Freie Universität Berlin
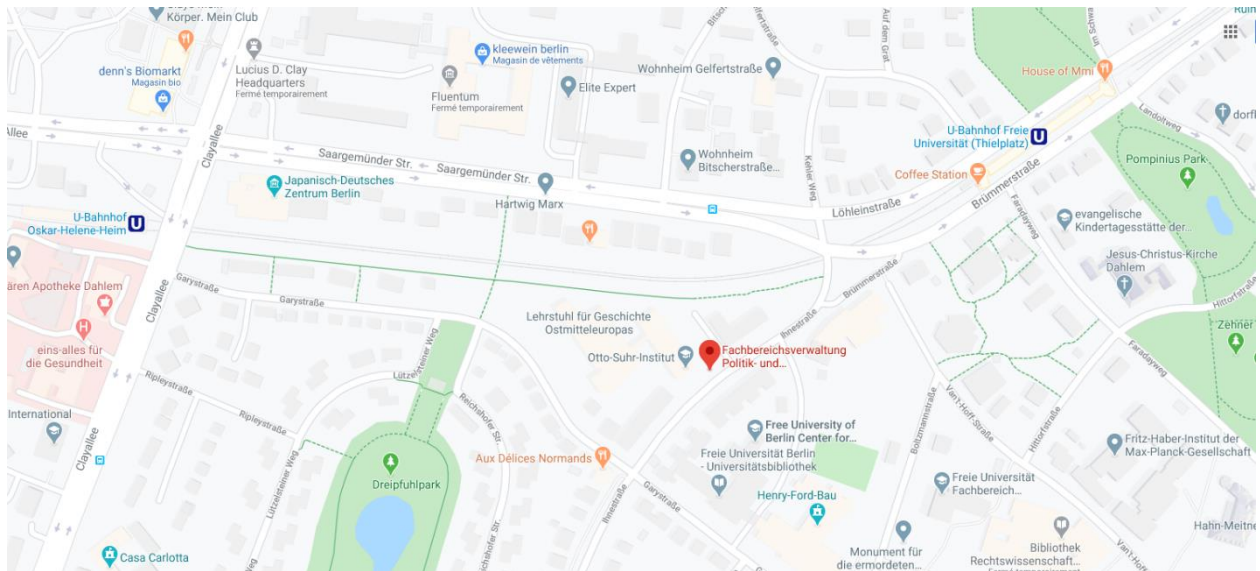
Welcome Brochure
of the Institute of Sociology

Table of Contents

I. General Information concerning the Program

1. The Institute, Research Profile and Networking with other Institutes

The Institute of Sociology is located at Garystraße 55 in Berlin-Dahlem. The nearest subway stations are U-Bahnhof Freie Universität or U-Bahnhof Oskar-Helene-Heim (U3).

The core research areas of the Institute of Sociology are international comparisons, especially of European societies as well as the analysis of transnationalization and Europeanization processes.

Four different research groups exist within the Institute:

- Macrosociology (Céline Teney)
- Methods of Empirical Social Research (Dieter Ohr)
- Sociology of Emotions (Christian von Scheve)
- Political Sociology (Swen Hutter)

Besides the four research groups within the Institute of Sociology, there are also sociological units within other Institutes of the FU with whom the Institute of Sociology maintains a close cooperation. These include:

- Institute for Latin-American Studies (Sérgio Costa)
- John F. Kennedy Institute for North American Studies (Sebastian Kohl)
- Institute for East European Studies (Katharina Bluhm)

Beyond internal cooperation, the Institute of Sociology also collaborates with the Berlin Social Science Center (WZB) and the German Institute for Economic Research (DIW).

Members of the Institute, moreover, are involved in the Cluster of Excellence "Contestations of the Liberal Script" (SCRIPTS), the "Centre for Civil Society Research", the DFG ("German Research Foundation") Research Group "European Socialization Processes", the Special Research Field (SFB) "Affective Societies - Dynamics of Living Together in Moving Worlds", the Socio-Economic Panel (SOEP) and the National Educational Panel Study (NEPS).

To follow the Institute's research activities, regularly visit this [website](). In the news section, current events and publications by the members of the Institute are posted. You can also follow us on [Twitter]() and [Facebook](). Furthermore, the Institute of Sociology maintains a [blog](), which aims at presenting short abstracts of master's theses written within the master's program "Sociology – European Societies".

2. Study Structure

This and the following chapter concern the structure, modules, and forms of examination within the master's program. The study and examination regulations serve as a formal precedent and can be seen as a contract between you and the university. The study and examination regulations summarize all elements that must be accomplished in order to acquire the master's title. We therefore highly recommend perusing them carefully and closely.

- [Study and Examination Regulations English Version]()

- [Study and Examination Regulations German Version (p. 1371-1390)]()

The following table shows you the [ideal course of the master's program "Sociology – European Societies"]() with all its modules and ECTS credits. There is no obligation to complete the program in exactly this manner. However, we strongly recommend this study schedule as a blueprint for structuring your studies. Furthermore, it is important to note that the modules are offered only in a particular time period; for example only during the winter or the summer term.

Semester	Modules			ECTS Credits
Basics (1st) Winter	**Module 1** *European Integration and the Development of European Societies since 1945* (10 ECTS credits)	**Module 2** *Sociological Theories of Social Change and Integration* (10 ECTS credits)	**Module 3** *Methods of Comparative Research in Social Sciences* (10 ECTS credits)	**30**
Consolidation (2nd) Summer	**Module 4** *Social Structure and Inequalities in European Societies* (10 ECTS credits)	**Module 5** *Culture and Values in European Societies* (10 ECTS credits)	**Module 6** *Globalization and Regional Development* (10 ECTS credits)	**30**
Specialisation (3rd) Winter	**Module 7** Research Placement (15 ECTS credits)	**Module 8** Area of Specialisation (15 ECTS credits)		**30**
Final (4th) Summer	Final colloquium	Master's Thesis (30 ECTS credits)		**30**
Total				**120**

3. *Forms of Examination by Module with expected Scope & Form of Assessment*

This chapter will provide an overview of the requirements of each module and scope of the exams.

The figure below shows the first semester of the master's program with modules 1-3. Every module consists of one introductory course, which is a lecture and one main seminar.

For Module 1, "European Integration and the Development of European Societies since 1945," it is required to take a 90 minute written exam in the introductory course (lecture), and to write one seminar paper (~3000 words) **or** three essays in the main seminar. The grade for this module will result from the written exam.

Module 2, "Sociological Theories of Social Change and Integration," requires written tests in the introductory course (lecture) and one seminar paper (~3000 words) **or** three essays in the main seminar. The grade for this module will result from the seminar paper or the essays in the main seminar.

Module 3, "Methods of Comparative Research in Social Sciences," has the same structure as module 1. One needs to write one exam in the introductory course (lecture) and one seminar paper (~3000 words) **or** three essays in the main seminar. The grade for this module will result from the written exam.

