

# 2025/26

## Manual for AUC Students in Tübingen



### *Welcome to Tübingen!*

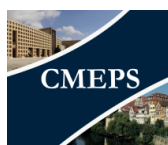
We are happy to welcome you at the University of Tübingen as a student of the CMEPS Joint Master's Program. During the next two years, we are going to assist you to the best of our capabilities in pursuing your studies within CMEPS.

At that, this reader will be the manual for your study. We have thoroughly collected all information on important contacts and institutions, the coursework and -structure of CMEPS, your professional training, and finally your Master Thesis.

To be best prepared, please read the following pages before you even take your first course within CMEPS, and in any case please consider this reader your first go-to address whenever you encounter questions or obscurities during your studies. You will probably find the answer to many of the questions that possibly arise during your time at the University of Tübingen within the pages of this reader.

Furthermore, please feel encouraged to contact us whenever you encounter problems or questions that require coordination with CMEPS staff. These range from program-specific course advisory to financial aid, as well as broader university resources such as the writing center, career support services, and disability services. On that note, please bear in mind that the information given within this reader naturally is of a more general nature, and therefore you should always give priority to information you received from someone from the CMEPS staff in case of contradictions. In case of doubt, please consult with the CMEPS program director.

We wish you success during your time with CMEPS and look forward to supporting you in your academic and practical education.



## CMEPS STUDENT MANUAL

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## 1. GETTING STARTED

### 1.1 Timetable

After enrollment for CMEPS Master at AUC

*Please note that the following are the things you must do in order to secure a successful exchange semester at the University of Tübingen. Those are by no means a replacement of or a substitution to the requirements set forth by AUC and the program's coordinator at AUC.*

#### 1st Term:

October

Check if your passport will be valid for the time in Tübingen/Germany

Check if you need a Visa (you most likely will, if you are not an EU citizen or a citizen with an American or Canadian Passport)

February

Send a scanned version of your valid passport to Tübingen (mena@ifp.uni-tuebingen.de). This is necessary to proceed the letters of invitation that you will need to get a Visa.

Arrange for your flights to Germany (Stuttgart - closest Airport. From there you can reach Tübingen by bus (express X3 or Airportsprinter 828 or 826) or Frankfurt, from Frankfurt you will have to book a train to Tübingen)

#### 2nd Term:

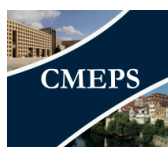
April

Apply for a room in the dorms (<https://en.my-stuwe.de>) - direct contact is Mrs. Fischer: [isabell.fischer@sw-tuebingen-hohenheim.de](mailto:isabell.fischer@sw-tuebingen-hohenheim.de) - until the end of April the very latest. If you do not do so, we cannot guarantee that you will find accommodation in Tübingen! It is much harder to find shared flats here as it might be in Cairo. Please keep this in mind.

June

You will receive your letters of invitation via your coordinator at AUC.

Get your Visa settled



## 3rd Term:

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### September

Colloquium Part I at AUC, together with your counterparts from Tübingen.

Make sure to be in Tübingen in time, the very latest 1<sup>st</sup> October. Your German classes will start mid/end of October in 2025 due to organization matters. Most likely, your German course instructors will help you get most of the bureaucratic things settled within the German course.

When you are in Germany, please re-read the Handbook provided by Tübingen CMEPS Team to AUC students. All important information is there. You are required to read it fully and carefully, in order to be well-informed. Most information can be found in this manual.

Get registered at the students-secretary/international office to get your access for platforms of the University Tübingen. You will need this to be able to register for courses and seminars, and to be able to access at least some of the readings.

Please bring an original Transcript and BA Degree along UNLESS instructed otherwise by your coordinator at AUC.

Get your things settled (Bank Account, SIM Card, Bus Ticket...)

Go to the foreigner's registration office (Ausländeramt) in order to register with the state. Please note that this is a legal requirement to be fulfilled in the first week of arrival.

Show up at the institute of Political Science for the welcome meeting (date, time and location will be announced via Email). There you will get further information and instructions on how to proceed.

Get registered for the courses – double check your choice of courses and seminars with your coordinator at AUC.

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### October

Beginning of the term on 16<sup>th</sup> October 2023

Beginning of your German classes (information will follow once you are in Tübingen)

In case you should leave before the end of the term: please inform your Professors/ Teaching Assistants that you will be leaving before the end of the term and that you need your "Scheine" pretty much right after the term ended and make arrangements with them accordingly.

Let the academic coordinator (Mirjam Edel / Chonlawit Sirikupt) have an overview over your courses

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Let your Professors know when you will miss classes (due to excursions, the colloquium and your early departure in January/February).

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**November**

**28<sup>th</sup> November – 2<sup>nd</sup> December Excursion to Brussels and Bonn.**  
Costs: 200-300 €

Go to the office hours of the Professors you would like to have as a reader of your thesis and get as much settled and clarified as possible.

Preparation for exposé of your planned thesis

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**December**

Hand in your exposé for the January Colloquium until December 15<sup>th</sup> by uploading it in the designated folder on ILIAS. There you can also find your classmate's proposals.

Make sure to also read the exposés of your classmate in order to be able to feedback them accordingly

Be aware of the public holidays and that hardly any shops will be open on 25<sup>th</sup> and 26<sup>th</sup> of December and 1<sup>st</sup> of January.

