

arQus

European University Alliance

JOINT STUDENT HANDBOOK

Arqus Joint Master's Programme in European Studies

2024-2025



UNIVERSITIES:

University of Granada, Spain
University of Graz, Austria
Leipzig University, Germany
Vilnius University, Lithuania



UNIVERSITÄT
LEIPZIG



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Welcome to the Arqus Joint Master's Programme in European Studies!

You are part of the second generation of the Arqus Joint Master's Programme in European Studies—a collaboration between the University of Granada, University of Graz, Leipzig University and the Vilnius University. We are very excited to embark on this recently developed programme together with you. We aim to create a stimulating and exciting environment for your studies and look forward to your active participation and engagement.

The Arqus Joint Master's gives you a unique opportunity to learn about Europe as a global actor, its changing role in current world politics, and how global developments affect the continent. Over the next two years, you will gain the skills to analyse and understand social, economic and political developments in Europe. You will also learn to work in an interdisciplinary context and prepare for your next career step.

This handbook provides essential information about the programme structure, the role of partner universities, modules, course offerings, mobility opportunities, and practical details about your studies. It includes information on administrative procedures, grading policy, and key contacts who can assist you during your time in the programme.

On behalf of the faculty and staff, we wish you an inspiring and successful start to the Arqus Joint Master's Programme in European Studies!

The Joint Programme Coordination team

01 Programme Information

This section introduces you to the Arqus Joint Master's Programme in European Studies, its concept, structure, and the content of its virtual and physical components.

1.1 CONCEPT OF THE PROGRAMME

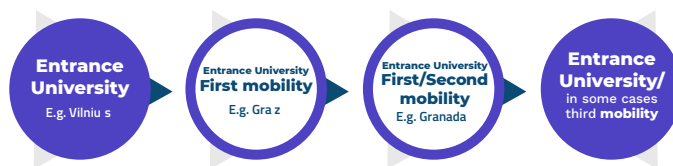
The Programme is offered jointly by all four participating universities, centrally coordinated by Leipzig University. You can choose one of the four participating institutions as your entrance university. Students are strongly encouraged to participate in physical mobility at one of the three remaining partner universities by choosing a mobility institution's specialisation and its accompanying modules that match their academic preferences.

A one-semester mobility scheme is guaranteed for all students and is financially supported through Erasmus grants. In some cases, longer mobility pathways may also be possible but must be discussed and agreed upon by the partner universities.

This allows students to gain significant **international experience through mobility** and to focus their studies on specific specialisation modules offered by the host universities.

MOBILITY PATHWAY I

(IF YOU ENTER GRANADA, GRAZ OR VILNIUS UNIVERSITY)



MOBILITY PATHWAY II

(IF YOU ENTER LEIPZIG UNIVERSITY)



MOBILITY PATHWAY III

(ALL THE ENTRANCE UNIVERSITIES)



Figure 1. Potential mobility pathways

As the Arqus Alliance consists of universities from different parts of Europe, it provides an ideal environment for this programme due to its diverse and complementary research strengths and regional foci.

The Programme, focusing on **Europe as a global actor**, trains students for policy advisory and research roles in Europe and beyond. It prepares students for professional fields both inside and outside academia.

The programme addresses the complex relationships between Europeanisation and globalisation, considering the perspectives of both EU and non-EU member states.

The **multi- and interdisciplinary approach** enables students to analyse and design political, economic, social, and cultural policies and programmes, leveraging the combined expertise of universities from various European regions in a collaborative consortium. Through research-based approach, students will learn to contribute independently to future-oriented projects and related policy and scientific debates.

At the end of your studies, the four participating universities will award you the **joint degree “Master of Arts in European Studies”**, with Leipzig University being a central coordinating institution administering grades and issuing the diploma and transcript on behalf of the four partners.



Academic Degree

Master of Arts “M.A.”



ECTS

120 ECTS



Duration of Studies

4 semesters



Language of Instruction

English



Mode

Full-time

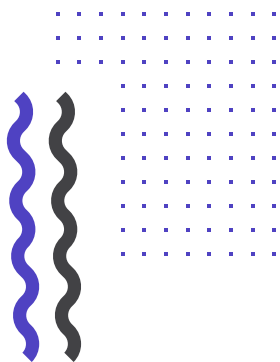
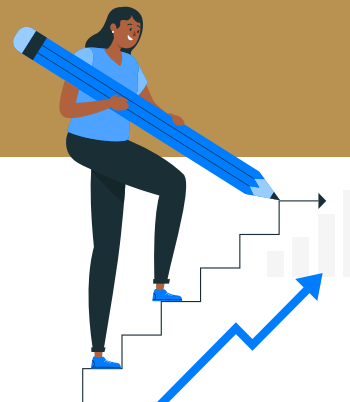
with physical, online, and blended teaching being integral parts of the curriculum



1.2 COMPETENCE PROFILE AND CAREER PERSPECTIVES

The Programme aims to build the following competence profile:

- ✔ It trains students to analyse the relationship between Europeanisation and globalisation through a multi- and interdisciplinary approach and participate in scientific and political debates.
- ✔ It promotes a perspective that views Europe/Europeans as global actors in today's interconnected world.
- ✔ It introduces a multidisciplinary framework, integrating diverse approaches to the subject matter.
- ✔ It develops students' ability to analyse and interpret emerging developments in Europe's global role with originality and innovation.
- ✔ It equips students to independently contribute to research-based analysis and the design of forward-thinking political, economic, social, and cultural projects within Europe.



The Programme prepares students for diverse career paths, including:

- ✔ Working in research and providing research-based advice for various social actors in Europe and internationally.
- ✔ Pursuing professional opportunities beyond academia.



Upon completion of the programme, graduates can pursue careers in:

- ✓ Academia, including both university and non-university research institutions.
- ✓ Educational and training institutions.
- ✓ Government organisations and public administration at national, regional, and local levels.
- ✓ Non-governmental organisations (NGOs).
- ✓ International organisations.

