

The local PoSIG coordinator is responsible for assisting students with study-related issues for participating in the “Joint Master Programme in Political Science – Integration and Governance”. Regarding logistic support, the International Offices of the PoSIG partner university will offer a variety of services to PoSIG students, as listed below. In case that a PoSIG partner university does not have an International Office, the local coordinator will take care of these supportive activities.

The programme’s webpage (<http://www.posig.info>) provides links to the student support contacts at each partner university.

- **WELCOME POLICY**

After PoSIG students made their choice for their hosting PoSIG partner university during the following semesters, they will be issued an admission letter notifying their admittance to the PoSIG partner university. This letter may be required to obtain entry or residence documents by the representative authorities of the chosen host country (consulate or embassy).

Approximately two months before the start of the semester, PoSIG students will receive an e-mail with the most important information for their stay at their hosting PoSIG partner university. Each student is thus required to be legible via e-mail.

- **ACCOMMODATION REQUIREMENTS**

The hosting PoSIG partner university will offer support in finding accommodation via their International Offices. Students are responsible for choosing their accommodation. The accommodation shall be paid out of their own funds.

- **LANGUAGE ASSISTANCE**

All POSIG PARTNER UNIVERSITY have language courses in their native language available. Students can decide to participate in language courses. Language courses that are not part of the Curriculum may be subject to extra fees.

- **HEALTH INSURANCE**

Health insurance is in the responsibilities of students. In case that students participate in scholarship programmes, they follow the respective insurance policies, if these exist.

VISA ACQUISITION

Students will obtain all information about entry and residence regulation. They will be provided a list of necessary documents for entering the host country. It is in the responsibility of the single student to collect these documents and submit them to the relevant authorities.

INTERNSHIPS AND ALUMNI NETWORK

Each PoSIG student will be provided with a list of institutions, where the student can complete the obligatory 4-weeks internship. In case the student wishes to complete the internship with another institution, the Executive Director will decide about it. Students will take care of accommodation and visa requirements for internships themselves.

The Coordinators' Board will assist the establishment of an alumni and student network for PoSIG. The network will offer support for PoSIG students with regard to internships (counselling; suggestions; evaluation of internships).

ADDITIONAL SERVICES FOR STUDENTS

Each PoSIG partner university will provide additional student support related to thesis work and integration into the student body of each respective university. Local coordinators are invited to organize a Buddy-Network, where incoming PoSIG students are assigned a local student as "buddy" to help and guide through everyday life during the first weeks.

The International Offices or local coordinators will provide each PoSIG student with a checklist of issues to be taken care off upon arrival (registration at the university; payment of local fees; course registration; civil registration; IT services; etc.) as well as upon departure (transcript of records; cancellation of registration; etc.).

The election of student representatives

Students are invited to elect their representatives (min. 1, max. 2), who constitute the student&alumni board (SAB). The SAB represents all students enrolled in the PoSIG programme. It is responsible for representing students' rights and interests and to monitor whether these are taken into consideration by the PoSIG partner universities, to support and review the suggestions and decisions of the Coordinators Board and Quality Assurance Board, and to nominate one or two members to the Quality Assurance Board.

Elections will be held at the beginning of every winter and summer semester at each PoSIG partner university, where PoSIG students are enrolled. The elections should be organized at least two weeks and latest four weeks after the beginning of the semester. It is up to the local PoSIG coordinators to organize the elections themselves in the course of welcome activities or ask the local student union to do so. If only one to two students are enrolled in a PoSIG partner university, they are allowed to represent themselves.