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**January**

CMEPS Colloquium at the Tübingen Castle, beginning/mid-January 2026.

You will get back to Cairo by the end of January/mid-February

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**4th Term:**

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Write and hand in your thesis.

Coordinate the oral defense of your MA thesis (time, contents, etc.) with your two supervisors.

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## 1.2 What to do before arriving

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- 1) Visa: Check if you need an entry visa for Germany on the website of the foreign office (Note: most citizens from outside the EU will require a visa):

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staatenlistevisumpflicht-node>

Consult with your program coordinator at AUC before taking any action regarding VISA application

- 2) Apply for a student visa to Germany via a German Embassy or Consulate:

<https://kairo.diplo.de/eg-de/service/05-VisaEinreise/22.2NationaleVisa>

- 3) Get Health Insurance for your stay in Germany:

- <https://www.mawista.com/en/>
- You will not be able to get enrolled at university without valid Health Insurance.
- Make sure you get also a reliability insurance, e.g. "MAWISTA PLUS"
- If you go with a private health insurance like MAWISTA you will need to get a confirmation from a public German health insurance (like e.g. AOK) and show it to the registrar. An alternative would be to get your health insurance directly with AOK/ TK/ or any other public German health insurance (directly in Tübingen or check online before your arrival)

- 4) Apply for a place in the dormitories of the University of Tübingen

- Registration opens on the 1st of April
- Most rooms are reserved by the 10th of April
- Please make sure you register yourself before the 10th of April
- Pay the security deposit on time.
- <https://en.my-stuwe.de/housing/online-application/>

## 1.3 How to prepare and what to do after your Arrival

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- 5) You can plan your train trip to Tübingen beforehand

- Visit [www.bahn.de](http://www.bahn.de)
- Choose English as your language
- Plan your journey

- 6) Get your keys for the Dorms room



- Arrange an appointment according to your arrival:  
With [housing@zv.uni-tuebingen.de](mailto:housing@zv.uni-tuebingen.de)  
Carefully read all emails sent to you from the dormitory department.
- 7) Register at the University (International Office)
  - The international office is in Nauklerstrasse 2
  - Google map search will lead you there
  - <https://www.uni-tuebingen.de/einrichtungen/verwaltung/v-internationale-angelegenheiten/beratung-und-zulassung-internationaler-studierender.html>
  - Please make sure you show up during the opening hours
- 8) Get registered in Germany:
  - Visit the Bürgeramt Tübingen and get registered:  
<http://www.tuebingen.de/1512.html>
  - Address: Schmiedtorstraße 4
- 9) Open a Bank Account:  
In order to open a bank account in Germany, you'll need the following documents:
  - Your passport or national identity card (if you're an EU citizen)
  - Proof of registration (Meldebescheinigung)
  - Student registration (if you want to open a student account), which is cheaper than a non-student account

## *1.4 Relevant Institutions at Tübingen University*

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### **Institute of Political Science (IfP):**

Melanchthonstraße 36  
D-72074 Tübingen  
URL: <http://www.uni-tuebingen.de/en/725>

### **Library of the Institute of Political Science:**

Opening hours: <http://www.uni-tuebingen.de/en/2476>

### **University Library (Universitätsbibliothek):**

Wilhelmstraße 32  
D-72074 Tübingen  
URL: <http://www.uni-tuebingen.de/en/457>

### **Student Administration Office (Studierendensekretariat):**

Wilhelmstraße 19  
D-72074 Tübingen  
T: +49 70 71 29 7 44 44  
URL: <http://www.uni-tuebingen.de/en/596>





**Examination Office of our Faculty (Prüfungsamt):**

Zentrales Prüfungsamt, Sachgebiet Wirtschafts- und Sozialwissenschaftliche Fakultät  
Wilhelmstraße 19

Room 2.03

D-72074 Tübingen

T: +49 70 71 29-78216

[pa-politik@wiso.uni-tuebingen.de](mailto:pa-politik@wiso.uni-tuebingen.de)

URL: <https://uni-tuebingen.de/einrichtungen/verwaltung/iv-studierende/zentrales-pruefungsamt/wirtschafts-und-sozialwissenschaftliche-faecher-und-theologien/>

**Division IV, Section 1 - Advising and Admission of International Students**

Wilhelmstraße 19

D-72074 Tübingen

+49 7071 29 76847

[study.master@uni-tuebingen.de](mailto:study.master@uni-tuebingen.de)

## *1.5 Class Facilities*

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If your classes do not take place at the Institute of Political Science, they often are held in these buildings:

**Neue Aula**

Geschwister-Scholl-Platz 2

D-72074 Tübingen

URL: <https://goo.gl/maps/fvjf6Zodquq>

**Kupferbau**

Hölderlinstr. 5

D-72074 Tübingen

URL: <https://goo.gl/maps/iknoos4wQUr>

**Alte Archäologie**

Nauklerstr. 2

D-72074 Tübingen

URL: <https://goo.gl/maps/EFfjqyPtU5x>

**Department of Economics**

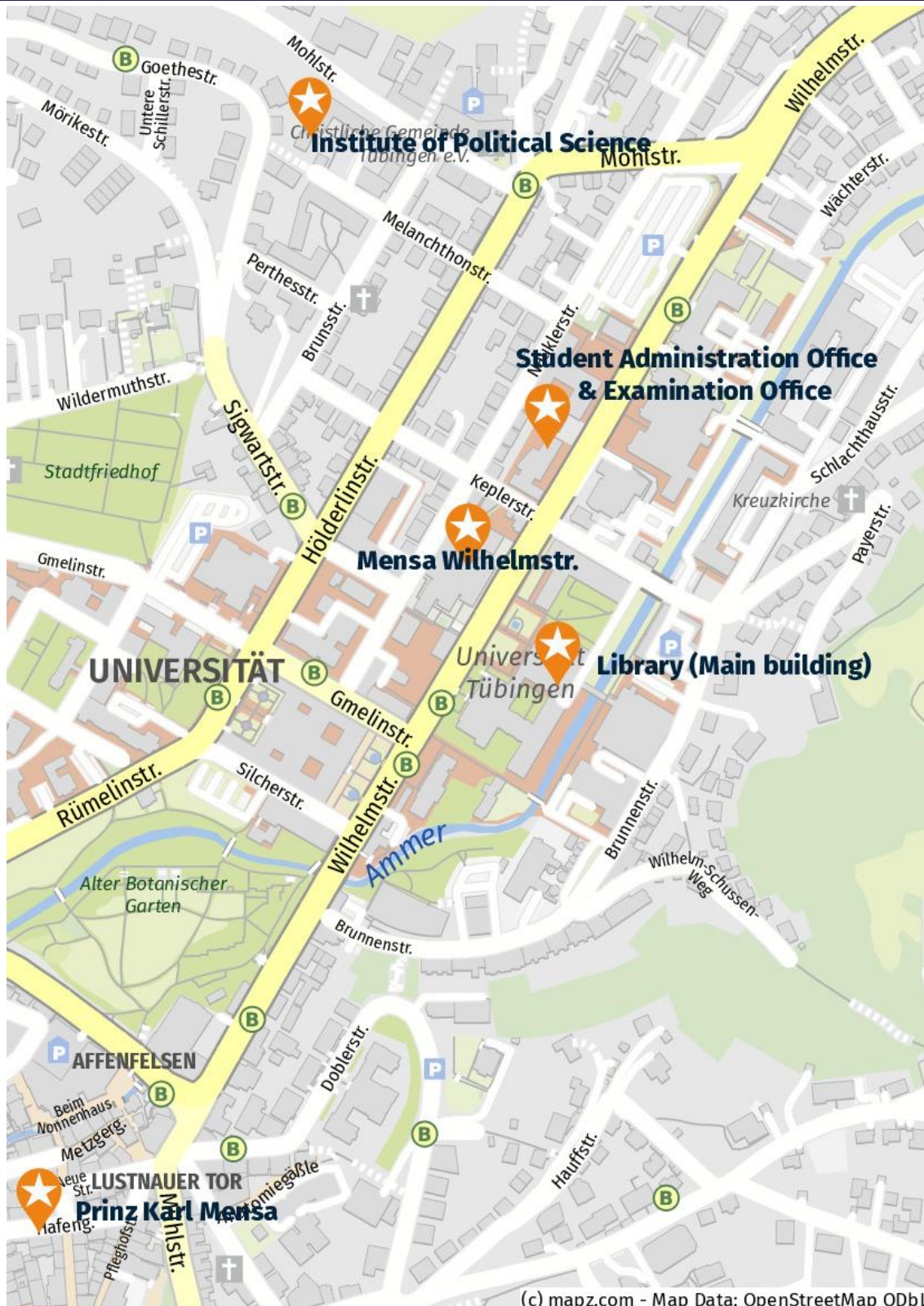
Mohlstr. 36

D-72074 Tübingen

URL: <https://goo.gl/maps/GokkpUGsSqt>

And others. Please check the according venues on ALMA

## 1.6 Map of Tübingen: Relevant Institutions of the University





## 1.7 Public Transportation

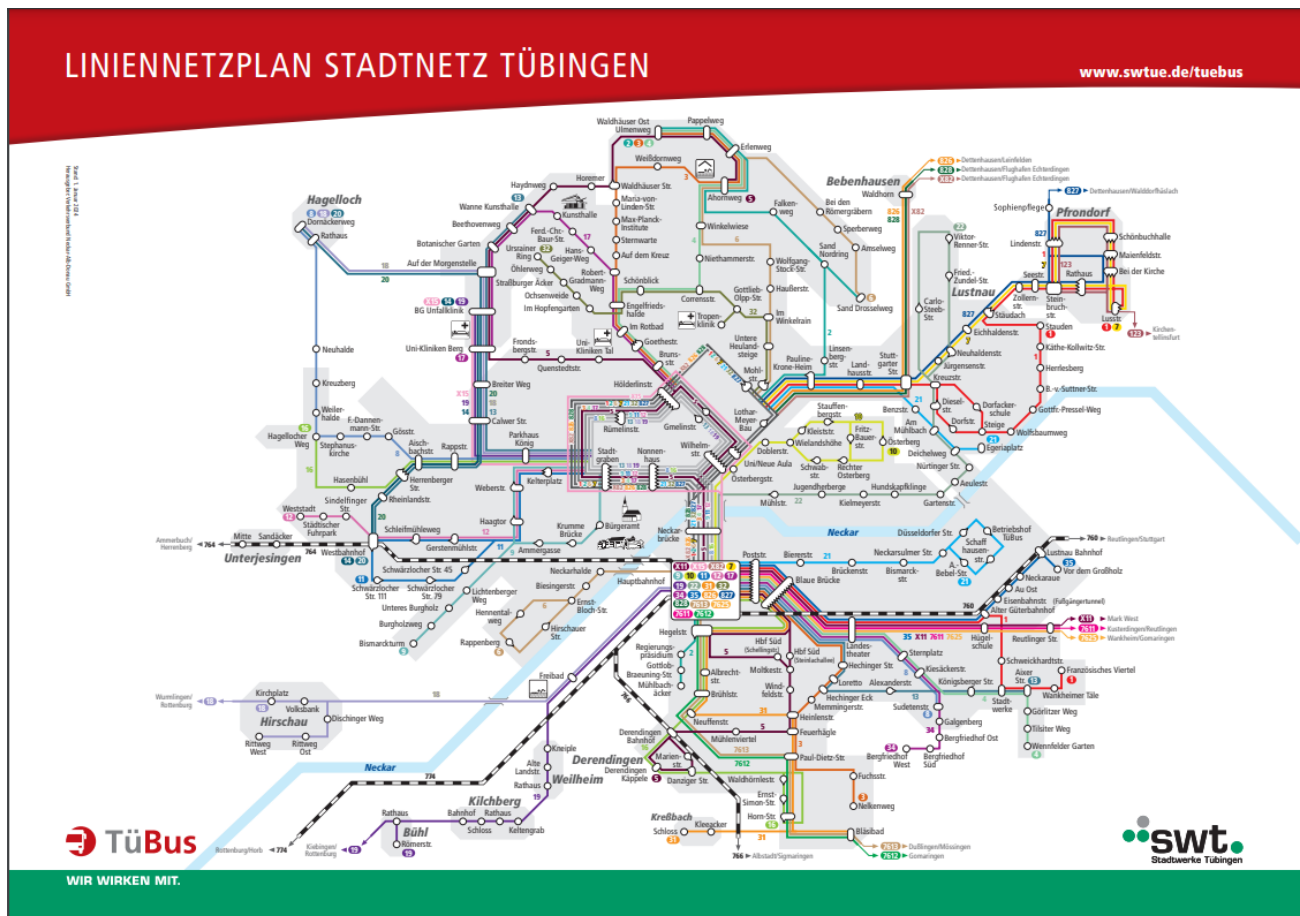
You can find information on public transportation in Tübingen on the following pages:

<https://www.swtue.de/oepnv/fahrplan-und-liniennetz/liniennetz.html>

<https://www.tuebus.de/fahrplan-und-liniennetz/linien.html>

Be aware that you can take all regional trains in Germany with the Deutschlandticket (<https://www.bahn.de/angebot/regio/deutschland-ticket>) for 49€ a month, upon registration in Tübingen you can get the Deutschlandticket for 45€ a month (<https://www.naldo.de/tickets/deutschlandticket-tuebingen/>)

If you are under the age of 27, you can also buy the Deutschlandticket JugendBW for 236,52€ for one semester. With it you can take all regional trains and busses in Baden Württemberg (<https://www.naldo.de/tickets/dticket-jugendbw-studierende/>)





## 1.8 Important Contacts and Resources

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Dr. Mirjam Edel, CMEPS program director  
for Winter Term 2025/2026: Chonlawit Sirikupt

- ➔ For all **CMEPS program-related questions**.