1.3 PROGRAMME STRUCTURE AND MODULES

The Programme comprises **11 modules**, which entail a workload of **120 ECT credits** over four semesters, combining physical, online, and blended teaching (with a virtual mobility component).

1.3.1 Basics in European studies – blended modules (with a virtual mobility component)

Modules 1-4 and Module 7 are blended modules (with a virtual mobility component) consisting of a joint online lecture, and a local course with mandatory physical presence.

The joint online lecture is a compulsory course developed and taught jointly by lecturers from all four participating universities. It represents a virtual exchange, where Arqus students from all four universities participate together and have the opportunity to meet and learn from experts from each partner institution.

The local course is thematically and methodologically related to the joint online lecture, deepening and supplementing it with local expertise and perspective. Students can choose a local course from their entrance university's list of course offerings for the Arqus programme (or from the university at which they physically stay later for the respective module). The updated course lists of all four partner universities for the academic year 2024-2025 are available below in the Section 1.4 on Curriculum and Courses.

Each joint online lecture is coordinated by one of the partner universities. To attend a joint online lecture, students need to register to the lecture at the university providing it, which requires creating an account with that university. Once registered, students will have access to course materials through the university's learning platform. Students will receive the syllabus from the coordinator at the university providing the lecture. Additionally, any lecture-related questions can be addressed to the course coordinator.

Communication about the lecture will be conducted via the university's online platform, including emails to the students' accounts at the university providing the lecture. To ensure that students do not miss any important communication, it is recommended that they set up automatic forwarding to the email account they use regularly.



Here is the list of coordinating universities and contacts for each module:

MODULE 1: Leipzig University

Coordinators:

- Steffi Marung (marung@uni-leipzig.de)
- Stephan Kaschner (stephan.kaschner@uni-leipzig.de)



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MODULE 2: University of Graz

Coordinator:

- Emma Lantschner (emma.lantschner@uni-graz.at)



MODULE 3: University of Granada

Coordinator:

- Amelia Diaz Perez de Madrid (amdiaz@go.ugr.es)



UNIVERSIDAD
DE GRANADA

MODULES 4 and 7: Vilnius University

Coordinator:

- Ieva Giedraitytė (ieva.giedraityte@tspmi.vu.lt)



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1.3.2 Specialisation. Modules requiring physical presence

Modules 5-6 and 8-10 are called Specialisation Modules and consist only of local courses that require physical presence. Each partner university has its own focus, expertise, and comparative advantage. Students have the opportunity to choose a mobility institution based on its specialisation, which matches their academic interests. To complete any Specialisation Module (5-6 and 8-10), students must pass all its encompassing local courses at the university where they initiated the module, because they are specialising in a certain topic which potentially encompasses more than one local course. There is no possibility of splitting one Specialisation Module between different universities; for example, it is not possible to take one course of a Specialisation Module 5 at the University of Granada and another course of the same Specialisation Module at the University of Vilnius.

Module 10 consists of local Specialisation course OR 125-hour internship programme, thus giving students the possibility to be flexible location-wise during the fourth semester. For more details on the internship requirements and procedure, please refer to Section 4.2 on Internship.

Table 1. Module Overview across Semesters


YEAR 1	
<p>First Semester. BASICS – Entrance University</p> <p>MODULE 1: blended (with a virtual mobility component) — comprising a Joint Online Lecture and a local course requiring physical presence</p> <p>MODULE 2: blended (with a virtual mobility component) — comprising a Joint Online Lecture and a local course requiring physical presence</p> <p>MODULE 3: blended (with a virtual mobility component) — comprising a Joint Online Lecture and a local course requiring physical presence</p>	<p>Second Semester. SPECIALISATION – Entrance or Mobility University (if Leipzig is your entrance university, this semester has to be completed in Leipzig)</p> <p>MODULE 4: blended (with a virtual mobility component) — comprising a Joint Online Lecture and a local course requiring physical presence</p> <p>MODULE 5: physical—this is a Specialisation Module comprising only local courses requiring physical presence</p> <p>MODULE 6: physical—this is a Specialisation Module comprising only local courses requiring physical presence</p>
YEAR 2	
<p>Third Semester. SPECIALISATION – Mobility or Entrance University</p> <p>MODULE 7: blended (with a virtual mobility component) — comprising a Joint Online Lecture and a local course requiring physical presence</p> <p>MODULE 8: physical—this is a Specialisation Module comprising only local courses requiring physical presence</p> <p>MODULE 9: physical—this is a Specialisation Module comprising only local courses requiring physical presence</p> <p><i>*At Universities of Granada and Leipzig one course can be substituted with an internship programme (according to the rules of these universities)</i></p>	<p>Fourth Semester. MASTER THESIS DEVELOPMENT</p> <p>MODULE 10: (can be flexible location-wise): Specialisation module comprising a local course requiring physical presence OR an internship programme (according to the rules of the entrance university)</p> <p>MODULE 11: online colloquium “Europe as a global actor”, as the support for master thesis development</p> <p>MASTER THESIS</p>

Specialisation Areas of Partner Universities

In addition to specific field specialisations (*Table 2 below*), partner universities have their regional foci:

- **University of Granada:** Internal and External Regions of Europe; Maghreb and the Middle East
- **University of Graz:** Southeast Europe
- **Leipzig University:** Between East and West; East-Central Europe
- **Vilnius University:** Northern and Eastern perspective (Central and Ester Europe, Nordic and Baltics).

