

Welcome to the Faculty of Arts and Humanities: Master's Degree Programmes



Various Responsibilities

- bachelor graduation:
Bachelor Examination Office
- admission and subsequent submission of documents :
Geschäftsstelle Masterzulassung/**Master´s Admissions Office**
- questions concerning KLIPS :
Klips – Support
- questions on the enrollment:
Studierendensekretariat/Student
Registration Office / **International Office**
- questions on study programmes:
FachvertreterInnen / **subject representatives**
- formal questions on your master programme:
Master Examination Office

Contact Persons:

- Admission: Ms Strick, M.A. ; Ms Mislimi, Ms Riegel
- exams: Ms Müller-Engels
- Information: Homepage

- Email: masterzulassung-philfak@uni-koeln.de
 - regarding exams: master-phil@uni-koeln.de
 - Legal questions: pruefungsrecht-philfak@uni-koeln.de

- There are still lot of online meetings, personal meetings can be arranged

- Office:
Philosophikum, ground-floor
Tel: 0221/4704449

KLIPS

Kölner Lehr-, Informations- und Prüfungs-Service

Information and registration service

- KLIPS 2.0 (via Smail Account)

International Office

- You're being informed about your admission via Email in KLIPS 2.0
- Enrolment in all programmes is possible until 31-March
- Documents have to be uploaded till 31-March latest!
- After successful enrolment the student's secretary send you your student card (UCCard) by mail. Please make sure to enter a valid German postal address in KLIPS 2.0.

International Office

Enrolment

If you have received a place in the selection procedure, you will have received the admission in your KLIPS account and can download the admission letter. You enrol as follows:

Enrolment takes place at the International Office of the University of Cologne.

To enrol, you must complete the following by the deadline specified on the admission notification:

1. Pay the semester fee in full.
2. Upload a photograph to KLIPS 2.0 for your electronic student ID (UCCard).
3. Submit the documents needed for enrolment (Upload in Klips 2.0).
4. Send the [contact form](#) with the request for enrolment.

The documents must be received by the International Office of the University of Cologne by the deadline (**upload**).

Your KLIPS 2.0 applicant account shows which documents you need to upload for enrolment in KLIPS 2.0.

International Office

A sufficient health insurance cover is mandatory when you get enrolled and has to be maintained during your studies.

An electronic transmission of your current health insurance certificate or your exemption from compulsory insurance (e.g. EHIC) from a statutory German health insurance fund has to be done AS SOON AS POSSIBLE.

You should do this as early as possible, at the latest immediately after accepting an offer of admission. The electronic transmission of the insurance status must have taken place within our enrolment deadline at the University of Cologne.

- Your enrolment is only possible if your insurance status is electronically transmitted to the University of Cologne by the statutory health insurance company in due time!
- Exception: Doctoral students, participants in preparatory German courses and participants of the pre-semester Studienstart International of the University of Cologne are exempt from the public health insurance obligation as well as students from the age of 30.

<https://portal.uni-koeln.de/en/international/study-in-cologne/student-health-insurance>

International Office

- https://verwaltung.uni-koeln.de/abteilung92/content/kontakt_international_office/index_eng.html
- Contact form:
<https://portal.uni-koeln.de/en/international/finance-your-stay/contact/contact-form-admission-international>

Summerterm 2025: Presence? Hybrid?

- There is no official online lecturing anymore
- If you cannot take part in lectures in presence please contact the department

Places to go at the University of Cologne:

- Philosophikum:

Examinations Office



on the ground-floor
and all lecture
rooms with
numbers S 50/S
54 and above

Buildings

**Neues Seminargebäude
(rooms S 1-26)**



Hörsaalgebäude (rooms with letters A-G)



Buildings

Hauptgebäude/Main Building

(rooms with Roman letters)



Wirtschafts- und Sozialwissenschaftliche Fakultät

Faculty of Management, Economics and Social Sciences



Buildings

Universitätsbibliothek/Library (lecture rooms BI, IV,V,VI)



Mensa/Cafeteria



Student Service Center

Student Service Center

- Opening hours:
Mo-Fr 9.30 am - 12.30 pm
Tel.: +49 221 470-1022



International Office

- Opening hours:
Mo-Fr: 9 am-10 am
Tel.: +49-221-470-1661

<http://international.uni-koeln.de/6775.html>

Student Service Center

KLIPS-Support office hours:
Mo-Fr 10 am-15 pm

Tel.: +49 0221 470-1773/1774

Questions to:
klips-support@uni-koeln.de
[Meister-Ekkehart-Straße 11](#)
(basement)

- **Professional Center**

- **Center for
International
Relations (ZIB)**

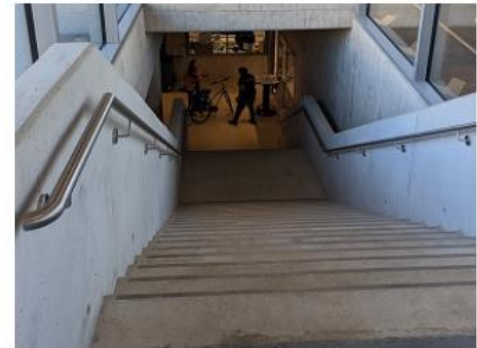
<http://zib.phil-fak.uni-koeln.de/>

New: bicycles station

On and under the Albertus-Magnus-Platz



Free bike station with 1000 places for bikes
Charging station for E-Bikes
Repairservice



If you have to hand in documents later...

