Agenda

• CGSP semester schedule
• Modules
• Course selection
• Klips
• Ilias
• „Campus Etiquette“
• Open questions
Communication within the CGSP

• Emails:
  • Program: cgsp@verw.uni-koeln.de
  • Courses: Ilias, email

• Facebook: @cgspUoC

• Website: https://www.portal.uni-koeln.de/cgsp.html

• Personal consultation: Judith Berns
  • SSC building, room 1.210 (1st floor)
  • Visiting hours: Tue 13:00-15:00, Wed 9:00-12:30 (or by appointment)
Courses

• How many credits do I need?

• Which courses do I have to take?

• Which courses are optional?
Certificate of Contemporary European Studies

30 CP

12 CP
Basic Module 1 (BM1)
Core courses on Contemporary European Studies

9 CP
Basic Module 2 (BM2)
German course (Pre-semester or Semester)

9 CP
Elective Module (EM)
Variety of courses to choose from (incl. German courses)
## Basic Module 1 (12CP)

### Core courses (3CP each) - Choose three core courses, one out of each of the three thematic groups

<table>
<thead>
<tr>
<th>History and Culture</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Communism – The First Decade.</td>
<td>or</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economy and Society</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Digitalisation and Sustainable Development in Europe and Beyond</td>
<td>or</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Politics and Law</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Democracy and the European Union</td>
<td>or</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final exam (3CP)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>60 multiple choice questions (20 for each core course chosen from the above)</td>
<td></td>
</tr>
</tbody>
</table>
BM1 courses

• You need to pick three courses

• You need to choose one per thematic field
BM2 and EM

• BM2: German courses will be registered on Klips through the German department directly – follow registering instructions passed via email
• German courses will appear on Klips, but that may be a bit delayed
• EM
  • German courses to be counted for the EM do not need to be registered for on Klips (procedure is the same as for BM2)
  • Faculty courses – register via Klips
  • Core courses – register via Klips
<table>
<thead>
<tr>
<th>Basic Module 2 (9CP)</th>
<th>Pre-semester German course</th>
<th>or</th>
<th>Regular Semester German Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGSP courses</td>
<td>Courses listed under BM1 (if not counted as one of the three BM1 courses, 3 CP each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German course</td>
<td>Semester German course (if not to be counted as BM2 - 9CP)</td>
<td>Complementary German courses (3 CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CCLS: Lecture Series (3CP)</td>
<td>English after 1700 (3CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Metaphysics and Epistemology (3CP)</td>
<td>Aspects of Migration in the 21st Century (3CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to International Perspectives in Education (3CP)</td>
<td>Varieties of English (3CP)</td>
<td></td>
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<tr>
<td></td>
<td>The Multilingual Experience (3CP)</td>
<td>Narratives of War and Migration (3CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recent Issues in Epistemology (3CP)</td>
<td>Introduction to Int’l Perspectives in Education (3CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Negotiations of Alterity in Angloph. Literatures &amp; Cultures (3CP)</td>
<td>The Politics of Development (6CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Politics of Macroeconomic Policies (6CP)</td>
<td>The Political System of the Federal Republic of Germany (6CP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jewish Literature in Eastern and Central Europe I and II (6CP)</td>
<td>Germany’s European Politics (6CP)</td>
<td></td>
</tr>
<tr>
<td>Elective Module (9CP)</td>
<td>Faculty Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Klips 2.0

• Klips is the campus-management system of the UoC
• Course registration is only possible via Klips
• During the application process you can access Klips in a restricted mode with your „regular“ email adress
• Full access to Klips is possible with your UoC-account data
Activate your UoC account

• Note:
  • Full semester fee needs to be paid in order to be able to activate the UoC account!
  • The UoC account does not get activated automatically!

• Check for the following email containing activation instructions:
  • Sender: noreply@verw.uni-koeln.de
  • Subject: KLIPS 2.0 - Freischaltung Ihres Studierendenaccounts***KLIPS 2.0 - Activation of your student account
Sehr geehrte(r) Frau [LAST NAME],

als Studierende/r der Universität zu Köln erhalten Sie einen Studierenden- Account. Dieser ist mit einer E-Mail Adresse (Benutzerkonto- Adresse) verknüpft, über die Sie künftig alle studienrelevanten Informationen erhalten.