Overview of requirements of each module based on the [Studies and Examination Regulation 2013 (English)](#)

Basics (Semester 1)

Module	ECTS	Courses	Forms of Active Participation	Module Exam/Grade
1 European Integration and the Development of European Societies since 1945	10	Introductory Course (Lecture)	Recap of the lecture, discussion on the basis of the preparatory reading	Written exam in the introductory course (lecture)
		Main Seminar*	1 seminar paper/ 3 essays as main performance, perhaps presentation, group work	
2 Sociological Theories of Social Change and Integration	10	Introductory Course (Lecture)	Written test in introductory course	Seminar paper/Essay (approx.. 3,000 words) in seminar
		Main Seminar*	Presentations, group work, preparation of excerpts and thesis papers	
3 Methods of Comparative Research in Social Sciences	10	Introductory Course (Lecture)	Recap of the lecture, discussion on the basis of the preparatory reading	Written exam in the introductory course (lecture)
		Main Seminar*	1 seminar paper/ 3 essays as main performance, perhaps presentation, group work	

* Regular attendance is obligatory

Modules 4-6 are planned for the second semester. Each of these modules consists of one specialization lecture and one main seminar.

The modules 4 "Social Structure and Inequalities in European Societies", 5 "Culture and Values in European Societies", and 6 "Globalization and Regional Development" have the same structure and examination requirements. For all three lectures, a written exam is required. The grades for the modules 4-6 however, are given in the main seminars. In one of the modules, the grade is determined by an oral exam. In the two other modules, the grade results from seminar papers. The students are free to decide in which of the three modules they want to do the oral exam. It is not possible to do more than one oral exam.

Consolidation (Semester 2)

Module	ECTS	Courses	Forms of Active Participation	Module Exam
4 Social Structure and Inequalities in European Societies	10	Specialization Lecture	Written test in specialization lecture	Seminar paper/Essays (approx. 3,000 words) or an oral exam (25 min) in seminar
		Main Seminar*	Presentations, group work, preparation of excerpts and thesis papers	
5 Culture and Values in European Societies	10	Specialization Lecture	Written test in specialization lecture	Seminar paper/Essays (approx. 3,000 words) or an oral exam (25 min) in seminar
		Main Seminar*	Presentations, group work, preparation of excerpts and thesis papers	
6 Globalization and Regional Development	10	Specialization Lecture	Written test in specialization lecture	Seminar paper/Essays (approx. 3,000 words) or an oral exam (25 min) in seminar
		Main Seminar*	Presentations, group work, preparation of excerpts and thesis papers	

* Regular attendance is obligatory

In the third semester, the students are supposed to do their specialization with completing Module 7 and 8.

Module 7 is a research placement, in which the students carry out a small-scale theory-based empirical study. It is required to write a research report of the research placement of about 10,000 words. This report makes up the grade for this module.

In module 8, students attend two specialization seminars. In one of those two seminars, they need to write one seminar paper (~3000 words) or three essays, which is pass or fail.

The final semester focuses on the master's thesis and its accompanying colloquium. The master's thesis should be about approx. 24,000 words/80 pages long and is the last examination in the master's program.

Specialization (Semester 3)

Module	ECTS	Courses	Forms of Active Participation	Module Exam
7 Research Placement	15	Research Placement*	Presentations, group work, preparation of excerpts and thesis papers, submission of the first draft of the research report	Research report (approx. 10,000 words) in research placement
8 Area of Specialization	15	Specialization Seminar*	Essay or thesis papers (approx. 1,500 words), perhaps presentation, group work	Seminar paper/ Essay (approx. 3,000 words) in one of the Specialization seminars
		Specialization Seminar*	Essay or thesis papers (approx. 1,500 words), perhaps presentation, group work	

Final (Semester 4)

Module	ECTS	Courses	Forms of Active Participation	Module Exam
Master Thesis	30	Colloquium Master's thesis	Attending and presenting in master colloquium	Master's thesis (approx. 24,000 words/ 80 pages)

* Regular attendance is obligatory

4. Important Regulations for Module Exams

Here and on our website, we shortly summarize the most important regulations for module exams.

At the department of Political and Social Sciences, we currently offer **non-binding examinations**. This means that students can withdraw from an examination without facing any consequences. If you want to withdraw from an examination, you must fill out this form and send it to the Study Office (studienbuero@polsoz.fu-berlin.de).

In written exams, the examination is considered started as soon as you are handed the written exam. If you hand in an empty sheet, your exam will be graded "insufficient (5,0)" and the attempt will be counted against the maximum number of attempts.

For seminar or term papers, the examination is considered as started as soon as you have been assigned the topic for a seminar paper or essay. This means that you have to hand in your work before the deadline you have been given, otherwise you will be graded "in sufficient (5,0)" or "fail" and the attempt will be counted against the maximum number of attempts. If you have a good reason for not handing in your work before the deadline, please contact the examiner and / or the examination board immediately. Depending on for example the duration of your illness compared to the overall handling time of your paper, either the deadline will be adjusted or the examination will be cancelled and postponed.

A failed module exam can be retaken three times (4 attempts). Once an exam has been graded 4.0 or better, a re-take to improve the grade is not possible. If you fail at the final attempt, the module itself is considered failed. If that module is a compulsory requirement for the study program, you cannot continue your studies. In this case you will be informed by the examination board.

5. Information on Campus Management and Blackboard

Campus Management and Blackboard are two necessary tools that help you organize your studies. You can enter Campus Management and Blackboard through your personal Zedat account. After your registration there, you can find the links to the two portals on the bottom right, as it is marked in the picture below.
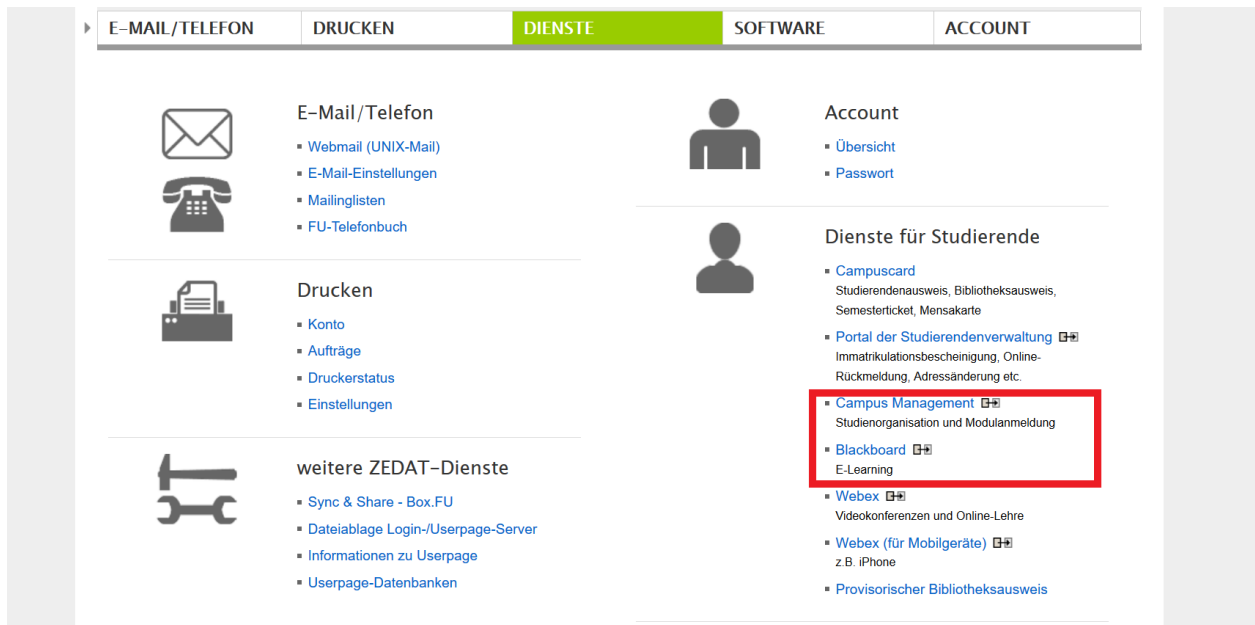
[Campus Management](#) is primarily for course (de-)registration, the generating of the schedule and gives an overview of the (completed) courses and grades. As the functions of Campus Management are very diverse, you will find a [detailed 10 minute video (in German and English),](#) which explains all important aspects such as registration and deregistration of courses.