- Documents that are part of the **admission requirements** need to be send to the masters admission office until 15. July (Language certificates like English certificates C 1).
- If you uploaded your **diploma** for the application or the enrolment you do not have to hand it in later. If you get your diploma after the enrolment you have to hand in the original or a certified copy at our office

If you have to hand in documents later...

- **If documents are required for your studies but not for the admission, you have to inform yourself at the beginning of your studies (like further language requirements)**
- **they can be handed in until the registration of the master thesis**
- **The departments are in charge of language certificates**

Departments

- Homepage:

<http://phil-fak.uni-koeln.de/37048.html>

The colleagues will help you if have questions regarding **the structure of your master's programme** and exams

- For questions about **formal aspects**, please contact the master examinations office !

Representatives in the Departments

- Explicit recommendations to ensure successful studies
- The departments give advice on necessary courses etc.
- No legally binding requirements (exception: Linguistik, Linguistics)

Freshman Advising

<https://phil-fak.uni-koeln.de/studium/erstsemester/erstsemesterberatungen/erstsemesterberatung-master>

AFRICAN STUDIES AND EGYPTOLOGY
(one-subject/two-subject Master)

First semester welcoming:

Individual consultation by appointment; please contact by e-mail

- Egyptology: Dr Heinz Felber (heinz.felber@uni-koeln.de)

- African Studies: Dr Angelika Mietzner (a.mietzner@uni-koeln.de)

For further information or updates, please see: [Institute for African Studies and Egyptology](#)

KNOWLEDGE AND SOCIETY
(one-subject Master)

First semester welcoming:

Tue, 08.04.2025, 7.15 p.m. (Dr Christian J. Feldbacher-Escamilla)

Hybrid event

in seminar room 4.011 of the Philosophy Department, main building (Hauptgebäude)

Information on participation via Zoom:

Registration via scheduler (<https://scheduler.uni-koeln.de>)

required: PhilFak > Philosophisches Seminar > Veranstaltungen > "SoSe 2025: Erstsemesterberatung BA/MA/MEd Philosophie" >

Select date and register

For further information and updates please see the homepage of the [Department of Philosophy](#).

Freshman Advising

<https://phil-fak.uni-koeln.de/studium/erstsemester/erstsemesterberatungen/erstsemesterberatung-master>

LINGUISTICS
(one-subject Master)

First semester welcoming :

Monday, 17th March 2025, 11.00 a.m. (Dr. Vanya Kapitonov)

Zoom event; mandatory registration: [here](#)

For more information and updates, please see the [Institute's homepage](#).

NORTH AMERICAN STUDIES
(one-subject Master)

First semester welcoming:

Monday, April 7th, 2025, 10.30 a.m. (**Hybrid**)

in Room 0.012, Philosophikum, ground floor
or **via Zoom**

Contact: Verena Wurth (verena.wurthuni-koeln.de)

For further information (e.g. zoom link) please see the following websites: [American History](#), [American Literature and Culture](#)

SOCIAL AND CULTURAL ANTHROPOLOGY
(one-subject/two-subject Master)

First semester welcoming:

Date: Tuesday, 18.03.2025

Time: 12:00-13:00

Contact: simon.holdermannuni-koeln.de

Join us for an informal **virtual info session** where we'll guide you through program structure, course registration via KLIPS, and address your questions about starting your MA journey - registration required via <https://uni.koeln/4FX97>

For more information and updates, please see the [Institute's homepage](#).

International Office

- <http://www.portal.uni-koeln.de/6933.html?&L=1>
- Different programmes to help foreign students
- Also concerning immigration and residence
- Tandems, welcome receptions
- All kind of assistance and orientation for international first-year students

International Office

- Tandem:

<https://www.tandem-unikoeln.de/>

- App:

https://portal.uni-koeln.de/sites/international/aaa/92/92pdf/Betreuung/92pdf_Studio_App_How_to_Download_and_Login_Okt_2022.pdf

ZIB (Center for International Relations) incoming students

- <http://zib.phil-fak.uni-koeln.de/26854.html?&L=1>

central information event for exchange students of our Faculty: per email only at the moment!

(important information about your studies, the University's different facilities, KLIPS 2.0 and the grading system.)

Important Information for Freshmen in our Faculty

Information about:

- funding, internships, studying abroad etc.