Table 2. Specialisation Areas of Partner Universities across Modules and Semesters

	Semester II	Semester III	Semester IV
	Module 5: Regions in Europe	Module 8: Global Challenges and European Answers	Module 10
Granada	Geographical Perspectives	Public-Private Approaches to Climate Change	The European Approach to Migration
Graz	Southeastern Europe	Peace, Migration, and Climate Change	Human Rights and Diversity Management II
Leipzig	Between East and West	Global Conflict Management	Europeanisation and Globalisation
Vilnius	A Northern and Eastern Perspective	Eastern Europe and the Global Challenges	Practical Skills and Knowledge on Governance and Security
	Module 6: Social Transformations in Europe	Module 9: Cultural Representation in Current European Societies	
Granada	Socio-Economic Processes and Critical Views of Europe	Beyond Europe: Conflicts, Actors, and Scenarios of change	
Graz	Socio-Economic Development and Social Change	Human Rights and Diversity Management I	
Leipzig	Transnational Perspectives	Cultural Representation in Current European Societies Religion in Contemporary European Societies European Cultural History of the Jews	
Vilnius	Nationalism and Civic Resistance	Practical Skills and Knowledge on Eastern Europe // Europe: Politics and History	

1.3.3 Support for master thesis development. Online modules

Module 11 is held online in the form of a colloquium on the subject of “Europe as a global actor”. It is offered jointly by all partner universities and serves to support the work on the master’s thesis and to present the research results.



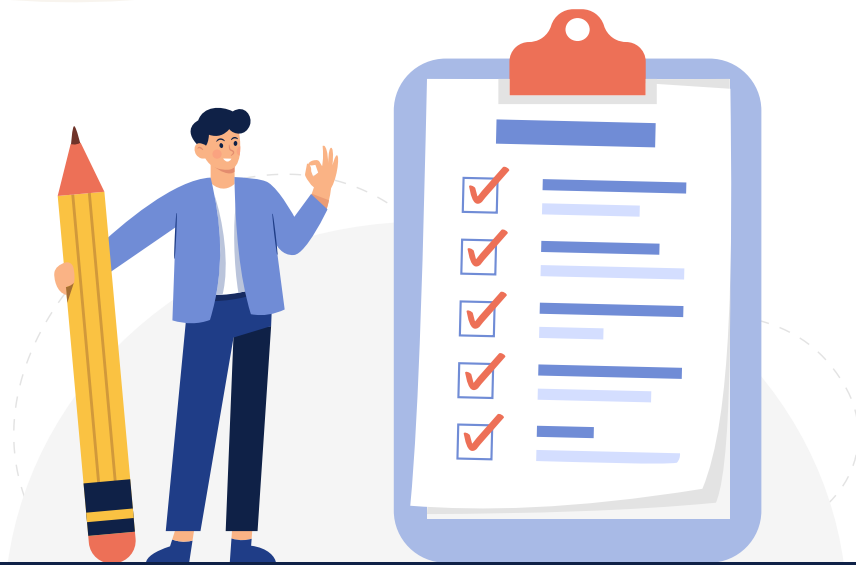
1.3.4 Rules for completing and retaking modules

If students do not complete the local courses of blended modules (with a virtual mobility component) 1-4 and 7 for any reason, they can complete the module by taking a local course of any of the four partner universities once they are offered.

Although this is possible, **students who go on mobility in the third semester** are strongly advised to complete modules 1-6 within the first two semesters at their entrance university. If they do not complete Specialisation Modules 5 and/or 6 at their entrance university in the second semester, **they must retake and complete the entire respective Specialisation Module** at their mobility university in the third semester (if courses are available) or retake/complete them later at any of the four partner universities they attend when the courses are offered.

Similarly, **students who go on mobility in the second semester** are strongly advised to complete the modules 1-3 in the first semester and to initiate and complete the modules 4-6 at their mobility university in the second semester. If they do not complete Specialisation Modules 5 and/or 6 at their mobility university in the second semester, **they must retake and complete the entire respective Specialisation Module** at their entrance university in the third semester (if courses are available) or complete them later at any of the four partner universities they attend when the courses are offered.

Additionally, Specialisation Modules 8 and 9 in the third semester must also be completed at the university where they have been initiated. If students fail to complete one of the local courses of Specialisation Module at the university where they initiated the module, they must retake the entire respective module later at any of the four partner universities they attend when the courses are offered (which might prolong their studies).



1.4 Curriculum and Courses

Table 3. Curriculum

Semester I	Semester II
<p>Module 1 – 10 ECTS An Introduction to European Studies - Methods, Traditions and Future Challenges to Knowledge Production about Europe</p> <ul style="list-style-type: none"> ✔ Joint online lecture (compulsory – 5 ECTS): Introduction to European Studies (organized by Leipzig University) ✔ Local course at the entrance university 	<p>Module 4 – 10 ECTS European Foreign Policies</p> <ul style="list-style-type: none"> ✔ Joint online lecture (compulsory – 5 ECTS): European Foreign Policies (organized by Vilnius University) ✔ Local course at the entrance university
<p>Module 2 – 10 ECTS Europeanisation under the Global Condition – History, Economics, and Politics</p> <ul style="list-style-type: none"> ✔ Joint online lecture (compulsory – 5 ECTS): Introduction to Europeanisation under the global condition (organized by the University of Graz) ✔ Local course at the entrance university 	<p>Module 5 – 10 ECTS Regions in Europe: Specialisation</p> <ul style="list-style-type: none"> ✔ Local courses at the entrance university (or at the mobility university for those on mobility in the second semester)
<p>Module 3 – 10 ECTS Europe and Law</p> <ul style="list-style-type: none"> ✔ Joint online lecture (compulsory – 5 ECTS): European Law (organized by the University of Granada) ✔ Local course at the entrance university 	<p>Module 6 – 10 ECTS Social Transformations in Europe: Specialisation</p> <ul style="list-style-type: none"> ✔ Local courses at the entrance university (or at the mobility university for those on mobility in the second semester)
	<p>✘ ✘ ✘ ✘ ✘</p> <p>✘ ✘ ✘ ✘ ✘</p> <p>✘ ✘ ✘ ✘ ✘</p>