In general, you can register for the courses approximately two to four weeks before courses start in Campus Management. Please register for the courses within the registration deadline. Moreover, it is important to note that there are limited and unlimited courses. All lectures are unlimited courses to which students are automatically registered (if you choose the respective module first). The registration for seminars is different; seminars are limited courses, to which a participation quota applies. Because of this limitation, you can choose several seminars and rank them according to your preferences with number 1 indicating the highest preference and successively decreasing preference with higher numbers. After the deadline has ended, you will be assigned to the courses. You should use the first two weeks (the so called „shopping phase") to go to different courses and then decide which ones you are going to take. If you want to drop a course, please make sure to de-register on Campus Management to open up space for others. Please always refer to [our website](#) for the current registration periods. A few weeks into the semester, the second registration period ends, and you will have to fill out [this form](#) to deregister from a course.

On Blackboard, you can find all the courses that you were registered in after the enrolment process on Campus Management. Normally, students are added to the Blackboard courses by the lecturers automatically. If this is, for some reason, not the case, please approach the lecturer by sending an e-mail or during the first sessions personally. After entering the Blackboard portal, the current courses are listed on the right. By clicking on a particular course, the course's dashboard is opened and shows at first the newest announcements for this course. On the left side one can now see different folders such as "Announcements", "Session & Course Material" or "Discussion Forum". The structure and functions of Blackboard are quite self-explanatory and intuitive. At the beginning of the semester it is advisable to take a closer look at one's selected courses on Blackboard by exploring and clicking through the different functions.

6. List of important Contacts

Your **first contact person** for questions regarding the master's program is
Antonia Hausen:
ma-sociology@polsoz.fu-berlin.de

Bujar Aruqaj is your **study program advisor:**
bujar.aruqaj@fu-berlin.de

For administrative questions concerning examinations, credit recognition or the master's thesis please consult the **examination office:**
Christian Opitz
Ihnestr. 21, Room 306
+49 30 838 65552
PB-MA-SOZIOLOGIE@polsoz.fu-berlin.de

If you have problems with the registration or deregistration for courses in Campus Management please contact the **study office:**
Sylvia Stähr, Alexander Teinz, Stephanie Pickhan
Ihnestr. 21, Room 309
+49 30 838 52355
studienbuero@polsoz.fu-berlin.de

You can turn to the **Center for Academic Advising and Psychological Counseling** when you face psychological problems or have general struggles with your studies:
General Academic Advising
+49 30 838 70001
info-service@fu-berlin.de

The **Psychological Counseling** offers help for general but also study related psychological problems:
+49 30 838 70008
psychologische-beratung@fu-berlin.de

7. The Institute's Mailing Lists

The Institute has two different mailing lists for its students.

The mailing list *fu-sociology-internal@lists.fu-berlin.de* is the internal mailing list, through which students are informed about the master's program including the teaching, events, advertisements, research and job offers at the Institute and its affiliated research centers. You can subscribe to this list, here.

The mailing list *fu-sociology-external@lists.fu-berlin.de* distributes information about academic events and job advertisements that are not organized by the Institute of Sociology itself or its members but might be still relevant and interesting for the students. To this list, you can subscribe yourself via the following link.

8. Studying abroad

Freie Universität Berlin offers its students various opportunities to go abroad. The first sources of information therefore are the **International Office**

Student Mobility Unit
Iltisstr.4
14195 Berlin
Telephone: +49 (0)30 838-70000
Fax: +49 (0)30 838-73420
E-Mail: info-service@fu-berlin.de

and the **Website of the Institute of Sociology**
Erasmus coordinator of the Institute of Sociology:
Mirjam Dageförde
erasmus-sociology@polsoz.fu-berlin.de

Below you will find short overview of the three most important programs for studying abroad.

Direct exchange:

What does the program offer?
- Study places at over 100 partner universities worldwide
- Exemption from tuition fees at the partner universities
- In some cases free board and lodging or partial scholarships for living expenses
- Support by the central direct exchange team and by the International Office of the host university

Erasmus+ worldwide program:

What does the program offer?
- Exchange study places at selected partner universities outside Europe
- Exemption from tuition fees at partner universities

- Monthly scholarship payment of 700 € and a travel allowance depending on the distance of the destination country
- Additional financial support for students with disabilities
- Academic recognition of credits achieved abroad on the basis of the Erasmus+ Learning Agreement
- Support from the central Erasmus+ worldwide team at the FU Berlin and the partner university
- Up to 12 months funding per study section (BA, MA, doctorate) or 24 months for state examination courses (the various Erasmus+ formats can be combined)
- Application via direct exchange tenders

Erasmus+ Europe & Swiss-European Mobility Program:

What does the program offer?
- Over 2,000 study places at more than 350 partner universities in 33 European countries
- Partner universities and exchange opportunities vary depending on study program at the FU
- Exemption from tuition fees at the partner universities
- Monthly financial contribution
- Additional financial support for Erasmus+ students with special needs (child(ren), disability, chronic diseases)
- Academic recognition of credits achieved abroad on the basis of the Learning Agreement
- Support from the central Erasmus team and the decentralized Erasmus coordinators and by the partner university
- Repeated participation up to 12 months support per study cycle (BA, MA, doctorate) or 24 months for single degree programs (State Examination, First Legal Examination) possible
- The responsible Erasmus coordinators of the departments and institutes advise on exchange opportunities, receive the applications and decide on the allocation of places

Besides these programs to study abroad, there are also other options to go abroad:

- Doing an Internship abroad
- Erasmus+ Internship Europe
- International Summer School Programs
- Faculty Exchange

For more detailed information see also the Brochure "Ins Ausland und zurück" (only German Version available).