- ➔ Please note that Mr. **Sirikupt** is your **FIRST contact** for program-related issues. In case Professor Schlumberger needs to be consulted, the CMEPS program coordinator will do so.

**Contacts:**

Melanchthonstr. 36  
D-72074 Tübingen – GERMANY  
Room 009  
T: +49 7071 29-78367  
E: [chonlawit.sirikupt@uni-tuebingen.de](mailto:chonlawit.sirikupt@uni-tuebingen.de)

**CMEPS Student Assistant**

- ➔ In most cases, our student assistants will be able to help you.

**Contacts:**

[cmeps-assistant@ifp.uni-tuebingen.de](mailto:cmeps-assistant@ifp.uni-tuebingen.de)

**Stephanie Wagner, CMEPS administrative coordinator & Chair Administration**

- ➔ For all **administrative questions** on appointments with Prof. Schlumberger, etc.
- ➔ Please note that Ms. Wagner is your **FIRST contact** for administrative issues. In case Professor Schlumberger needs to be consulted, the administration will do so.

**Contacts:**

Institute of Political Science  
Melanchthonstr. 36  
D-72074 Tübingen – GERMANY  
Room 110  
T: +49 7071 29-78372  
E: [mena@ifp.uni-tuebingen.de](mailto:mena@ifp.uni-tuebingen.de)

**CMEPS information on the ILIAS learning platform**

- ➔ Important information and templates are available in the CMEPS Documents for Students folder on ILIAS.
- ➔ You find the folder under  
Repository → Sonstige → Semesterübergreifende Lehrveranstaltungen → 6 Wirtschafts- und Sozialwissenschaftliche Fakultät → Political Science → CMEPS Winter semester 2024-25 → 6 Faculty of Economics and Social Sciences → Political science → Comparative and Middle East Politics and Society.