1.4 Curriculum and Courses

Table 3. Curriculum

Semester III	Semester IV
<p>Module 7 – 10 ECTS Europe and Development</p> <ul style="list-style-type: none">✔ Joint online lecture (compulsory – 5 ECTS): Europe and Development – Developmental Policies (organized by Vilnius University)✔ Local course at the mobility university for those on mobility in the third semester (or at the entrance university for those who are not on mobility)	<p>Module 10 – 5 ECTS Specialisation Module: Specialisation (optional: local course or internship)</p> <ul style="list-style-type: none">✔ Local course at the entrance university (or at the mobility host for those on mobility) <p>OR</p> <ul style="list-style-type: none">✔ an internship programme (according to the rules of the entrance university)
<p>Module 8 – 10 ECTS Global Challenges and European Answers – Specialisation</p> <ul style="list-style-type: none">✔ Local courses at the mobility university for those on mobility in the third semester (or at the entrance university for those who are not on mobility)	<p>Module 11 – 5 ECTS Europe as a global actor - online</p> <ul style="list-style-type: none">✔ Joint online colloquium (compulsory – 5 ECTS): Europe as a global actor
<p>Module 9 – 10 ECTS Cultural Representation in Current European Societies - Specialisation</p> <ul style="list-style-type: none">✔ Local courses at the mobility university for those on mobility in the third semester (or at the entrance university for those who are not on mobility) <p><i>*At Universities of Granada and Leipzig one course can be substituted with an internship programme (according to the rules of these universities)</i></p>	<p>List of Courses</p> <p>To get a rough overview of the course offerings for each university and each module, students can look at the 2023/2024</p> <p>Course catalogue here</p>



1.5 Mobility as an Integral Part of the Programme

Mobility is an integral part of the Arqus Joint Master's Programme in European Studies. Students must complete at least 30 ECTS credits at one of the partner universities other than their admission/entrance university, and this can be done either through physical or through virtual mobility.

Physical mobility

Students are strongly encouraged to participate in physical mobility for one or more semesters, at one of the three remaining partner universities, selecting a mobility institution's specialisation and its accompanying modules that align with their academic preferences (*please see Table 2 above*). The second or third semester are particularly suitable for physical mobility.

Preference is given to candidates who choose a physical mobility track already in their application. Applicants can indicate a preference for the study places in the application, but the selection committee makes the final decision based on the applicant's preference, qualifications, specialisation, and the Consortium's policy on student body balance. Once enrolled, the mobility track is part of the study agreement and can only be changed under extraordinary circumstances.

Please refer to *Section 4.1* on Mobility for more information on mobility-related procedures.

Virtual mobility

In addition to the opportunity to study at two or three participating universities, the transnational learning experience of the programme is also facilitated via participation in joint online lectures (virtual mobility) during modules 1-4, 7, and 11.

Thus, students might choose to remain onsite at their entrance university and fulfil the minimum 30 ECTS at another degree-awarding partner university by simply participating in virtual mobility. In joint online lectures, students have the opportunity to meet and learn from experts from each partner institution and engage with the entire cohort of Arqus students from all participating universities.



Figure 2. Virtual Mobility via Joint Online Lectures



02 Consortium Explained – Role of Partner Universities

Each university within the consortium plays a crucial role in ensuring a continuous and enriching experience for students, from enrolment through graduation, by providing academic guidance, administrative support, and valuable opportunities for research and practical experience.

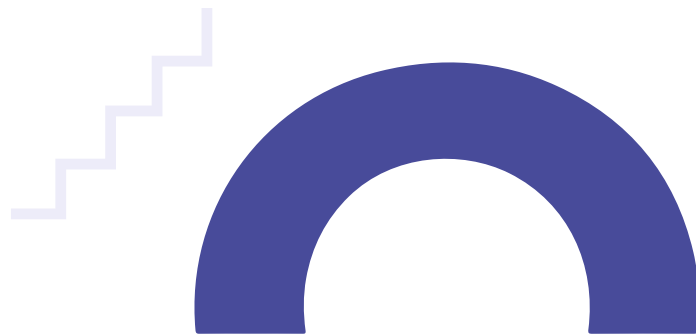
Students apply to one of the four partner universities. In their application, students indicate their primary and secondary choices for the entrance university and select their mobility preferences based on the programme information from the website and specialisations offered by the four partner universities.

The consortium's selection committee jointly decides on the allocation of study places and mobility tracks, considering the number of places available at the individual institutions. If there are not enough places left at their primary entrance university choice, selected applicants will be offered a place at their secondary entrance university choice, if available. These students can still have the possibility to study at their primary choice university during the mobility semester(s). Admission to the entrance university and the mobility allocation are two separate processes conducted according to the usual local procedures.



2.1 JOINTNESS AND COLLABORATIVE ELEMENTS OF THE PROGRAMME

- ✓ Joint application and selection procedure
- ✓ Joint teaching programme, which integrates diverse perspectives and expertise from partner universities in course content and discussions
 - Joint online lectures in **modules 1-4, 7**
 - Joint online MA Thesis Colloquium during **Module 11**
- ✓ Transnational learning experience facilitated by interaction with experts from each partner institution
- ✓ Physical mobility across partner universities, enhancing cultural and academic immersion.
- ✓ Virtual mobility and mutual exchange of students and staff.
- ✓ Collaboration among students across all participating universities in joint academic activities.
- ✓ Award of a joint master's degree by all four partner universities



2.2.1 Entrance university

The entrance university is where students initially enrol and begin their studies within the consortium. It serves as the primary point of contact and administration for the student.

- ✓ **Admission and selection:** Produces a ranking list of candidates following preselection and/or interviews based on admission criteria.
- ✓ **Registration and de-registration procedures.**
- ✓ **Provides ongoing support and guidance:** Offers continuous support to students throughout their studies, including academic advising and coordination.
- ✓ **Joint online courses:** Coordinates at least one joint online lecture and collaborates in the others with the other three partner universities.
- ✓ **Local courses:** Offers courses specific to the entrance university.
- ✓ **Administers local (“intermediary”) grades:** Manages local grades, which are then converted into final grades according to German conversion rules by Leipzig University, the central coordinating institution (see Grading section).
- ✓ **Mobility:** Organises and arranges the physical mobility programme. Nominates students to their mobility universities and provides contact details. Conducts information sessions for outgoing mobility students to explain procedures, deadlines, and contacts, and assists students in developing their Learning Agreements. Facilitates the recognition of courses completed at the mobility university upon the student’s return.
- ✓ **Recognises internships and research internships:** Acknowledges internships and research internships completed at partner institutions.
- ✓ **Master thesis:** Professors from the entrance university serve as supervisors for students’ master theses and provide academic advice and support during master thesis development.