II. Information on Scientific Work during your Study

1. Written Assignments

a. Types of written assignments

In our program, a few different types of written assignments exist. Besides the written exam, you may be asked to provide: (i) term papers, (ii) essays, (iii) response papers and (iv) research papers for the research placement in the third semester.

i. Written exams

All lectures are completed with a written exam (90 minutes) or test (<90 minutes). The lecturer decides on the specific exam conditions and will explain them at the beginning of the course. The written exam normally consists of questions directly referring to the lecture's topics. We recommend attending the lectures regularly and always reading the basis texts. If you have understood issues within their contexts, you do not have to learn by rote at the end of the semester.

ii. Term paper (or seminar paper)

In most of the seminars, you will be asked to hand in a term paper at the end of the semester, which should usually comprise 3,000 words. We will guide you through the different steps of formulating and writing a term paper in the following (b) section.

iii. Essay

As indicated before, you may be given the option to submit three essays in a seminar instead of one term paper. An essay, in this sense, is a paper which examines a scientific question in a precise and ambitious form in about 3-5 pages. In contrast to a term paper, an essay is not a systematic and comprehensive handling of a topic, however, it is more a "lax" but critical reflection. A good essay needs to raise an interesting question that has to be answered plausibly. It should also have an argumentative structure that includes an introduction, a main part and a conclusion.

iv. Response paper

In some seminars, professors might ask for response papers as proof of active participation. In this format, the main emphasis is on your own critical engagement with the weekly readings of the seminar. It is generally quite short (1-3 pages) and you usually do not need any external references within the text.

v. Research paper

Although we included this separate subtopic, a research paper is quite similar to a normal term paper. The emphasis of the research paper, however, lies on your own empirical works (e.g. data collection and analysis, visual presentation of data and discussion of results). You will only be required to hand in this long research paper (~30 pages) at the end of the third semester in module 7.

b. Oral exam

In the second semester of your studies, you will have to take one oral exam in one of the modules (i.e. module 4, module 5 or module 6). Hence, you will be asked to inform your lecturer until the third seminar session whether you decided to write a seminar paper (or three essays) or take an oral exam instead. As the grade of your oral exam will be recorded as the grade of respective module, a thorough preparation is essential. The oral exam takes 25 minutes and will be due at the end of the semester. The exact date will be given by the lecturer by the end of the 4th week of term at the latest. The lecturer will hold the oral examination as another associate will also be present, and a protocol will be written (by this associate). Subject of the oral examination is the content of the seminar you attended. The basis for the examination is usually the obligatory literature on your reading list.[1]

c. How to write an academic paper? 4 Steps

i. Find a topic

This is the very beginning of writing a scientific paper. Your topic has to be related to the topic of the seminar, but it should also go beyond the readings and discussions of the class. As a starting point, you can always consider expanding and systematically questioning the topics, theses or problems that have been discussed throughout the seminar and that have not been answered, empirically tested or tackled yet. Apart from that, your topic can also focus on new theories or studies referring to research aspects of the seminar, so that you can discuss them deeply in your term paper. Last but not least, you may also tackle new connections between different seminar topics from a more abstract perspective. Once you decide on the research topic, the next step is to formulate the research question of your paper.

ii. Find a research question

Although it may not sound that difficult, finding a good research question might be the trickiest part of structuring an academic paper. Keeping that in mind, there are some helpful tips to make this process much smoother. Here in this section, we are going to elaborate the most crucial ones for you.

First, a good research question should be clear, focused and - to some extent - complex enough to develop an argumentation. Thus, after choosing the topic, you should start doing some preliminary research on it. By doing this initial quick search, you will get a first look at the ongoing debates in this field, and then, you may find an area that has not been researched yet. At that point, start asking questions such as 'why', 'how', 'to what extent' and try to develop your research question. Throughout these steps, always consider your audience and the type of your paper (e.g. term paper or master's thesis) simultaneously. This will help you determine the scope of your question in a way that meets your needs precisely. Finally, take a step back and evaluate the quality of your research question by looking at the abovementioned criteria of a good research question such as clarity and complexity. If needed, edit, update and develop your question progressively, and always keep in mind that it is an iterative process, which requires consistent reviews and updates.[2]

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[1] For more information, please visit this website.
[2] For more detailed information on how to write a research question, see:
https://writingcenter.gmu.edu/guides/how-to-write-a-research-question

iii. Find literature

Before beginning to search for relevant literature, the following two questions will assist you to identify the scope of your upcoming literature review: "What research on my topic has already been done?" and "Which theories conceptualize my question well?". After roughly limiting yourself with the guidance of these questions, the next important point is not to get lost in the literature. As many previous studies might already exist in the academic databases, which are related to your topic, always try to stick to the scope that you have already specified and follow it. In order to be more efficient in this time-demanding process, you may read the abstract first, then the introduction and conclusion, and finally, you will be able to assess whether the text is useful or not. Making excerpts of the relevant literature is highly recommended. To collect the information in a more systematic way, you may think of using literature review software such as Citavi or EndNote ([see Zedat website for free licensed versions for FU students](#)). The credible databases and sources will be discussed in part (2) in detail.

iv. Find a structure and compose the text

In terms of the structure of a term paper, there are typically three main parts: (i) an introduction, (ii) a body, and (iii) a conclusion. In the introduction, you should outline the problem and formulate a precise question. After explaining the relevance of your research question, a short introduction to the structure of the paper will follow. It is sometimes recommended to write the introduction at the end of the writing process as you will already have written the main part and will know exactly what the outline of your paper is.

The body is the main part of the paper. In this section, you present the theoretical and empirical state of art, evaluate the quoted literature and discuss it critically. Body parts vary with your type of research question. In general, it is where you do the work with which you answer your research question. These different variations might include formats such as comparing theories or analyzing your data. In an empirical paper, there is a standardized structure: (i) formulation of hypotheses, (ii) short description of data, (iii) short description of strategy of analysis/methodology, (iv) operationalization, (v) presentation of results, (vi) interpretation while referring to the theory or comparing cases. Depending on the type of research paper you are writing, the body can also be separated into: (i) a theoretical part, (ii) data and methods, and (iii) results. Finally, you will be expected to provide a very short summary of the central steps of argumentation and a final discussion that answers your initial question. The conclusion should also give an outlook on future research and talk about potential limitations of the paper. After completing the abovementioned parts, you may finish your term paper by arranging it, adding technically required parts such as table of contents, page numbers, cover page etc., and formatting it.

2. *Some Technicalities: Formatting, Citing & Finding Credible Sources*

a. Formatting and citation

In addition to the content-based quality of your term paper, formatting and presenting the content properly is another indicator of a good paper. Although the criteria may change slightly in accordance to the preferences of the professors, there are a couple of standards, which will be expected in almost all seminars:

- A title page that includes author name, title, submission date and place, name of the course etc.
- A table of contents at the beginning of your paper
- Consistent in-text referencing by using a specific citation style (e.g. Harvard, ASA). Please ask your professor before writing if not specified in the syllabus.
- A list of references, which includes all in-text citations in a consistent format
- Text formatting with 1.5 lines, Times New Roman, 12 font size
- Total word count of approx. 3,000 (mostly expected without references)
- Page numbering excluding title page

b. What are credible literature sources?

There are many different methods to search for academic resources for your research. In terms of databases for journal articles, Google Scholar and Primo FU Berlin may be the first options to go for. If you already know which journal you want to search, it is more practical to go to the publisher's website directly. There are number of well-known and credible sources for journal articles or academic books – JSTOR, SAGE, Taylor and Francis, Springer to name just a few.