Bitte aktivieren Sie Ihren Studierenden-Account so bald wie möglich unter der angegebenen Internetadresse.

http://rrzk.uni-koeln.de/s-mail-orga.html

Eine Aktivierung ist jedoch frühestens 10 Wochen vor Semesterbeginn möglich.

Mit der Aktivierung des uniKIM Studierenden-Account wird Ihr Bewerber-Account zum Studierenden-Account. E-Mails aus KLIPS 2.0 erhalten Sie künftig nur noch an Ihre SMail-Adresse.

Für die Freischaltung benötigen Sie Ihre Matrikelnummer und folgende PIN: 74AA5DA.

07/2022

Kundenberatung hilft Ihnen, Ihr Konto freizuschalten. Für Rückfragen hierzu wenden Sie sich bitte an:

Zentrale Studiendienste Universität zu Köln

Die Freischaltung des Studierenden-Accounts alle Funktionen erst nach ca. 10 Wochen, um sicherzustellen, dass Ihr Studierenden-Account personenbezogen und eine Weitergabe nicht zulässig ist.
• When activating your account, you will receive your username and generate a new password

• Use your UoC username (not student number!) and your new password to log-in to Klips

• https://klips2.uni-koeln.de/co/webnav.ini
Using your klips-workplace

Confused? Check the klips-support website!

Clicking your name gets you to your personal klips-workplace

Switch your mode: e.g. applicant and student

Language set-up

Reaches „home“ view of the organisation (UoC)
Search function

Search for...
• Staff
• Courses
• Organizations
• Rooms
• Degree Programs

Don’t know the full title or name? Put a “*” behind the word you know.
E.g.: Searching for the course „Institutions of the European Union“, enter „European*“ to receive a list of potential matches.
<table>
<thead>
<tr>
<th>Teaching &amp; Research</th>
<th>Studies</th>
<th>Resources</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course bookmarks</td>
<td>Print Documents</td>
<td>Calendar</td>
<td>StudentCard Image Upload</td>
</tr>
<tr>
<td>Social Fee</td>
<td>Student Dossier</td>
<td>Personal Settings</td>
<td></td>
</tr>
<tr>
<td>Student Files</td>
<td>Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Registration</td>
<td>Exam Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Results</td>
<td>Transcript of Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accreditation/Recognition</td>
<td>Registration Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Status</td>
<td>Current/Home Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click to see overview of booked courses

Click here to see program structure and book desired courses
Click on the study program...

<table>
<thead>
<tr>
<th>ID of study programme</th>
<th>Name of study programme</th>
<th>Curriculum</th>
<th>Status (18S)</th>
<th>Date</th>
<th>Subject-specific semester</th>
<th>Time limitations</th>
<th>Suspensions</th>
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<tbody>
<tr>
<td>1110 A2 514</td>
<td>Exchange student Partner Universities Faculty of Arts and Humanities</td>
<td>20142</td>
<td>registered</td>
<td>01.04.2018</td>
<td>2 FS / -</td>
<td>18W /</td>
<td>-</td>
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<tr>
<td>1110 SP 301</td>
<td>Contemporary European Studies</td>
<td>20152</td>
<td>registered</td>
<td>01.04.2018</td>
<td>2 FS / -</td>
<td>18W /</td>
<td>-</td>
</tr>
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</table>

This student’s account is not fully activated yet!
You will see the structure of the program

First semester CGSP

- Contemporary European Studies
- Advanced Contemporary European Studies

Second (advanced) semester CGSP

<table>
<thead>
<tr>
<th>Node Name</th>
<th>rec. sem.</th>
<th>Credits</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>[EM2] Contemporary European Studies</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary European Studies</td>
<td>30</td>
<td></td>
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<tr>
<td>Advanced Contemporary European Studies</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary European Studies - Early Leaver Program</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Early Leaver Program (only during winter and if stated during the application process)
BM1: Core courses

EM: Additional core courses, faculty courses, German courses

BM2: German course (registration see website DaF department)
The BM1: 3 thematic fields

