord if there are any necessary maintenance work to do in the room before your departure.
- Cancel your electricity/water/gas contracts.
- In case you need to take care of tax declarations please contact a tax advisor.
- In case you receive some scholarship or some other sort of income, please clarify with the person responsible if you will receive your last payment before departure.
- Cancel subscriptions and memberships, if needed.
- If your next destination is another European country, we advise you to contact the service center of EURAXESS in order to obtain information regarding living conditions there: <http://ec.europa.eu/euraxess>

1 month before departure:

- Give notice of your departure at the local residency office (Stadtbüro) - you need to file a deregistration.
- Inform your insurance company that you are moving.
- If you have a car and wish to sell it or take it with you, please contact the Driver and Vehicle Licensing Agency (Kraftfahrzeugzulassungsstelle) and your insurance company.
- Inform your telephone and internet providers.
- Clarify with your landlord how he plans to pay you back your deposit.
- If necessary, make a change of address order at the post office, so that your post can be forwarded to your new address: <http://www.efiliale.de>
- Contact the GEZ to inform them you are leaving to end fees (if paid).
- Return your borrowed books and magazines to the university library.
- Become an “alumni member” of the university, so that you may still stay in touch with the university in the future.
- Do not forget to close your bank account shortly before your departure!!

Moving day:

- Take note of the counter reading for the electricity, gas and water and give it to your landlord to sign.
- Do not forget to clean your room after removing your things and to hand the keys of your room to your landlord.
- Have safe journey home.

We hope this guide has been helpful and hope you enjoy your stay in Marburg! We also would like to thank the Team of the M.A. Peace and Conflict Studies, who shared much of this useful information with us.

Your AMSR and IPSSR Team