Another important point while doing a literature research is to evaluate the quality or credibility of journals and articles. For a journal, checking out its "impact factor" would be the easiest way to understand how influential this journal is. Below, you can see a table that displays the ranking of the international sociological journals in 2017.

Journal	Impact Factor (2017)	Link
Annual Review of Sociology	6.773	https://www.annualreviews.org/journal/soc
American Sociological Review	5.063	http://www.asanet.org/research-and-publications/journals/american-sociological-review
American Journal of Sociology	3.764	https://www.journals.uchicago.edu/toc/ajs/current
Sociological Review	2.886	https://www.thesociologicalreview.com/
European Sociological Review	2.726	https://academic.oup.com/esr
Sociology	2.537	https://www.britsoc.co.uk/publications/sociology-journal/
Social Forces	2.156	https://academic.oup.com/sf/pages/About
British Journal of Sociology	1.894	https://onlinelibrary.wiley.com/journal/14684446
Sociological Forum	1.620	https://onlinelibrary.wiley.com/journal/15737861#pane-01cbe741-499a-4611-874e-1061f1f4679e01
Journal of Sociology	1.309	https://www.journals.uchicago.edu/journals/ajs/about

For an article in a journal, the best approach is to check out its number of citations, and overview of the citations throughout the years if needed. As a general rule, this information should be available in the web page of the academic article.

Wikipedia is often not a credible source and should not be cited in an academic term paper. You can of course read the Wikipedia entry to get a first insight into a certain topic before you then look for more credible sources.

If you are not working in the library or on campus, you can still access the literature provided by Freie Universität Berlin. To do so, you will have to connect your laptop/phone to the Virtual Private Network (VPN) of Freie Universität Berlin:

- o Download the software "AnyConnect Client" (Please see this link)
- o Click on the AnyConnect-Icon. Choose the name of the VPN-Server (vpn.fu-berlin.de), then click connect.
- o Enter your username and password and press ok.

3. Plagiarism: (Why) is it such a big Deal?

Before explaining why plagiarism is something that you always have to avoid during your academic career, we will give you a brief definition of plagiarism.

Plagiarism is (i) turning in someone else's work as your own, (ii) copying words or ideas from someone else without giving credit, (iii) failing to put a quotation in quotation marks, (iv) giving incorrect information about the source of a quotation, (v) changing words but copying the sentence structure of a source without giving credit, and (vi) copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.[3] As it can be seen from the definition above, plagiarism is an obvious violation of property rights and it is considered a fraud in academic practice. Therefore, it is academically and legally a quite problematic situation that may lead to you losing your academic or professional title and position in any part of your professional life.

Throughout your studies in this Institute, lecturers may ask you to agree to a check of your papers with an anti-plagiarism software and offenders automatically will fail the course assignment and cannot repeat the assignment in this particular course. Thus, they have to take another seminar in the respective module a year later. In case of serious plagiarism, the examination board can also come to a conclusion that the alleged plagiarism incident is severe. In such situations, this student will no longer be entitled to participate in the exams and he/she will lose the right to take seminars, thus will be dismissed from the program. Allegations of plagiarism initiate a legal procedure in which the examination board reviews the allegations and the work in question. If the allegations are confirmed, the board decides on whether it is a minor or major case, puts it on record, and informs the students. Additionally, the head of the examination board asks the students to see him/her during office hours. A

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[3] This definition is provided by 'plagiarism.org'. For more information and details please visit this website.

second or major case plagiarism has serious consequences. In this case, the examination will be declared as "finally not passed" and the final degree can no longer be obtained at Freie Universität Berlin. In order to assist you to be well-informed about the details on plagiarism, our Institute prepared a useful leaflet, which is available here. In this text, you will also find helpful information on how to avoid plagiarism while citing or referring to other studies in your work. Hence, we highly recommend you to read this short text carefully before the beginning of your studies.

4. Guidelines for a Good Presentation in Seminars

A good presentation is a useful tool to convey academic information and to share it with others in an effective way. It helps the speaker to depict the substantial aspects of a topic or a scientific problem, and then, launch a discussion with the audience. In order to carry out an effective presentation in seminars, there are several points that the presenter should take into consideration and follow during the preparation process. Above all, a good presentation should have a well-structured flow, which begins with a brief but an attention-grabbing introduction that is followed by a not overloaded main part and a clear conclusion. In terms of technicalities and the formal requirements for presentations in our institute, you may find detailed information on our website.

The next step after preparing a good presentation is to deliver it in a sound way in the classroom. In order to achieve this, we highly recommend you practice your presentation skills before your first presentation.

Finally, in terms of the presentation day, we will briefly address a couple of common mistakes that can be avoided easily and that will affect the quality and effectiveness of the presentation. First, as a rule thumb, always double check the document you prepared for any possible errors considering technical issues (e.g. pptx file is not working, document was not transferred to flash drive properly or was not uploaded for online use etc.), or contextual issues (such as typos, too much text on a single slide, missing parts etc.). After taking this very basic steps, the next important point is to check the equipment in the classroom and see if everything works without any problems. You will usually need to bring your own computer and adapter to connect it to the projector. If you do not possess your own HDMI or VGA adapter, you may borrow one on the day of your presentation by showing your student ID card to the personnel at the media center at Otto-Suhr-Institute. Please consider the limited working hours, especially if you have a presentation early morning or late evening during the semester.

5. Master's Thesis

In this program, you will be required to write a master's thesis at the end of your studies. This thesis should be seen as a demonstration of your capacity to work on a sociological research question that applies scientific research methods under supervision, but in an independent manner. Unlike a term paper or a response paper, a master thesis has a higher volume in its complex structure and wider scope. Therefore, you should make sure to choose a topic you are passionate about. Among other formal requirements, you are expected to hand in a written work of around 80 pages or 24,000 words. Ideally, your master's thesis could be structured as

follows: (i) introduction (ca. 10 pages), (ii) question and theoretical framework (ca. 20 pages), (iii) research design and methods (ca. 10 pages), (iv) empirical findings (ca. 30 pages) and (v) conclusion, limitations, further research (ca. 10 pages). [4]

You will have to find a supervisor for your master's thesis. Normally, you ask one of the people on the list of official supervisors at the Institute[5]. Under special circumstances, you can also ask an external supervisor. Note that external supervisors must hold a PhD and have to be approved by the examination board. A second supervisor is usually appointed by the Examination Board. You can, however, suggest a second supervisor. It is also important to consider that the lecturers have limited capacities. Therefore, you are strongly advised to approach potential supervisors as early as possible (i.e. at least six weeks before the official registration date). Moreover, you should approach them with a short exposé, highlighting your research question, its relevance as well as first ideas about your theoretical framework and methodology.

There are normally four registration dates per year. Although they may slightly change every year, there are two possible dates for registration usually at the beginning and at the end of the semester. The official registration dates will be communicated by the examination office. Please also check the website of the examination office for all necessary documents you have to hand in when registering your master's thesis. After you officially registered the master's thesis, you will have 22 weeks to finish your thesis and submit the final version within this time period. Considering the official registration dates and procedures, you can find up to date information in this webpage (in German). For further general information on the master's thesis and a helpful brochure "How to write a master thesis?", please visit our website.