2.2.2 Coordinating university

As the central coordinating institution, Leipzig University performs the following tasks on behalf of all four partner universities:

- ✔ **Admission and selection:** Manages the application process and coordinates the selection committee to allocate study places and mobility tracks.
- ✔ **Registration and de-registration Procedures**
- ✔ **Administration of grades:** Manages all students' grades centrally, converts grades from partner universities according to Leipzig University's grading system, and calculates GPA.
- ✔ **Prepares and issues diplomas and transcripts:** Prepares and issues diplomas, Joint Transcript of Records, and Joint Diploma Supplement on behalf of the consortium.
- ✔ **Coordinates the overall programme:** Harmonises administrative processes across the consortium and ensures consistent communication and coordination among partner universities.



2.2.3 Mobility university

In addition to studying at their entrance university, students are encouraged to participate in mobility programmes. The mobility university is where students temporarily study during their mobility period, providing a specific academic and cultural experience. Students choose one or more of the three remaining partner universities based on their specialisation.

Students opting for mobility in the second semester must complete Specialisation Modules 5 and 6 at their chosen mobility institution, which focus on specialised courses requiring physical presence. Similarly, students opting for mobility in the third semester must complete Specialisation Modules 8 and 9 at their chosen mobility institution. If students continue at the mobility institution in the fourth semester, they must complete Module 10 there if they choose a local specialisation course instead of an internship. For module requirements, please refer to Section 1.3 on Programme Structure and Modules.



RESPONSIBILITIES:

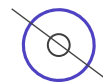
- ✔ **Student nomination and information:** Contacts nominated students and provides information on application procedures and course selection.
- ✔ **Course registration:** Facilitates the registration and confirmation of students' course selections.
- ✔ **Visa assistance:** Assists students with visa applications if necessary.
- ✔ **Tuition fee waiver:** Waives tuition fees for mobility students, though administrative fees may still apply.
- ✔ **Academic and logistical support:** Provide academic and logistical support to incoming students.
- ✔ **Course completion confirmation:** Confirm completion of courses and provide necessary documentation for course recognition.
- ✔ **Approval of Learning Agreements:** Approves Learning Agreements submitted by incoming students.
- ✔ **Academic advising and credit integration:** Provides academic advising and ensures integration of credits into students' entrance university records.
- ✔ **Course offerings:** Provides updated course offerings for incoming students.

For more mobility programme, please refer to Section 4.1 on Mobility.

2.2.4 Other partner universities

RESPONSIBILITIES:

- ✓ **Registration and de-registration:** All students in the Arqus Joint Master's Programme in European Studies are registered as students at all four partner universities. This ensures their formal enrolment across all institutions and the award of the joint diploma at the end of their studies.
- ✓ **Participate in virtual mobility:** Provide joint online lectures to the entire cohort of Arqus students as part of the virtual mobility programme.
- ✓ **Master thesis support:** Host thematic clusters and sessions for developing and discussing Master's thesis topics within online Module 11.
- ✓ **Diploma issuance:** Students will receive a joint diploma from all four partner universities, issued by Leipzig University as the central coordinating institution on behalf of all participating institutions.
- ✓ **Participate in academic programme coordination:** Engage in the overall coordination and development of the consortium's academic programmes.
- ✓ **Contribute to academic offerings:** Collaborate on joint curriculum development, research projects, and quality assurance.
- ✓ **Facilitate student and faculty exchanges:** Provide opportunities for exchanges among students and faculty members across partner universities



2.2 ASSESSMENT AND GRADING

Students are assessed based on the exam regulations of the University coordinating a Joint online lecture or offering the local course through broad range of assessments including written and oral exams, essays, oral presentations, and class participation. All students are introduced to the standards of academic writing and research during the first semester.

Students receive grades from the university where they take the respective course. **Leipzig University, which issues diplomas and transcripts on behalf of the four partner universities, converts the “intermediary” grades from Granada, Graz, and Vilnius into final grades according to its grade conversion rules. Only these final grades are relevant for GPA and are entered into transcripts.**

Students should note that “intermediary” grades are for administrative purposes only (e.g., mobility administrative requirements demand that students have grades entered in the system) and that local conversions might often result in different grades, which are not relevant for GPA.

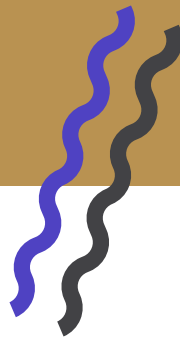
To ensure fair recognition of grades and credits, the consortium uses a common conversion table. The overall grade for the Master’s programme is calculated by Leipzig University, aligning with the German grading system. It represents the arithmetic mean of the grades of the module examinations and the master’s thesis weighted with credit points. Please see Leipzig’s University’s grade conversion table in Appendix.



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2.3 DEGREE AWARDING



Students graduating from the Joint Master's Programme will be awarded the degree of Master of Arts in European Studies, jointly awarded by the four participating institutions. All graduates receive a Joint Transcript of Records and a Joint Diploma Supplement. As the coordinating university, Leipzig University prepares and issues these documents. The Joint Transcript of Records includes information on all courses studied at all partner universities and records the grades and credits obtained.



02 Master Thesis

3.1 GENERAL OVERVIEW

The master's thesis, written during the 4th term, is the most important paper in the master's programme. Preparations can start earlier, including defining your topic, collecting materials, methodological training, learning a language, and seeking advice from peers and lecturers. Students should start considering potential thesis topics during the summer after the 2nd term. In the 3rd term, you will meet in thematic groups to discuss your topic with lecturers from partner universities.