The password to enter is: JointCMEPS

Contents include official documents (e.g. the latest versions of the Module Handbook and the Study and Exam Regulations) internship and alumni databases, a statement of authorship (Anti-Plagiatserklärung, to be attached to all written assignments) as well as the latest version of this student manual. If you are missing any relevant information, please email the CMEPS Student Assistant and let us know!





## 1.9 CMEPS Websites and Community

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- CMEPS website: [www.cmeeps.net](http://www.cmeeps.net)
- CMEPS on Instagram: [https://www.instagram.com/joint\\_ma\\_cmeeps/](https://www.instagram.com/joint_ma_cmeeps/)
- CMEPS on LinkedIn: <https://linkedin.com/company/joint-ma-cmeeps>
- CMEPS on Facebook: <https://www.facebook.com/MA.CMEPS>
- CMEPS Trailer on YouTube: <https://www.youtube.com/watch?v=PtNzYAAuHfU>
- CMEPS Twitter: @CMEPS\_MA: [https://twitter.com/CMEPS\\_MA](https://twitter.com/CMEPS_MA)



### Stay in touch with the CMEPS Community

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Most CMEPS students and Alumni have a strong sense of identification with the CMEPS Master's degree and its current and former students. Our community has grown over the last decade thus we have established new avenues for networking and mentoring between students and Alumni. Just make use of it and let us know if you have further ideas!

- CMEPS Student-Alumni Network on LinkedIn: <https://www.linkedin.com/groups/12987782/>
- CMEPS Mailing list: <https://listserv.uni-tuebingen.de/mailman/listinfo/cmeeps-network>
  - Subscribing is **strongly recommended!**
- CMEPS Network Committee: If you want to become part of the team of CMEPS students and Alumni who organize CMEPS community activities (e.g. career talks, punting boat trips, etc.), just write to [cmeeps-assistant@ifp.uni-tuebingen.de](mailto:cmeeps-assistant@ifp.uni-tuebingen.de)



## 2. STUDENT ADVISORY – GENERAL INFORMATION

### 2.1 Course Information

Conversion of the US-German grading system:

Notensystem USA		Notensystem Deutschland	
Letter Grade*	GPA (Grade Point Average)	Note	Beschreibung
A+		1,0	
A	4.0	1,0	sehr gut
A-	3.7	1,3	
B+	3.3	1,7	
B	3.0	2,0	gut
B-	2.7	2,3	
C+	2.3	2,7	
C	2.0	3,0	befriedigend
C-	1.7	3,3	
D+	1.3	3,7	
D	1.0	4,0	ausreichend
F	0.0	5,0	nicht ausreichend

#### NOTE:

Please consult with AUC program coordinator regarding courses you need to fulfill here in Germany as well as regarding AUC rules governing credit transfer.

### 2.2 The Transmission of your Grades to AUC

Your grades need to be submitted to AUC by **February**.

Dr. Mirjam Edel / Chonlawit Sirikupt takes care of your grade submission to the AUC administration. She issues a letter asking your lecturers (in POLS and German) to submit your grades to her by January 31st. You will receive the letter to be handed over to your lecturers via email.



## 2.3 How to work with ALMA and ILIAS (necessary for Course Registration and Learning Materials)

On ALMA, you can **sign up for courses and exams** and access your administrative tools such as **printing out transcripts of records, and certificates, paying your administrative fee, etc.**

ILIAS is the platform on which courses are conducted. You can download most mandatory readings, submit possible reading tasks, access zoom-meetings and YouTube videos, etc.

### ALMA:

On ALMA, you need to register for your courses each semester.

1. <https://alma.uni-tuebingen.de/alma/pages/cs/sys/portal/hisinoneStartPage.faces>
  - o Log in with your university ID
  - o The sections relevant for you are 'My Studies' and 'Studies offered'.
2. 'My Studies' contains your administrative options.

#### My Studies

##### [Planner of Studies with module plan](#)

Remark moduls, enroll lectures and sign in for examinations

##### [Schedule](#)

See events and examinations in your personal schedule

##### [Show my enrollments](#)

Get an overview of your examinations and courses

##### [My achievements](#)

Get an overview of your achievements, i.e. examinations or visited lectures

##### [Register for electives](#)

Registration of electives

##### [Student Service](#)

Get an overview of your status, contact details, invoices and payments.

Create reports, reregistration

- a. Go to 'My Studies' for an overview of your studies.
- b. Go to 'Student Service' under 'My Studies' for information on your status.
- c. Go to 'reports' under 'Student Service' to download and print confirmations of matriculation and other relevant documents.
- d. Go to 'Payments' and 'Student Service' to check whether you have already reregistered for the next term and how much money you need to pay to the university ("Verwaltungsgebühr"). You must pay using your bank account. Reregistration for the summer term usually starts in January and for the winter term usually in June. You will receive an email from the central administration informing you that you can now reregister!



3. You can register for courses in the 'Studies offered' menu.

#### Studies offered

##### [Search for courses](#)

Search for courses by search term or by extended search criteria

##### [Show current courses](#)

The courses of current day will be shown (incl. date, room and teaching person).

The date can be changed manually or by a calendar function.

##### [Show university course catalog](#)

Show all courses in a hierarchic structure.

→ [Module descriptions](#)

Module descriptions

##### [Application](#)

Apply for admission to a course of study of your own choice.

