

## **Master in Social Anthropology, Department of Anthropology, University Münster**

### **Frequently Asked Questions (FAQ)**

*Where do I find more information on the Master program courses?*

You'll find an overview of all courses offered in the Master program of Social Anthropology in the winter term 2020/21 here: [courses of the Institute of Ethnology](#) (scroll down to "Master-Studiengang").

For a more detailed overview of the upcoming courses, click this link: [university calendar/Vorlesungsverzeichnis](#)

*How is the Master program structured?*

The Master program is a fulltime research Master, consisting of four semesters. In the first year, students participate in courses on theories of Social Anthropology, research methods as well as courses with a topical or regional focus. In the second year, students conduct their own research project of three to four months and then conclude their research with a written Master thesis. Projects may consist of empirical, theoretical or digital research.

The courses take place during lecture period ("Vorlesungszeit") from November to February for the first term, and April to July for the second term. During the lecture-free periods students write their term papers and exams.

Find an overview sketch on the structure of the Master program here: [study plan](#)

Detailed information on the modules of the Master program here: [module description](#)

*What do I have to do to get credit points – and how are credit points related to the final exam by which a modul is completed?*

Each module consists of two or more courses over which the credit points of the modul as a whole are distributed. You will have to attend several courses within a module and complete assignments in each, but you will write your exam paper to conclude the modul in one specified course only.

Please note the deadlines for assignments and term papers.

*What happens if I fail a modul exam?*

You may repeat the exam twice, but if you fail a third time, your study in the Master's program ends.

No limits apply to the repetition of failed course assignments.

*Which would be the recommended introductory literature for the Master program?*

A list of introductory literature to core topics of Social Anthropology is provided here: [reading list](#)

*How can I participate in a course or lecture of the Master program in the winter term 2020/21?*

In the winter term 2020/21, teaching and learning will be conducted online. Course material for all courses will be made available via the university e-learning platform "learnweb" (see details in the FAQ on the learnweb). The zoom links for the online teaching sessions are announced on the platform of the respective learnweb course. You do not need to register for courses beforehand, however you need to have the access password. There is a learnweb modul where you will find access passwords of all courses offered by the Department of Anthropology: [LCA](#) (find enrolment key with [schleiter@uni-muenster.de](mailto:schleiter@uni-muenster.de) or [ifethno@uni-muenster.de](mailto:ifethno@uni-muenster.de)). The access password can also be found also with the course abstract in the [university calendar/ Vorlesungsverzeichnis](#) or you may inquire with the course instructor.

*What is learnweb and how do I get access to the online platform of a course?*

Learnweb is the e-learning platform of Münster University. To be able to use it, you need to access each individual course through a combination of your university user name and the course access password. You can find courses by using the search field of the [learnweb dashboard](#). Enter words of the course title or your instructor's name in the box "Kurs suchen". Subsequently click the course link, enter your university user name (WWU-Kennung/ WWU-ID) and password, and finally the access password ("Einschreibeschlüssel") To access a learnweb-course, please ask your instructor for the course's access password - or check the course directory/ university calendar: [university calendar/ Vorlesungsverzeichnis](#).

Find a learnweb tutorial here: to be announced.

*Can I participate in a German language course as part of the Master program?*

You can participate in a German course of five credit points (ECTS) during the first term of the Master program, and in a course of two credit points during the second term. These credit points will be counted as part of your course work in the Master Program. You may cross-check the credits of the courses with Dr. Markus Schleiter in his office hours beforehand. Participation in additional courses is voluntary, but you will not receive additional credit points for them.