To prepare for your master's thesis before the intensive writing period in the 4th term and to ensure your ideas are manageable, submit your **initial idea/brainstorming/topic** to the local academic coordinator of your entrance university by 15 July 2024 for a first review. If the coordinator has any questions, you will receive feedback. If not, by the end of July, you should start working on **a one-page outline specifying the theme, data/sources, and relevant literature**. This outline must be submitted to your local academic coordinator by 1 September 2024. Based on this "one-pager," your research project will be assigned to a thematic cluster. In the following weeks and months, you will meet with peers and lecturers working on similar topics. During the upcoming winter term, two sessions within Module 7 will be dedicated

to a **thematic cluster**. In these sessions, you will discuss methods and topics with peers and lecturers to prepare your **master's thesis exposé/research proposal**.

This short exposé/research proposal serves as an initial outline of your thesis, allowing us to provide early feedback and guidance and to help identify supervisors. The exposé should include:

- A description of the state of the art
- An attempt to position the topic within European Studies
- A description of the material to be used
- A work schedule
- A preliminary bibliography (5-10 pages)



02 Master Thesis

3.1 GENERAL OVERVIEW

Submit your exposé by 31 January 2025. This document will be used to allocate supervisors and organise the colloquium in the 4th term (Module 11). The jointly offered colloquium in the 4th term supports you in developing and refining your topic, organizing your research, and writing your thesis. In each session, two lecturers will comment on drafts and provide advice, while all students are asked to read and comment on each other's contributions. This collaborative approach helps you learn from others' writing experiences and provides mutual support.

The colloquium focuses on discussing chapter drafts of MA candidates. Instead of extra presentations, students will submit chapter drafts about a week before each session. These drafts, no longer than 20-25 pages, will be read by all participants and discussed in the meetings. The goal is to help students develop their writing, address problems and questions, and inspire further work.

We suggest starting with:

- State of the art chapters (addressing questions like: what have other researchers written on my topic, how do I build on these contributions, and which gaps does my work address)
- Methodology chapters (addressing questions like: what material will I use to answer my research question, how will I work with it specifically, and what are the material's potentials and limitations)
- Then continue with empirical chapters.

Submit your chapter *draft* (emphasis on draft: chapters do not need to be perfect), along with a short *abstract* of your thesis (covering the thesis topic, research question, and material) and a *draft table of contents*. Ideally, include a paragraph stating the specific feedback you would like to receive.

3.2 GUIDELINES AND PROCEDURES



General Information:

- If unsure about details, raise questions during the colloquium.
- Ultimately, agree on specifics (e.g., referencing style, translations) with your supervisor and follow local standards, which may vary across the consortium. Your local academic coordinator can provide further advice.

Referencing Style:

- Agree on a referencing style with your supervisor. Both APA and foot-/endnotes are acceptable. Ensure referencing is complete and coherent. Include all cited works in the bibliography (secondary sources) and list of sources (primary sources), with a separation recommended.

English Language:

- All quotes must be translated into English. Specifics can be agreed upon with your supervisor.

Submission:

- Submission regulations differ among partner universities. Follow the specific submission guidelines of your entrance university. These regulations are detailed in the table below.

Extensions:

- To apply for an extension, contact the examination board via the local academic coordinator of your entrance university. Explain the reasons for the extension related to your work process. Note that longer extensions may prolong the study programme, potentially incurring additional costs and delaying certificate issuance.
In case of illness, provide evidence from a physician; sick leave time will be added to the deadline. Always discuss such issues with your supervisor, who can help adapt schedules, and inform them when contacting the relevant authorities for deadline extensions.

3.2 GUIDELINES AND PROCEDURES

Table 4. Thesis Submission Formal Requirements

	Leipzig Uni	Uni Graz	Uni Granada	Vilnius Uni
Length	30,000 words	30,000 words	30,000 words	30,000 words
Deadline	1 September	1 September	1 September	1 September
Submission	Electronic (pdf), no hard copies	Electronic (pdf), no hard copies	Electronic (pdf), no hard copies	Electronic (pdf), two hard copies
Oral defense	No	No	No	Yes, beginning of September
Co-supervision	Not required but second reader is mandatory	Not required	Not required but second reader is recommended	Not required
Extension	Two-week extension granted if reasons are justified. Submit by end of September necessary for graduation in term 4.	Graduation in semester 4 not guaranteed if submitted after 1 September.	No	No
Contact of the local academic coordinator	Steffi Marung marung@uni-leipzig.de	Emma Lantschner emma.lantschner@uni-graz.at	Amelia Díaz Pérez de Madrid amdiaz@ugr.es	Ieva Giedraitytė ieva.giedraityte@tspmi.vu.lt

Summary of schedule:

- Initial idea/brainstorming/topic by 15 July 2025.
- One-page sketch of theme, resources, state of art by 1 September 2025.
- Submission of exposé/research proposal by 31 January 2026.
- Jointly offered master thesis colloquium (M11): regularly during summer term 2026.
- Submission of master thesis: 1 September 2026.

04 Practical Information

This chapter provides some practical information about the programme. You will get to know the virtual components as well as some insights into the organisation of the mandatory mobility which is part of the programme.

An overview of the academic calendar at the different universities is given as well as information regarding language conditions and optional language courses.



4.1 MOBILITY PROCEDURES

Entrance university:

- Your entrance university organises the mandatory mobility semester(s) during the first semester. Where possible, the Erasmus+ programme will facilitate your study abroad.
- Your entrance university will nominate you to your mobility university and provide contact details.

Mobility university:

- Your mobility university will then contact you with information about the application procedure, course selection, and visa assistance if needed.
- Joint Master students are generally considered mobility students under EU Directive 2016/801, allowing up to 360 days in another Schengen country without a separate visa. However, **it is important that you confirm** with your mobility university whether this policy applies to you and if additional registration in the host country is necessary.
- Tuition fees are waived at the mobility university, but administrative fees may apply. Check the programme website for details.

Important: adhere to deadlines and carefully read all provided information regarding mobility procedures! For questions, contact the administrative coordinator at your entrance university.



4.1 MOBILITY PROCEDURES

Learning Agreement

Students going on mobility must prepare a Learning Agreement approved and signed by their local academic coordinators.