Under 'Show university course catalog', you have to follow the path: "6 Faculty of Economics and Social Sciences → Political Science → Comparative and Middle East Politics and Society – Master of Arts (Version 2019)".

It is also worth checking out other classes of the institute, which you can find under: "6 Faculty of Economics and Social Sciences → Political Science".

Then, you open the respective tab for the **module** in which you would like to sign up for a course, then open the tab for the **course** within the module, and then you can access the course page. For the module 'Issues in Comparative & Middle East Politics and Society II', for example, it will look like this.







On the course page, the most important tabs are 'Contents' where you can explore the contents of the course.

## Term planning

Events

**Contents**

University course catalog

Linked examinations

Modules / Courses of study

### Contents ▼

In this class, we will be discussing and learning about conceptual difficulties related to regime types, regime transformation, democracy and democratization. We will look at various world regions and analyze cases of democratization, democratic consolidation, and autocratization under different theoretical and conceptual lenses.

### Learning target ▼

After successfully attending this course, students should be aware of the various difficulties relating to regime type classification and debates on regime transformation. Further, they should be able to operationalize various definitions of different regime types and accurately discuss them using empirical cases.

### Target group ▼

Recommended for senior undergraduate students and graduate students

Compulsory for CMEPS MA students



... and 'Events' where you can check the dates for your courses and apply.

## Term planning

Events

Contents

University course catalog

Linked examinations

Modules / Courses of study

### Basic data ▼

Title	Regime Change and Democratization
Number	P0341
Organizational unit	<ul style="list-style-type: none"> <li>Institute of Political Science (person responsible)</li> </ul>
Eventtype	Seminar
Frequency of offer	infrequently
Periods	<ul style="list-style-type: none"> <li>POL_ZR_BELEGUNG_Einfach_AN_WiSe24 from Aug 1, 2024 00:00:00 to Oct 10, 2024 23:59:59 - active</li> <li>POL_ZR_ABMELDUNG_WiSe24 from Oct 14, 2024 00:00:00 to Nov 4, 2024 23:59:59 - future</li> </ul>

### Regime Change and Democratization ▼

Bookmark for my Timetable Export data as iCalendar (.ics) Showing single dates

Open details

Apply



## ILIAS:

On ILIAS, you can find materials for your classes, for example, mandatory readings.

1. [https://ovidius.uni-tuebingen.de/ilias3/login.php?target=&soap\\_pw=&ext\\_uid=&cookies=nocookies&client\\_id=pr02&lang=de](https://ovidius.uni-tuebingen.de/ilias3/login.php?target=&soap_pw=&ext_uid=&cookies=nocookies&client_id=pr02&lang=de)
2. Click on >>Login to ILIAS<< and enter your ID and password.
3. Click on the account menu on the top right, access the 'Einstellungen' menu, and change 'Sprache' to your preferred language.
4. For subscribing to new classes click on 'Repository' and select the first item 'Repository - Home' from the tab menu.
5. Scroll down and choose your term.

EBERHARD KARLS  
UNIVERSITÄT  
TÜBINGEN

Repository - Home

Dashboard

Repository

Personal Workspace

Communication

Support

Repository

Kategorien

- Winter semester 2024-25
- Summer semester 2024
- Winter semester 2023-24
- Externe Angebote  
Zugang zu Lernplattformen von Universitäten und Hochschulen außerhalb Tübingens.
- Forschung
- Sonstiges  
Semesterunabhängige Angebote und weitere Einrichtungen der Universität
- Support



6. Follow the path: "Winter semester 2025-26 → 6 Faculty of Economics and Social Sciences → Political Science → Comparative and Middle East Politics and Society – Master of Arts (Version 2019)."

Here, you can choose a course, for example:



## P405 CMEPS Colloquium (Jan 2024)



7. Fill in the password and check the box for the user agreement, i.e. that the lecturer can see your name, ID, mail address, etc.

**Actions ▾**

Info
Join

### Course Registration

Join
Cancel

Registration Period	Unlimited
Registration Type	Join with Course Password
Password	<div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <p style="font-size: 0.9em; margin-top: 5px;">If a course administrator has given you the course password, you can join this course.</p>

### User Agreement

Released Data Types	<p>The following data types are visible for course administrators:</p> <ul style="list-style-type: none"> <li>Username</li> <li>First Name</li> <li>Last Name</li> <li>Title</li> <li>E-Mail</li> <li>Matriculation number</li> <li>Studiengang</li> </ul>
Acceptance *	<input type="checkbox"/> I accept, that the above data types are visible for course administrators.

\* Required

Join
Cancel

In the course's folder, you can now access all relevant materials.



## 2.4 The Excursion

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You have the unique chance to take part in an excursion organized by our team. The excursion takes place from 11<sup>th</sup> – 15<sup>th</sup> November in Bonn and Brussels. We will visit international organizations and institutions to give you insides on future employment opportunities.

Please note the following:

1. This excursion earns you 2 ECTS. You are expected to attend around half a day preparatory meeting before the excursion, and to submit a short report presentation after the excursion.
2. By taking part in this excursion, you agree to not only take the time and travel with your colleagues, but to also attend all organized meetings. Failure to do so waives your right to enjoy financial support by the University of Tübingen.
3. You are also required to prepare for the meetings and actively participate in them in a way which reflects the standards of our program.
4. We try to keep the cost of the excursion as low as possible and we do acquire funding to support the excursion and relieve you of some of the cost. Nonetheless there will be some cost for you, usually around 200,00€.