6. „Eidesstattliche Erklärung"- Statutory Declaration

"Eidesstattliche Erklärung" (Statutory Declaration) is a brief document which affirms that you followed a scientific process while writing your paper, and asserts that this paper is your own original work and you acknowledge all text passages cited or borrowed from other sources. In addition to the requirement of including a declaration at the end of your master thesis, it may also be asked as you submit your term papers or research papers in your seminars. You may find our Institute's statutory declaration for the master's thesis via this link (in German).

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[4] For detailed information on our Institute's formal requirements, please see here.
[5] Here, you may find the updated list of supervisors for your master's thesis.

III. Studying and Living in Germany

1. Semester Fees and Semester Ticket (Campus Card)

After your enrollment at the Freie Universität Berlin, you are required to re-register for every coming semester. This re-registration is necessary for you to stay officially enrolled at Freie Universität Berlin also to obtain your certificate of matriculation as well as for the usage of your semester ticket. The re-registration is simply accomplished by paying the semester fee. The semester fee consist of the following components (for the winter semester 2020/21):

- 50.00 € enrollment fee/re-registration fee
- 54.09 € semester contribution to the student support service
- 10.00 € including a 8.80 € contribution to the student union and 1.20 € to the "Semesterticketbüro" (semesterticket office)
- 198.80 € transportation ticket contribution (tariff area ABC), includes 5.00 € to the Social Fond

For every semester there is a period in which you can re-register. Approximately four weeks before the re-registration deadline, you will receive a payment reminder via e-mail to your Zedat e-mail account, in which the concrete steps for the payment are explained again. Please be aware, that even if you for some reason do not receive a payment reminder via e-mail, you still have to pay the semester fees in time. Otherwise an additional late payment fee of 19,94 € is charged. If you do not pay the semester fee at all, this means even after further requests from the student administration to do so, they will start the de-registration procedure. The official deadline for the re-registration can be seen here.

For further and current information, look at the following pages:

- Re-Registration Process
- Fees and Contributions

After successfully paying the semester fees, you will receive an e-mail that confirms your re-registration for the coming semester. Please note that it takes the student administration some days to register your payment and to send you this e-mail. Now you are able to print out your current certificate of enrollment.

Your semester ticket is already included in your Campus Card. The Campus Card combines your student ID with the dining hall card, the VBB transit ticket, and the library ID, all in a single card. You can find more detailed information about the functions of the Campus Card at the following links:

- Campus Card
- FAQ Campus Card

If you have chosen your Campus Card with the photo option, you can use it as VBB transit ticket without a separate photo ID. If your Campus Card does not contain a photo, you are required to carry a passport or ID to validate your semester ticket. Moreover, it is important to validate your Campus Card at the validation machines at Freie Universität Berlin before the start of a new semester. The validation of your Campus Card for a new semester can only be done, if you successfully completed the payment of your semester fees. Here, you can find the locations of the validation machines.

2. ZEDAT Mailbox and E-mail forwarding

Many important messages, such as the payment reminder for your re-registration from the university are sent by e-mail. It is therefore important to regularly check your ZEDAT mailbox. There is also the possibility to forward the mails from your ZEDAT mailbox to your regularly requested e-mail address.

E-mail forwarding can be configured and activated or deactivated on the start page of the ZEDAT portal under "e-mail settings" (E-Mail Einstellungen). To do this, click on the "Configure" button (konfigurieren) next to "Forwarding" (Weiterleitung). Now you can type in your e-Mail address to which your mails should be forwarded. Do not forget to actually activate the forwarding by checking the corresponding box. If it is activated, incoming e-mails are forwarded to the e-mail addresses specified.

3. Canteens

Freie Universität Berlin offers various possibilities to eat on the campus. The two biggest canteens are the Mensa Veggie No. 1 – The Green Canteen, which is located at Van't-Hoff-Str. 6, 14195 Berlin and the Mensa FU II at Otto-von-Simson-Straße 26, 14195 Berlin.

A special feature of the canteens is the cashless payment. Since 2019, it is only possible to pay with your Campus Card or Mensa Card in all canteens and coffee bars of studierendenWERK BERLIN. This means the cashless payment does not only apply for the canteens and coffee bars of Freie Universität Berlin, but also for these at other universities such as e.g. Humboldt-Universität or Technische Universität Berlin. Some universities, such as Freie Universität Berlin, have already introduced the Campus Card, which includes an inbuilt "Mensa Card". This means that students of Freie Universität Berlin do not need an extra "Mensa Card", but can simply charge their Campus Card with cash at the loading machines in the canteens. At these machines, you can also check the balance of your Campus Card. When buying food and beverages, the corresponding amount is then charged from your Campus Card at the cash desk. If your Campus Card is not working properly, you can always ask the staff at the cash desks for help. In case you lose your Campus Card, it is important to have the card number, which is located on the backside of your Campus Card. The card number is required to block the card and to pay out the remaining balance.

4. Library

As a student at the FU Berlin, you have access to the library system of the FU Berlin, which comprises the holdings of 15 specialized libraries and a total of about 8 million media units. You also have access to numerous e-books and e-journals.

The nearest libraries for students of the Institute of Sociology are the Social Science Libraries at Garystraße 55 and Ihnestraße 21, as well as the University Library at Garystraße 39.

To search for books, it is worthwhile to first search for them online with the [portal Primo](). Here you can access some media directly in digital form, others only in analog form. For some you have to go to the library, others you can order from a library of your choice. You can find more information about this [here](). The libraries also offer working spaces for you to work in.

Besides libraries of the FU Berlin there are many other libraries in Berlin, e.g. the [Grimm Zentrum](), the [Staatsbibliothek]() and many others.

To borrow media from the FU libraries, students can use their Campus Card, which was already described in Chapter I.4.

5. General Information about the German University System

In Germany, there are currently 397 universities with approx. 2.8 million students. 115 of these are universities, 217 are universities of applied sciences, 57 are colleges of art or music, 8 are "others".[6] The study programs are, as in other European countries, structured as following: Bachelor programs with a standard period of study of three years, master's program with a standard period of study of two years and if an academic career is desired, then a doctorate. About 360,000 foreign students are enrolled at German universities. This makes Germany the fourth most popular host country and the most popular non-English speaking host country. The internationalization increased during the last years. In the winter semester 2018/19, 21.1% of all first-semester students were from another country.[7] On the other hand, 30,000 German students participate in the ERASMUS program of the EU every year and study in other European countries. About 25% of all students who are enrolled at German universities complete a study-related stay abroad during their studies.[8] Further information concerning the German university system can be found [here](). For anyone interested in doing a doctorate after completing their master program, please check this [website]().