Courses are offered by the language institute ("Sprachenzentrum") of Münster University and are free of charge. Note: it is very important to register early directly with the Sprachenzentrum, because these courses tend to be overbooked. For further information, see: [Sprachenzentrum](#)

Note, you do not need to register courses of the Sprachenzentrum with qispos, but you will obtain a course certificate (Schein) bearing the credits of the course after completion of the

course from the course instructor. Please contact subsequently Dr. Markus Schleiter to register the credits with qispos. You find the form and information for the qispos registration of external courses here: [Form for recognition of external courses](#)

*What is Qispos, and why do I need to register my courses and exams there?*

Qispos is the electronic registering and grading system of Münster University. Your course instructor can only grade your exams and term papers or confirm your successful participation in a course and your credit points in the transcript of records, if you have registered for a course via Qispos. To register for your courses and exams, go to: [qispos](#) (click: administration of exams, registration & deregistration, accept terms of condition. click the respective course)

Important: You can only register your courses in Qispos during the prescribed [qispos registration period](#) (16<sup>th</sup> November to 12<sup>th</sup> January for the winter term 2020/21). If you fail to register your course work/ credits, term paper or exams with the Qispos system your credits and grades can not be entered and you have to redo the respective courses and exams. As the courses/ exams are offered only once a year your study period ultimately is prolonged for one year!

Note, you will find a pdf with the overview of the degree-relevant courses, term papers and exams of the recent term with their qispos numbers during the qispos registration period on the institute's homepage. Please consult this before registering. You may also have a look on the Modul Description of the Master in Social Anthropology: [Modul Description](#). Further, you find an overview on Qispos numbers of the Master in Social Anthropoloy here: [Overview on Qispos numbers](#)

Please cross-check your registration with Dr. Markus Schleiter during his office hours: [Markus Schleiter](#)

*How to contact the study advisor Dr. Markus Schleiter?*

You could contact Dr. Markus Schleiter during his open office hours every tuesday from 4pm to 6 pm without prior appointment (Zoom Meeting Id: 987-4866-5075, please request password via email: [schleiter@uni-muenster.de](mailto:schleiter@uni-muenster.de)) or additionally ask for a zoom appointment by email. Due to the present corona situation there are until further notice no appointments by face-to-face-communication.. Holiday periods and absence are announced on his webpage: [Markus Schleiter](#)

*How do I obtain my student's email of WWU, and which information related to my studies do I receive by this email?*

Once you are formally enrolled at Münster University, you receive your own university email address (name\_acronym@uni-muenster.de). Official information of the university administration, messages from the learnweb or notifications by your lecturer, etc. will be only sent to you via this email. Please use this email for official Münster University communication (e.g. professors, student's office, institute secretary, etc) and make sure you

check this email account regularly for notifications. You can connect your university email to your personal email app on your mobile devices. To access your university email online, click here: [university email](#)

### *What is the additional admission exam?*

Students of the Master program, who do not hold a Bachelor degree in Social Anthropology, are obliged to pass an additional exam before the beginning of the third term. If this requirement applies with you will be communicated to you in the admission letter. The additional exam is a written exam which takes place shortly before the begin of the third term (end of September). You can begin the research modul of the third term only if you have passed this exam. You will be notified on the exact date of the exam by email. The relevant literature will be available in a learnweb course. There will be furthermore an introductory session to the exam at the end of the second term (during July). The exam is prepared in supervised self-study. Though, self-organized peer learning is highly recommended. For supervision, you could direct question on the content of the exam literature to your course lecturers and to the study advisor Dr. Markus Schleiter in his open office hours. In case you have failed the exam you will have the possibility to resit it. Please find more information on the content of the additional admission exam here: [reading list additional admission exam](#)

### *How do I enrol at Münster University (WWU)?*

First step, you have to register your enrolment at the online infoportal (where you have applied for the Master program: [Infoportal](#)) – you will subsequently receive a list of needed documents via this portal. These documents you will send by post. Your enrolment is processed by the student admission office ("Studierendensekretariat"). You may contact the office directly only by the following emails and phone numbers.:

Studierendensekretariat:

Email: [masterbuero@wwu.de](mailto:masterbuero@wwu.de)

Ms. Catrin Diebäcker

[catrin.diebaecker@uni-muenster.de](mailto:catrin.diebaecker@uni-muenster.de)

Phone: +49 251 83 22235

Ms. Tina Engelmann

[tina.engelmann@uni-muenster.de](mailto:tina.engelmann@uni-muenster.de)

Phone +49 251 83 21449

In case of any problem with the enrolment process please contact Dr. Markus Schleiter ([schleiter@uni-muennster.de](mailto:schleiter@uni-muennster.de)).