### REGISTER FOR THE EXCURSION

Please make sure to register for the Excursion on ALMA. Otherwise, the credits for the Excursion will not show up on your transcript.



### 3. STUDENT ADVISORY – M.A. THESIS

#### 3.1 *The Thesis Proposal and Colloquium*

You are required to take part in the colloquium which is held in your third term (January) **in presence**. The colloquium with supervisors from AUC and Tübingen and all the classmates of one cohort, is one of our unique selling points. For various reasons, the colloquium is held exclusively in presence. No online participation is possible.

The deadline for paper submission for the colloquium is **December XX 2025**. It should not exceed a maximum of **7 pages**. Please upload your proposal on ILIAS. Note that proposals arriving after the deadline cannot be considered for the colloquium.

Please note that proposals arriving after **the deadline** cannot be considered for the colloquium. In any case, please respect the deadline given.

Your CMEPS coordinator issues respective **letters of apology** for the courses you miss because of the colloquium and sends them to you via email. It is your responsibility to communicate which course(s) you are going to miss in a timely manner no later than **the 15h of December**.

You will receive detailed information regarding the colloquium schedule and time plan in a timely manner.

#### REGISTER FOR THE COLLOQUIUM!

Please make sure to register for the Colloquium on ALMA. Otherwise, the credits for the Colloquium will not show up on your transcript.

#### *Eight golden Rules how to write a Research Proposal*

During your upcoming studies, you will often hear that a good research proposal needs to adhere the **"eight golden rules"**. We provide you with these guidelines in the following. Make sure that your proposal answers these eight questions.

- 1) What is my **research question**? What is my puzzle? Why does the question arise?
  - ☐ Ask for important problems: why are they worth exploring? Keep a "books and articles someone should write"-file; ask if the research question is linked to real-world problems
- 2) What is the **relevant literature**? What literature do I visit?
  - ☐ What is the scholarly debate?
  - ☐ Include a tentative bibliography at the end of the proposal
- 3) Why are existing **answers inadequate**?
  - ☐ Why is the puzzle still relevant?



- 4) How am I going to **answer my questions**?  
☐ Conceptual/Theoretical framework: conclusion of literature review; combination of theoretical approaches
- 5) What are **my hypotheses**?  
☐ Find your main line of arguments and a set of related arguments; if you have too many hypotheses, organize your ideas more simply
- 6) How do I tentatively evaluate the **conceptual and theoretical framework**?  
☐ Where are the shortcomings? Limits of my research
- 7) What is my **methodology** to answer my questions?  
☐ Clarify your methods of inquiry and elaborate on the reasons why you chose this methodology
- 8) What does my **timetable** look like?  
☐ Make a realistic timetable and be clear about your next steps

During the colloquium you will also take the role of a feedback-giver to the thesis proposals of your fellow CMEPS students. Please make yourself familiar with the following basic rules on how to give productive feedback.

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### *Ground Rules on Giving Feedback*

There is one paramount rule when it comes to receiving feedback: "Listen to it!" However, in order to make the process of giving and taking feedback most fruitful for everyone involved, there are some basic rules to be observed - also by those, giving feedback.

- 1) The recipient side in feedback round needs to be granted the **opportunity to react** to the issues raised in the plenum.
- 2) Negative critique can be constructive. No one can learn from praise alone and nothing is beyond improvement.  
  
 For critique to be **as constructive as possible**, the feedback should not only contain what you like or dislike but also recommendations for improvement.
- 3) Exclusively negative critique is frustrating. Combine your negative critique with **positive aspects**. Nothing is without good elements!
- 4) Every perception is bound to **subjectivity**! Do not generalize and phrase your opinion as your personal perspective, rather than making factual claims.
- 5) Comment on **relevant elements**! Focus on content rather than ornamentation. You might put yourself in the place of the receiving person and ask yourself "What would I want to know in order to improve my work? What kind of comments would I need to move on with my research?" Thus, focus on issues that can be solved.
- 6) **Be specific**! Your feedback should be as precise as possible.



### 3.2 The MA Thesis and Defense – Your Reader at Tübingen University

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As you know your MA thesis is jointly supervised by your AUC professor (supervisor) and a Tübingen professor (reader). Please do not forget to discuss your research plans with one of your Tübingen professors during your exchange semester. Please keep him/her updated on your progress.

For your final defense your Tübingen professor will be attending via Skype/Zoom. Please contact your CMEPS coordinator in Tübingen concerning your professor's schedule.

Here is a **list of the Tübingen Professors and their research interest**; you are welcome to visit them during their office hours and discuss your research ideas! Please visit the **institute's website** for more information: <https://www.uni-tuebingen.de/en/740>

Please note, that supervisors in Tübingen usually have at least 1 months to read (and grade) a thesis. Discuss their availability before you plan your defense!

#### NOTE ON ORAL EXAM WITH PROF. SCHLUMBERGER

Note that as a rule of thumb, Prof. Schlumberger will not be able to be part of your oral exams in the months of April and October, as administrative obligations at the beginning of the terms do not allow for that.