- language courses and tests:

- <https://phil-fak.uni-koeln.de/studium/erstsemester>

- General information by the international Office:

- <https://portal.uni-koeln.de/en/international/study-in-cologne>

Structures of Master's Degree Programmes

- Students are required to obtain **120 credit points** (CP / LP) within their Master.
- Different programmes:
- one-subject-programmes, two-subject-programmes or combined programmes:
- **One-subject master's degree programmes:**
90 credit points, including 12 credit points in supplementary studies +
30 credit points for the master module
- **Two-subject master's degree programmes:**
one subject comprising **51** credit points, including 12 credit points in supplementary studies +
one subject comprising **39** credit points +
30 credit points for the master module

Structures of Master's Degree Programmes

- **Combined programmes:** elective subject at the faculty of arts and humanities + elective subject at another faculty (faculty of economics, law, or other universities)
- 120 credit points
- Programmes consist of 8 or 9 modules according to § 6; specifically
 - a) one elective subject comprising 54 credit points
 - b) one elective subject comprising 36 credit points
 - c) The master thesis credited with 30 credit points

Modules

- the programmes consist of modules
- basic modules, in-depth modules, focus and supplementary modules (Basis-, Aufbau-, Schwerpunkts- und Ergänzungsmodule)
- mandatory and elective modules:
- elective modules can be chosen a list of possible modules
- the number of credit points per module depends on the amount of work required

Examination regulations (Prüfungsordnungen (2022))

- Examination regulations for the various master's degree programmes as well as module guides can be found on the website of the examinations office:

<http://phil-fak.uni-koeln.de/22775.html>

- („fachspezifische Bestimmungen“= subject specific regulations)
- also contain a suggestion for a first time table

Scheduling Courses

- legal basis: examination regulations, module guides, (subject specific regulations : **Fachspezifische Anhänge**)
- previously mentioned info events at the departments
- If necessary contact the departments for individual advice

Examinations

- modules are usually completed with an examination
- modules credited with 6 CP usually require 1 examination
- modules credited with 9 CP can require two examinations
- modules credited with 12, 15 or 18 CP can require max. 3 examinations
- some modules do not require an examination
- for participation in some modules certain requirements need to be fulfilled (Anhang A of the examination regulations)

Examinations

(§ 12-14 examination regulations)

- successfully completed modules, i.e. obtaining all possible CPs, are the smallest countable units
- different kinds of examinations (written exam, term paper, internship report, portfolio, oral exam, presentation)

Examinations: registration and admission (§ 15)

- before being admitted to an examination, it has to be checked, whether students are entitled to take the examination
- sometimes certain requirements are necessary
- students have to sign up for examinations via KLIPS, usually six week prior to the examination (please check!)
- usually examination dates are announced at the start of the term and at the latest 9 weeks before the examination (oral exams: exact date within a certain period announced 2 weeks earlier)
- examinations usually take place in term break

Examinations: registration and admission (§ 15)

- for respective elective subjects the rules of the faculty of economics or law apply
- when registering examinations, the module has to be indicated
- modules have to be kept in mind when scheduling courses
- if possible, finish modules quickly

(important to accredit CPs, or for studies abroad etc.)

Module Master Thesis

Registration in the examinations office:

- Registration: Mrs Müller-Engels
- Online only at the moment
- Please check the homepage!

Registration of the Master Thesis

- <http://phil-fak.uni-koeln.de/31705.html>
- necessary documents:
- student ID
- evidence of successfully completing possible requirements
- language certificates if necessary
- module certificates if necessary

Health, Inclusion & Equity in your Studies

Studying with disability, chronic or mental illness

inklusion.uni-koeln.de/wegweiser

- Counseling, Group Offers and other Services
→ *Service Center Inclusion*
- Representation of rights and interests → *Senate representatives*
- Exchange, student representation → S.o.S. – Studying without Barriers



Studying healthy

gesunde.uni-koeln.de/sgm

- Preventions, Guide



What to do in case of stress, anxiety and other burdens?!

empower.uni-koeln.de



Diversity, anti-discrimination, equal opportunities

vielfalt.uni-koeln.de

- Information, overview of contact points



Dein Tor ins Ausland

Studieren und Forschen im Ausland · Credit Points sammeln
Horizont erweitern · Anderen Kulturen begegnen



ZENTRUM FÜR INTERNATIONALE BEZIEHUNGEN
Philosophische Fakultät (ZIB PhilFak)

Robert-Koch-Str. 41, 1. OG | 50923 Köln

Counselling:

- We help you to find a suitable partner
- We provide information on the application
- and on funding
- We support you in organisational tasks

Office hours

Online only at the moment

Free time:

- List of cultural events at the university (<https://uni-koeln.de/en/university/uoc-at-a-glance/cultural-activities-sports>)



(Theatre: Studiobühne,



Music: Collegium Musicum etc.)



- Sport: Hochschulsport (www.hochschulsport.uni-koeln.de)





....do you still have any questions ?!
Please feel free to ask!

Good luck!