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[6] https://www.hrk.de/activities/higher-education-system/
[7] https://www-genesis.destatis.de/genesis/online?operation=previous&levelindex=1&step=1&titel=Ergebnis&levelid=1599817210009&acceptscookies=false#abreadcrumb
[8] https://www.studentenwerke.de/de/content/internationalisierung-zahlen

The grading system

The grading system used at German universities ranges from one to five with one as the best and five as the worst grade. The grades can be summarized as follows:

1.0   Sehr gut (Very good)
2.0   Gut (Good)
3.0   Befriedigend (Satisfactory)
4.0   Ausreichend (Sufficient)
5.0   Nicht Bestanden (Failed)

To pass an exam, you must achieve at least a 4.0. At the university, there are also intermediate grades, which are represented by decimal numbers. For the evaluation of examinations the following grades can be given: 1,0; 1,3; 1,7; 2,0; 2,3; 2,7; 3,0; 3,3; 3,7; 4,0 and 5,0. In the graph below you can see a detailed range of all possible grades.

Grade	Description
1,0	Very good
1,3	Very good (-)
1,7	Good (+)
2,0	Good
2,3	Good (-)
2,7	Satisfactory (+)
3,0	Satisfactory
3,3	Satisfactory (-)
3,7	Sufficient (+)
4,0	Sufficient
5,0	Failed

6. Visa Process

Germany is part of the Schengen area. This includes 26 states as full members and a few more associated states that also apply the Schengen rules. The area covers 4,312,099km² and is inhabited by approx. 420 million people. Citizens of a country in the Schengen area can enter Germany, as well as travel to other countries in the Schengen area without a visa and border controls. Students from countries that do not belong to the Schengen area need a visa to start studying.

The first step in the visa process is to identify whether and if so, which visa you need. On the website of the German Federal Foreign Office, you can find a list with detailed information about the visa requirements for each country. Moreover, you can also use the Visa Navigator of the German Federal Foreign Office, which is a helpful tool that indicates you the needed visa after answering a few questions.

For students there are two different types of visa, which are important. On the one hand there is the prospective student visa („Visum zur Studienbewerbung") and on the other hand the student visa („Visum zu Studienzwecken"). The type of visa you need to apply for depends on whether you have already received your notification of admission from a German university. **You should not enter Germany as tourist. A tourist visa cannot be converted to a student visa or prospective student visa.**

The prospective student visa:

This visa meets the requirements for admission to a German higher education institution and you should apply for it if you **have not yet received** a notification of admission to a university or foundation course. It is valid for three months and can be extended by up to six months if you need more time. If you are admitted to a higher education institution or foundation course during this period, you can apply for a student residence permit.

The student visa:

If you **already have** your notification of admission to university or a foundation course, you should apply for a visa for study purposes. This student visa is valid for three months, in which you have to apply for an extended residence permit at the Alien Registration Office in your university town.

In general, you submit the visa application in person at the German diplomatic mission or at the competent German agency in your place of residence. There you will be told what exact documents you need to submit but usually you need the following documents:

- Valid passport
- Certificate of health insurance coverage
- Proof of financial resources
- Certificates of past academic work and achievements
- Certificate of German language skills or proof that you will attend a German language course or certificate of English language skills for a programme taught in English
- For a prospective student visa: university entrance qualification recognized in Germany
- For a student visa: letter of acceptance from your German university (or a statement from the university confirming that you have a good chance of being admitted).
- perhaps a health certificate

When applying for a visa it is important that you **apply early enough**. The process can take several months and you will not be able to enter Germany without a valid visa. It is also essential to **apply for the correct visa**. Assure yourself that you apply for a student visa. As mentioned a tourist visa cannot be converted and will force you to leave Germany after it is expired. If possible, plan your arrival in Germany so that you have enough time to take care of the administrative formalities. Make sure **your passport is valid for the length of your stay**. If your passport/ID documents expire while you are in Germany, you will have to return to your home country and extend them there.

After obtaining the visa and moving to Germany there are some more steps that need to be accomplished. After finding accommodation in Germany, you need to **register with the local residents' registration office**. In Berlin, the responsible offices are the Bürgerämter. You should register within one or two weeks (varies depending on the requirements of the local residents' registration office), or you could have to pay an administrative fine (Bußgeld). In Berlin, it frequently takes longer than one or two weeks to get an appointment for the registration. The important thing is that you booked an appointment within the first two weeks. You can arrange an appointment online.

Documents for the registration at the Bürgeramt:

- a passport (possibly with visa) or personal identification card and
- a completed and signed housing confirmation from your landlord,
- a registration form from the Bürgeramt
- possibly marriage certificate and possibly birth certificates of children as originals and an officially verified translation (if needed)

For housing confirmation (Wohnungsgeberbestätigung), search for and download a form. Afterwards, you send this form to your landlord, who has to fill it out. If you live in a dormitory, student services will fill out the form for you. The registration form from the Bürgeramt can be found here under "Formulare" (forms).
The residents' registration office will give you a registration confirmation when you register with them. Be sure to keep this document. You will need it when you apply for a residence permit at the foreigners' registration office. The registration at the Bürgeramt is free and has to be repeated after moving within Germany and even if you move within the same city.

If you are not a citizen of a country from the European Union, the European Economic Area or Switzerland and would like to study in Germany for more than 90 days, you also have to go to **the foreigners' registration office** in the city where you are studying. In Berlin, the responsible office is the Landesamt für Einwanderung (LEA). You have to apply for your residence permit at the Landesamt für Einwanderung (LEA) **within the first three months**.

Documents required

- Valid passport
- 1 current biometric photo: 35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background
- Form "Antrag auf Erteilung eines Aufenthaltstitels" (Application for Issuance of a Residence Permit) only required for first-time application
- Proof of secure livelihood
  - For the initial issue: e.g. blocked account (Sperrkonto) at a German bank with 9,936 euros / submission of a declaration of commitment by a third party on an official form / scholarship / notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months
  - For the extension: bank statements of the last six months

- Health insurance
  - Proof of a secure livelihood must also include sufficient health insurance. Those with statutory health insurance are sufficiently insured. Those with private health insurance must consider the type and extent of their health insurance. For more information, please read the leaflet "Information on adequate health insurance".
- Certificate of enrolment or conditional approval for studying
- Proof of main residence in Berlin
  - Certificate of registration at the main residence or
  - lease and written confirmation of occupancy from the landlord

The fees for the residence permit are 100.00 euros for the initial issuance and 93.00 euros for each extension. **It is mandatory that you apply for the extension before your current residence permit expires.** The average time to process your request amounts around 5–6 weeks. A personal visit four to six weeks before the existing temporary residence title expires is therefore strongly recommended. If possible, you should book an appointment for this. This procedure can only be conducted at the **Landesamt für Einwanderung (LEA), Keplerstraße 2, 10589 Berlin**.

The residence permit is issued in the form of a so-called "electronic residence title" (elektronischer Aufenthaltstitel). That's a card with an integrated chip that holds certain data, for instance your passport photo and your fingerprints. After four to six weeks you can personally pick up your residence permit from the foreigners' registration office. It is initially issued for at least one year and no more than two years, but it can be extended. The extension depends on your studies progressing "regularly" (meaning you should adhere to the standard period of study). You need documentation from your university to show this.