These agreements are essential for mobility administration and funding approval. If students fail to submit these agreements (along with other required documents according to mobility procedures), they will be unable to obtain mobility funding.

For students going on mobility in the second semester:

The course lists are typically available when students are about to submit their learning agreements.

However, students still need to register and get a and confirmed place in their selected courses, meaning that Learning Agreements may still need adjustments and revisions.

For students going on mobility in the third semester:

Since the final course offerings for the upcoming fall semester are typically not available when preparing Learning Agreements in spring, students should prepare their Learning Agreements by listing **only modules at their mobility university, without specifying module courses** they plan to take.

These learning agreements should be sent to the mobility university's academic coordinator for approval. Once the mobility university updates and publishes the courses for the upcoming fall semester, students can revise their study plans.

After receiving confirmation of a place in their chosen registered module courses, students can revise their Learning Agreement and submit it again to their local academic coordinator for approval.

4.1 MOBILITY PROCEDURES

For more details on Learning Agreements, please check the following information for each partner university:

UNIVERSITY OF GRANADA

Students need to fill in the **learning agreement** and note the courses which they will study during the mobility. The administrative unit in charge of the academic management of their mobility, in particular nomination and learning agreements, is the IR Section of International School for Postgraduate Studies (epinternacional@ugr.es).

LEIPZIG UNIVERSITY

Students need to register on the International Centre's website. Based on the registration, students will be guided through the entire administrative procedure of the mobility term (including Learning Agreement). For details, **please check here.**

UNIVERSITY OF GRAZ

Students need to fill the document **Vorausbescheid**, which is the substitute for the Learning Agreement.

VILNIUS UNIVERSITY

Students need to fill in the learning agreement and note the courses which they will study during the mobility.

The entrance university organises info sessions for outgoing mobility students and providing detailed mobility procedures, deadlines for submitting learning agreements, contacts at the mobility/host university's mobility administration, and other important information.

Returning Procedures

During the mobility info sessions, students will also receive the necessary preparation and information regarding their return from mobility and the subsequent procedures. Specifically, upon returning from their mobility, students should follow the procedures of their entrance university for the recognition of courses completed at their mobility institution.

4.2 INTERNSHIP

In the third semester or the fourth semester, students can complete an internship outside the universities or a research internship at one of the participating universities. The programme encourages students to explore practical research through internships. Students not doing an internship can complete an elective module for the required credits.

Students can engage in numerous research projects in European Studies at each study location or complete a self-organised internship to gain practical experience and skills.

Support, Coordination, and Recognition

From the start of the programme, students can contact local coordinators at each study location and the programme coordinator in Leipzig for information and assistance with internship. Coordinators provide details about scholarships, part-time jobs, and internships.

In addition to local support, the **Arqus Internship Mobility Guidebook** offers comprehensive information about study locations, regulations, and guidance for the internship process. The **Arqus Internship Portal** provides access to internship announcements across all Arqus university locations. Several companies, organisations, and media services related to European Studies are well represented at all study locations.



4.2 INTERNSHIP

Students should follow the internship procedures of their entrance university:

UNIVERSITY OF GRANADA

Before the internship/practical training:

- Students have to sign a Tri-party agreement between the university, student and place of an internship.
- Students have to submit an internship project with the description of the internship and the internship plan.

After the internship/practical training:

- The company/institution must confirm completion of the practical training.
- Students have to write an internship report as well as provide the feedback from the institution's head of internship.

During the internship a professor is allocated to whom all the internship related documents need to be submitted.

UNIVERSITY OF GRAZ

Before the internship/practical training:

- Students should complete pages 1 and 2 of **the form**.
- Have the chairperson of the curricular committee responsible sign the form.

After the internship/practical training:

- The company/institution must confirm completion of the practical training (page 3 or 4).
- Submit the pre-approved form (pages s1-2) along with the confirmation from the company/institution (page 3 or 4) to the chairperson of the curricular committee responsible.
- The practical training is entered and confirmed on UNIGRAZonline by the chairperson of the curricular committee responsible at the department.

For a more detailed information, see Recognition of the Practical Training.

4.2 INTERNSHIP

Students should follow the internship procedures of their entrance university:

LEIPZIG UNIVERSITY

Before the internship/practical training:

- Students have to submit an internship project with the description of the internship and the internship plan.
- The academic coordinator approves the internship

After the internship/practical training:

- Students are required to produce an internship report (about 2.000 words) containing the following:
 - 1. Details of the internship (general description)**
 - ☑ where the internship took place (short presentation of the institution, department, section, etc.)
 - ☑ time / duration of the internship (the internship should last between 6-8 weeks)
 - ☑ your tasks undertaken during the internship
 - 2. Personal reflections on the internship**
 - ☑ personal gains / knowledge / experiences obtained during the internship
 - ☑ challenges faced during the internship and a reflection on how they were handled
 - ☑ relevance of the internship for your field of study as well as your future career path / plans / possibilities / prospects
- The company/institution must confirm completion of the internship

VILNIUS UNIVERSITY

Before the internship/practical training:

- Students have to sign a Tri-party agreement between the university, student and place of an internship.
- During the internship student has to prepare a description of the internship, internship plan, fill out the Report and Evaluation questionnaire on the student's internship as well as provide the feedback from the institution's head of internship.

During the internship a professor is allocated to whom all the internship related documents need to be submitted.







4.3 ACADEMIC CALENDAR

The start of the semester can vary within the Joint Master's Programme in European Studies depending on your chosen entrance and mobility universities.