Note, if you have already sent a certified copy of your Bachelor degree certificate with your former application to WWU please contact Dr. Markus Schleiter. You could avoid then to resend another copy for the postal enrolment process.

First information on the necessary submission of a health insurance certificate you find here: [Information on health insurance certificate](#)

*Who can support international students in terms of general and administrative matters regarding my study in Germany?*

Münster University has an International Office to support students from abroad with general matters of settling into Germany, eg. with finding a place to stay or with applying for visa and residence permission. Furthermore, the International Office can guide you with all administrative tasks within the university:

Web pages of the International Office:  
[International Office Münster](#)

[First information of the International Office](#)

Email: [international.students@uni-muenster.de](mailto:international.students@uni-muenster.de)

Ms. Verena Stenzel  
[verena.stenzel@wwu.de](mailto:verena.stenzel@wwu.de)  
Phone: +49 251 83 21879

Ms. Viktoria Junasko  
[viktoria.junasko@uni-muenster.de](mailto:viktoria.junasko@uni-muenster.de)  
Phone: +49 251 83 21869

Open video consultation of the International Office:  
Support with visa and residence permission:  
Monday to Friday 12am to 3pm  
[Zoom Waiting Room International Office](#)

Support with visa and residence permission:  
Ms. Beckmann-Wewer  
[iris.beckmann@uni-muenster.de](mailto:iris.beckmann@uni-muenster.de)  
+49 251 83 22364  
Open office hours of Ms. Beckmann-Wewer: Tuesdays 2pm to 5pm:  
[Zoom Waiting Room Ms. Beckmann-Wewer](#)

*Which are the important deadlines of the Master program?*

- Completion of enrolment by 15<sup>th</sup> November
- Submission of health insurance certificate within three weeks of the date of enrolment
- Submission of course work & term papers to the deadlines announced by your instructors
- Completion of Modul 1 before beginning of Modul 4, as well as Modul 2 before the start of Modul 5.
- Passing of the additional admission exam (only if applicable) & completion of Modul 1-6 before beginning of Modul 7
- Completion of Modul 1-7 before registering the Master thesis.
- Submission of Master thesis within five months of the registration of the Master thesis.

*What is the student association (Fachschaft) of the Master in Social Anthropology, and how I can reach out to its members?*

The student association represents the students of the Master program and organizes regular events for the students. In case you need help in your studies or you want to support the student association you could contact their members via facebook: [Facebook page of the student association](#)

<b>Platform</b>	<b>Function</b>	<b>Access data</b>	<b>Deadlines</b>
Students e-mail account  <a href="#">university email</a>	Communication with instructors & university administration	After enrolment, the university activates your university email address  name_acronym (WWU Kennung/ WWU identifier) or name_acronym@uni-muenster.de & password	
<a href="#">Qispos</a>	electronic grading system → Registration of courses (credits), exams & term papers → overview on your credits and gradings	name_acronym (WWU-Kennung/ WWU identifier) & password	<a href="https://www.uni-muenster.de/studium/en/pruefungen/qispos.html">https://www.uni-muenster.de/studium/en/pruefungen/qispos.html</a>
<a href="#">learnweb dashboard</a>	e-learning platform → Access to course material	name_acronym (WWU-Kennung/ WWU identifier), password & subsequently the respective course access password	
<a href="#">Infoportal</a>	admission portal → application for admission → enrolment (& obligatory online registering of the enrolment)	Applicant number & date of birth	15 <sup>th</sup> November 2020