For further information, check the following websites:

- [German Federal Foreign Office](#)
- [Study in Germany Applying for the Visa](#)
- [Study in Germany Registration and Residence Permit](#)
- [Local Residents' Registration Office (Bürgerämter in Berlin)](#)
- [Landesamt für Einwanderung (LEA)](#)

7. Living and Housing

In Germany, various forms of housing exist. The most common form of living in Germany for students is living in a shared flat with other students. In 2018, 31% of all students lived in a shared flat; 25% lived with their parents; 27% lived alone in a rented apartment; 14% lived in a student hall of residence and 3% lived in other circumstances.

To find an apartment in Berlin can be a quiet challenging task. Fortunately, there are several possibilities to look for an apartment. In this chapter, we would like to give you an overview of these possibilities.

First of all, there is the opportunity to apply for a room or an apartment in the student residences of the studierendenWERK Berlin. On [their webpage](#) you can look for the different

student residences, get information about the application process and information about who you can contact for further questions.

Except their own student residences, the studierendenWERK Berlin provides also a [housing forum](#) where private landlords are offering their apartments or rooms in a shared flat.

Another useful webpage that is mentioned by the studierendenWERK Berlin is [inberlinwohnen.de](#). On this webpage you can find apartments from six big housing companies in Berlin (Wohnungsfinder) as well as an apartment exchange portal (Wohnungstausch). This apartment exchange portal is meant for persons that already found an apartment and would like to move into a bigger or smaller apartment.

Moreover, there are also the [student villages in Berlin Schlachtensee and Adlersdorf](#). The student villages consist of various houses, where you can rent different types of rooms or apartments. For further information visit their website.

In addition to the options mentioned above, there are of course various online platforms, where apartments and rooms in shared flats are offered. Most of the following websites are especially focused on student's needs.

[wg-suche.de](#)
[the urban Club](#)
[Studenten-WG.de](#)
[WG-für-Dich.de](#)
[WG-gesucht.de](#)
[Studentenwohnungsmarkt.de](#)
[studenten-wohnung.de](#)
[Dreamflat.de](#)
[wgberlin.net](#)
[medici-living.de](#)
[Immobilienscout 24](#)
[immowelt.de](#)

Except the student residences run by the studierendenWERK Berlin, there are also ecclesiastical and private student residences from other institutions or companies. Some examples are listed hereafter:

- [Theologisches Konvikt](#) (protestant)
- [Stiftung Johanneum](#) (protestant)
- [Petruswerk](#) (catholic)
- [House of Nations](#) (non-ecclesiastical)

To find the student residence that fits your personal needs and expectations, it is best to do a detailed Google research on the various options you have in Berlin.

Last but not least, it is also important to mention that the search for accommodation is often also accompanied by fraud. The German consumer advice centre (Verbraucherzentrale) gives [on their website](#) useful advices to identify fake apartment advertisements. Because this website is unfortunately only available in German, we will summarize the most important points for you here:

Strategies of fraud:

- **Payments in advance:** A widespread strategy is that the flat viewing or the receiving of a key requires a payment in advance. Also the request to pay a rent deposit before visiting the apartment is a used tactic of fraudsters.

- **Phishing e-mails:** In the name of housing companies or real estate portals, fraudsters send also phishing e-mails to get your data. In these e-mails they request you to login via a link that leads to a fake log-in page where they can steal your data. Attached files contain mostly malware.

- **Copy of ID or passport:** Fraudsters use also the possibility to ask for a copy of an ID or passport via e-mail. This way your identity could be used for illegal transactions.

How to detect fake apartment advertisements?

- **Too-cheap prices:** One indicator that an advertisement is fake is may be fantastically cheap prices. To check the average prices in the neighborhood, take a look at the local rent index published by local authorities.

- **Inconsistent or missing information:** Serious companies usually provide information about the amount of the rent with and without heating as well as the energy certificate in their advertisements. Also be suspicious if there is no specific contact person or imprint on the website of the real estate company. If there is a telephone number provided, it might be worth it to check this number.

- **Pictures from the brochure:** Fraudsters try to make their advertisements look very attractive. They may copy pictures from the Internet (for example from furniture store catalogues). With Google image search you can find out on which website this image is also used.

- **Suspicious e-mails:** Pay attention to the e-mail address of the sender. Fraudsters often use conspicuous domains. Do not open any attached files with the suffix .exe. These files often contain malware.

- **Alarm: advance payment:** As soon as you are required to do a payment in advance, you should be cautious. Serious estate agents or owners will not ask you for any money before you have inspected the property.

- **Transfers to foreign countries:** Be cautious with money transfers to foreign countries. Check the bank account number (IBAN) of the recipient of the payment. What country code does it start with? If there is a country code that you did not expect, you should not transfer money.

What can you do if you fell for a swindle?

- If you have already transferred money to a supposed landlord, ask your bank to **reverse the payment** immediately. However, you have no right to demand that the bank reverse transfers. The situation is different when paying by direct debit: In this case, you can request a refund within eight weeks.

- You can **file charges with the police**. There is also the possibility to do this online.

- You should also **report the fraud to the real estate portal** in order to protect other people looking for accommodation from the same fraudsters.

- You can **obtain personal assistance** from the nearest consumer advice center.

8. Student Jobs and Application

In Germany, you have the option to work while studying and many jobs are aimed specifically at students. Moreover, you have different alternatives to look for jobs. One is the **Institute's mailing list**, through which job offers of the Institute of Sociology itself but also external job offers from cooperating institutes and organizations are distributed. You can read more about the institute's mailing list in chapter I.7 in this brochure.

Aside from this, there is also the job portal of Freie Universität Berlin. Here you can find all current job offers from Freie Universität, which can be categorized either by status groups or by fields of activity.

Another option worth looking into is the studierendenWERK Berlin. The studierendenWERK not only has their own job portal but also offers trainings and workshops to acquire useful skills and knowledge around work, taxes, labour law and social security. Via the job portal Stellenwerk you can find student jobs, internships but also graduate jobs.

To apply for a job you typically need to prepare a cover letter, a CV, and school and university certificates. However, the required documents are nearly always described in the job advertisement. In the following paragraph, you can find a short description of the information your cover letter and CV should contain.

Cover letter

Headline:
- Your personal data (name, surname, address, telephone number, e-mail address)
- The data of the recipient (company name (legal form), contact person, address)
- Date (right-aligned)
- Subject line with reference to the job you apply for
- Salutation (best in person, mention the name of the contact person)

Text:
- Introduction: arousing interest; motivation for the job
- Main part: self-marketing; presenting key competences, special experiences and relevant soft skills
- Company reference: added value for the employer; why should the employer hire you?
- Final part: in the final sentence you can thank for the interest; looking forward to the job interview
- Complimentary close (e.g. "Yours sincerely")
- Signature
- Mentioning the annexes (CV, certificates, references etc.)

CV

1. Title: "Curriculum vitae" or "Curriculum vitae (your name)" are sufficient here
2. Personal data: First name, last name, date and place of birth, full address, telephone number, e-mail address, (application photo)
3. Professional career: Profession, jobs, experience, positions
4. Training: School, vocational training, studies, highest degree, grade, semester abroad, internships
5. Special knowledge: Further education, certificates, foreign languages, IT skills, awards, etc.
6. Interests and hobbies: Private commitment, voluntary work, own projects, relevant hobbies
7. Place, date, signature: Always current date