<table>
<thead>
<tr>
<th>Node-Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>[20162] Contemporary European Studies</td>
</tr>
<tr>
<td>- Contemporary European Studies</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] Basic-Module 1: Contemporary European Studies</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] Politics &amp; Law I: Introduction into European Politics</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] Politics &amp; Law II: Introduction into European Law</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] Economy &amp; Society I: Introduction into European Economy</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] Economy &amp; Society II: Introduction into Social Policy in the EU</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] History &amp; Culture I: Introduction into Contemporary European History</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] History &amp; Culture II: Introduction into European Culture</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM1] Module Examination Contemporary European Studies</td>
</tr>
<tr>
<td>- [VK] [9301CGSBM2] Basic-Module 2: German as a Foreign Language</td>
</tr>
<tr>
<td>- [VK] [9301CGSEM0] Elective Module: Additional Course</td>
</tr>
<tr>
<td>- Advanced Contemporary European Studies</td>
</tr>
<tr>
<td>- Contemporary European Studies - Early Leaver Program</td>
</tr>
</tbody>
</table>
Courses on offer (showing full academic year)

<table>
<thead>
<tr>
<th>Kursbezeichnung</th>
<th>empl. Sem.</th>
<th>ECTS Cr.</th>
<th>Dauer</th>
<th>GI</th>
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<tbody>
<tr>
<td>(20162) Contemp. European Studies</td>
<td>60</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemp. European Studies</td>
<td>30</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[3901CSGB1M1] Basic Module I: Contemp. European Studi</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>[3901CSGB1M1] Politics &amp; Law I: Intro. European Politics</td>
<td>12</td>
<td>1</td>
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<tr>
<td>[3901CSGB1M1] Politics &amp; Law II: Intro. European Law</td>
<td>-</td>
<td>3</td>
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<tr>
<td>[3901CSGB1M1] Economy &amp; Society I. Intro. European Economy</td>
<td>-</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 19W: winter term 19/20

- **1504.001-5 19W-2**: SE Money, Money, Money – Driving Force of Europ. Integration or yet another social failure?
  - **Vorlesende**: Ribbe O
  - **Ort (1. Termin)**: 106 Seminarraum S25 (47 Sitzpl.) (10/02/01.01)
  - **Zeit (1. Termin)**: 09.10.19 14:00 - 15:30

- **1504.001-6 20S-2**: SE Digitization and Sustainable Development in Europe and Beyond
  - **Vorlesende**: Rothen W
  - **Ort (1. Termin)**: 106 Seminarraum S12 (48 Sitzpl.) (10/01/12.01)
  - **Zeit (1. Termin)**: 06.04.20 16:00 - 17:30

### 20S: summer term

- [3901CSGB1M1] Economy & Society II: Intro. Social Policy in the EU
- [3901CSGB1M1] History & Culture I. Intro. Contemp. European History
- [3901CSGB1M1] History & Culture II. Intro. European Cultures

**Not available**

**Available (active registration phase)**
During the registration phase, the „T“ will be green, prior a registration phase, the „T“ will be orange.
Set the right mark!

In this case you are a 1st semester CGSP student who wants to register for a core course to be counted within the Basic Module 1.
If you wanted to register this course under the Elective module courses, you’d click here...

<table>
<thead>
<tr>
<th>Name</th>
<th>rec. sem</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary European Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary European Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic-Module 1: Contemporary European Studies</td>
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<tr>
<td>Politics &amp; Law I: Introduction into European Politics</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Economy &amp; Society I: Introduction into European Economy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective Module: Additional Course</td>
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<td></td>
</tr>
<tr>
<td>Additional course I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Additional course II</td>
<td>0</td>
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<tr>
<td>Additional course III</td>
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<td></td>
</tr>
<tr>
<td>Advanced Contemporary European Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basis-Module 1: Contemporary European Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economy &amp; Society I: Introduction into European Economy</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Politics &amp; Law I: Introduction into European Politics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
Avoid „free registration“!