Table 5. The 2024/25 Academic Calendars at Partner Universities

	SEMESTER 1		SEMESTER 2	
 GRANADA*	Winter semester 2024/2025: 01/10/2024—28/02/2025 Start and end of classes: 07/10/2024—12/02/2025	Examination period: 13-28/02/2025 Registration deadline: 30/09/2024	Summer semester 2025: 01/03/2025—15/07/2025 Start and end of classes: 01/03/2025—13/06/2025	Examination period: 23/06-11/07/2025 Registration deadline: 31/03/2025
 GRAZ	Winter semester 2024/2025: 01/10/2024—28/02/2025 Start and end of classes: 01/10/2024—01/02/2025	Registration deadline: 31/10/2024	Summer semester 2025: 01/03/2025—30/09/2025 Start and end of classes: 01/03/2025—28/06/2025	Registration deadline: 31/03/2025
 LEIPZIG	Winter semester 2024/2025: 01/10/2024—31/03/2025 Start and end of classes: 07/10/2024—06/02/2025	Examination period: 13-28/02/2025 Registration deadline: 07/10/2024	Summer semester 2025: 01/04/2025—30/09/2025 Start and end of classes: 01/04/2025—/07/2025	Registration deadline tba.
 VILNIUS	Winter semester 2024/2025: 03/09/2024—23/12/2024	Examination period: 02-26/01/2025 Registration deadline: 30/09/2024	Summer semester 2025: 04/02/2025—31/05/2025	Examination period: 01-30/06/2025

* Granada: For the purposes of this Master's Programme. The official academic calendar of the UGR allows for flexibility in the scheduling of master's degree courses.

Students can find more detailed academic calendars, including information on breaks and public holidays, on the universities' websites



University of Granada

University of Graz

Leipzig University

Vilnius University

4.4 PARTICIPATION COSTS

Students admitted to the master's programme are required to pay academic and administrative fees detailed in the table below. These fees vary based on students' entrance universities and must be paid for the entire programme duration. Additional administrative fees may apply during physical mobility periods at different host universities.



Table 6. Participation Costs

Entrance University	Student Nationality	Tuition Fees	Administrative Fees	Mandatory Service Fees
Granada	All	First and second semester: €410.40 ² Third and fourth semester: A 99% discount applies to all credits passed during the previous year's first-time enrolment.	Issuing official academic transcripts and transfer of academic record: €26,30	Student insurance³: €1.12/per year Student identity card and data maintenance: €5.70 Student union fee charged by Graz: €24.70/semester
Graz	Austrian/EU, EEA, Switzerland and the countries listed below in the footnote ⁴	First 4+2 semesters: None	None	Student union fee charged by Graz: €24.70/semester
	Other nationalities	€726.72/semester ⁵		
Leipzig	All	None	None	Unicard: €10.00 Semester fee: €269.90 ⁶ Student union fee charged by Graz: €24.70/semester
Vilnius	All EU and EFTA students are entitled to apply for state-funded places. There are 12 state funded places available in the program. Non-EU / Non-EFTA students are not eligible.	€2,303/semester ⁷	None	Student identity card: €8 (not mandatory) Student union fee charged by Graz: €24.70/semester

*Clarifications on the following page

4.4 PARTICIPATION COSTS

Table 6. Participation Costs

² Fee calculated for first-time enrolment: Based on 30 ECTS credits per semester, with tuition fees determined by the number of credits. Currently, one ECTS credit costs €13.68. The 99% discount may also apply to credits earned in previous Bachelor's or Master's degree programmes offered by any public Andalusian university.

³ Only applicable to students who enrolled for the full 60-credit first-year master's programme at the University of Granada.

⁴ Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen and Zambia

⁵ Students from Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Belarus are eligible to request a refund after successfully completing the previous semester. Currently, students from Ukraine are exempt from tuition fees. For remitting or refunding the tuition fee at the University of Graz, please look at: [Remission of tuition fees - Academic Affairs \(uni-graz.at\)](#); For the tuition fee reimbursement procedures for the students from Southeastern European countries at the University of Graz, please look at: [Students from Southeastern Europe - Academic Affairs \(uni-graz.at\)](#)

⁶ Including student body contribution, Studentenwerk Leipzig, and public transport pass "Semester Deutschlandticket". Further information available here [Universität Leipzig: Re-Enrolment and Semester Fee \(uni-leipzig.de\)](#)

⁷ EU and EFTA students can apply for one of 12 tuition waivers available.

Living Costs & Conditions:

Granada: Online Induction Guide for International Students

Graz: Guide for International Students

Leipzig: Student Handbook

Vilnius: Living in Lithuania

Scholarship and Funding Opportunities:

Spain/Granada





Austria

Germany

Lithuania

All students, regardless of nationality, are eligible for Erasmus scholarships during their mobility period at the host university.

4.5 CONTACTS & INFORMATION

	ACADEMIC COORDINATORS	ADMINISTRATIVE COORDINATORS
 UNIVERSIDAD DE GRANADA GRANADA	Amelia Díaz amdiaz@ugr.es	----
 GRAZ	Emma Lantschner emma.lantschner@uni-graz.at Sanja Kmezic sanja.kmezic@uni-graz.at	Ulrike Krawagna & Anja Hoffmann jointdegrees@uni-graz.at
 UNIVERSITÄT LEIPZIG LEIPZIG	Steffi Marung marung@uni-leipzig.de	Stephan Kaschner europastudien@uni-leipzig.de
 Vilniaus universitetas VILNIUS	Ieva Giedraitytė ieva.giedraityte@tspmi.vu.lt	Vilius Mickunas vilius.mickunas@tspmi.vu.lt

05 Appendix: Joint Grade Conversion Table

Uni Granada	Uni Graz	Uni Vilnius	→	Uni Leipzig
9,5-10	1	10		1
				1,1
				1,2
9				1,3
				1,4
				1,5
				1,6
8,5		9		1,7
				1,8
				1,9
8	2			2
				2,1
				2,2
7,5		8		2,3
				2,4
				2,5
				2,6
7		7		2,7
				2,8
				2,9
6,5	3			3
				3,1
				3,2
				3,3
				3,4
5,5		6		3,5
				3,6
				3,7
				3,8
				3,9
5	4	5		4
<5	5	<5		5

arQus

European University Alliance

UNIVERSITIES:

University of Granada, Spain

University of Graz, Austria

Leipzig University, Germany

Vilnius University, Lithuania



UNIVERSIDAD
DE GRANADA



UNIVERSITÄT
LEIPZIG



Vilniaus
universitetas