Your choice will not count towards the Certificate!
You want to register the course for the BM1...
### Course registration - Select group

**Study programme:** 1110 SP 301 Contemporary European Studies  
**KlipS Kontext:** Additional course | Modify

<table>
<thead>
<tr>
<th>Group</th>
<th>Re-/de-/register</th>
<th>Grp req</th>
<th>Ex prereq</th>
<th>no WL in case of avail places</th>
<th>only for courses</th>
<th>Ranking system</th>
<th>CP on course</th>
<th>Participants</th>
<th>Registration</th>
<th>Deregistration</th>
<th>Time/place (1st date)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>301(N)</td>
<td></td>
<td>SI</td>
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<td></td>
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<td>My, 06.04.20 16:00-17:30</td>
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</tr>
<tr>
<td>studium integrale</td>
<td>anmelden</td>
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<td>SI</td>
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</tbody>
</table>

**Register**

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Confirm 2 times
Note: It is normal to receive a request for place first – the date on which a spot will be confirmed may vary – some courses not after the first session. CGSP core courses are confirmed within a few days. REMINDER: Do not miss first session!
You can view your registration status under „course registration“. You will be either on the waiting list or have a confirmed status.
If you want to de-register from the class, just click on the green T again...
Register a courses in the EM
3CP electives are to be found under Additional Courses I-III
6CP electives are to be found under Additional Courses IV-V
If you want to register for a 3CP course...

As mentioned, Klips shows the full academic year – you will find the summer term courses by scrolling down.
Click on the green „T“ to register and choose one of the Additional Courses

Steps that follow are the same as the registration process explained for the BM1 courses
Ilias

• Ilias is the e-learning platform of the UoC
• Easy to find via google „Ilias Köln“
• Make sure to set it to English
• Log-in with your student account user name and password
• Courses listed on Klips are linked with Ilias – if you register for a course, it will appear in your Ilias-account
Find your list of courses under „personal desktop“
Teachers may upload course info, homework tasks and other files – make sure to log-in regularly!
„Campus Etiquette“

• Persons in charge

• Adressing a professor

• Course formats
• Course attendance
• Course performances

• Certificates/Transcript of Records
Who is in charge?

- General issues (housing, insurance, UC Card, enrollment, ...)
  - Exchange-to-cologne@verw.uni-koeln.de
  - Service Point (SSC, ground floor): Mo-Fri 10–15h, Wed 16-18h
- Program relevant issues (course registration, CGSP excursions/events, transcripts, ...)
  - cgsp@verw.uni-koeln.de
  - Visiting hours (SSC, 1st floor, room 1.218): Wed 10-12:30h
- Course content: Professor of each class
Addressing a professor

• Personally: Visiting hours (check website)

• Via Email
  • State a subject!
  • Address the professor with name and potentially with „Dr.“ or „Prof.‟
  • Make clear to which class you are referring to
  • Finish with „Best regards, x y‟
Course/Class formats

The role of a student...

• Lecture (Vorlesung) > rather passive
• Seminar (Seminar) > active and passive parts
• Blockseminar (not weekly) > more active than passive parts
• Tutorial > more active than passive parts
Course attendance

• German course: You may fail if you don’t meet the minimum required days of attendance (check with DaF teacher)

• Regular UoC courses:
  • Attendance during the first session may be mandatory in many classes in order to safe a spot
  • An email announcing non-attendance is considered politely
  • While you will not fail a class due to non-attendance, you may not be able to fulfil the class requirement due to missed information
  • Exemptions may apply (check for each class)
Course performances

• Demanded performances are broadly in-line with the ECTS given
• Demanded performances may vary from program to program and faculty to faculty
• Missing a deadline may lead to failure of the respective class
• Some classes require a separate exam-registration via Klips
• CGSP core courses follow specific guidelines
Potential course performances

• Class-minutes (summarizing the content of a single session)
• Essay (varying in length, make sure to follow academic guidelines)
• Termpaper (long essay, e.g. midterm or final)
• Presentation (often ppt-based, may include a handout or summary)
• Written exam (multiple choice, fill the gap, free writing, combined versions possible)
• Oral exam
Plagiarism

• Def.: is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work (Wikipedia.org)

• Take this issue seriously

• Mark your sources (in text, bibliography)

• Do not copy the work of another student

• Don’t be mislead: “Take another students work as a template.”
Certificates/Transcripts
• One overall transcript with all course performances
  • No individual grades shown, just BM1 overall grade
• Individual course transcripts (incl. Grade) for CGSP core courses
• Official Certificate upon completion of requirements
  • 1 semester: regular certificate
  • 2 semesters: advanced certificate
• German course certificates are sent to our office
• „Final“ folder includes all certificates and transcripts and will be sent to the home University at the end of the semester, students receive all documents as pdf-files
Questions???

Thank you for your attention 😊