#### EU and Germany

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- **Professor Gabriele Abels:**

- Professor of Comparative Politics and European Integration
- <http://www.uni-tuebingen.de/en/742>

**Areas of Expertise:**

- European Integration
- Science and Technology Studies, especially Biotechnology Policy, Technology Assessment
- Comparative Politics, Comparative Policy Analysis
- Gender Studies
- Democratization of the EU, especially the role of parliaments in the EU; Multi-level-Parliamentarism; Regional Parliaments, especially German federal states' parliaments
- Political Participation





## *International Relations*

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- **Professor Thomas Diez:**

- Professor of Political Science and International Relations
- <http://www.uni-tuebingen.de/en/3963>

**Areas of Expertise:**

- Problems at the intersection of European and International Politics
- Discourses about the future of European governance
- Impact of European integration on the transformation of border conflicts
- Relations between the EU and Turkey
- The Cyprus Conflict
- The role of the EU as an actor in world politics
- The interaction of human rights and civil society stakeholders in conflict transformation

- **Professor Andreas Hasenclever:**

- Professor of Peace Studies and International Politics
- <http://www.uni-tuebingen.de/en/5209>

**Areas of Expertise:**

- Peace and Conflict Studies
- Armed Conflicts in Sub-Saharan Africa
- Religion and International Relations
- Use of Force and Poverty
- Institutionalization and IR
- Democratic Peace and IR
- Power in international institutions

- **Dr. Gabi Schlag**

- Senior research fellow and lecturer
- <https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/subjects/department-of-social-sciences/political-science/institute/people/international-relationspeace-and-conflict-research-professors-diez-and-hasenclever/team/dr-gabi-schlag/>

**Areas of Expertise:**

- Critical Security Studies
- Discourse and practice theory
- Visual turn in International Relations
- Political Violence and Emotions
- Gender and Bodies
- Interpretive Methodologies



- Foreign policy and diplomatic practices of international organizations

### *Comparative and Middle East Politics*

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- **Prof. Dr. Oliver Schlumberger:**

- Professor of Comparative and Middle East Politics
- <http://www.uni-tuebingen.de/en/826>

**Areas of Expertise:**

- Comparative study of political regimes
- Democratization and Authoritarianism
- Development Policy
- Good Governance
- Politics of the Middle East
- Political economy of developing countries
- Digitalization and Politics

- **Dr. Mirjam Edel (not available for Winter Term 2025/2026, due to parental leave until the end of March 2026)**

- Senior research fellow and lecturer
- <https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/subjects/departement-of-social-sciences/political-science/institute/people/middle-east-and-comparative-politics-professor-schlumberger/team-who-are-we/mirjam-edel/>

**Areas of Expertise:**

- Repression under Authoritarian Rule
- Military in the Middle East and North Africa
- State-Society Relations
- Democratization and Authoritarianism
- Digitalization and Politics

### *Comparative Public Policy*

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- **Prof. Dr. Cecilia Bruzelius**

- Professor of Comparative Social Policy and Migration
- <https://uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/faecher/fachbereich-sozialwissenschaften/politikwissenschaft/institut/lehrende/comparative-public-policy/team/cecilia-bruzelius/>

**Areas of Expertise:**

- Comparative Social Policy, Migration Studies, Political Sociology, Socio-Legal Studies
- Relationship between Migration, Mobility and Social Economic Policy
- Social and economic Rights of Migrants



- EU free Movement, EU citizenship, EU Integration
- Migration Governance

- Prof Dr. Martin Seeleib-Kaiser:

- Professor for Policy Analysis
- <https://www.uni-tuebingen.de/en/109533>

**Areas of Expertise:**

- The relationship between Globalization and Welfare Systems
- Political Parties and the Welfare State
- The interplay between 'public' and 'private' social protection policies and associated processes of dualization
- Social Rights of EU citizens

- Dr. Mikko Kuisma:

- MPPSC Program Lead and Lecturer
- <https://uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/faecher/fachbereich-sozialwissenschaften/ifp/institut/lehrende/comparative-public-policy-professor-seeleib-kaiser/team/mikko-kuisma/>

**Areas of Expertise:**

- Comparative Politics and Political Economy of (European) Welfare States
- The role of Ideas and Identity in Welfare Capitalism
- European Populist Radical Right Parties
- Citizenship Theory

- Dr. Olga Löblová

- Lecturer
- <https://uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/faecher/fachbereich-sozialwissenschaften/politikwissenschaft/institut/lehrende/comparative-public-policy/team/olga-loeblova/>

**Areas of Expertise:**

- Political Economy of Resource Allocation in Health Care
- Role of Experts and Evidence in Health Policy Making
- Public Funding of Health Systems, HTA in Health Care Reimbursement Decisions
- Pharmaceutical Policy

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*Political Economy and Economic Didactics*

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- Prof. Dr. Hans-Jürgen Bieling:

- Professor of Political Economy
- <http://www.uni-tuebingen.de/en/26729>

**Areas of Expertise:**



- International Relations and global capitalism
- International Political Economy and European Integration
- Theories of Society, State and Politics
- Global financial Crisis and European Union

### *Political Struggles in the Global South*

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- **Jun.-Prof. Riccarda Flemmer**
  - Junior Professor of Political Struggles in the Global South
  - <https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/subjects/departments-of-social-sciences/political-science/institute/people/political-struggles-in-the-global-south-jun-prof-dr-riccarda-flemmer/>

#### **Areas of Expertise:**

- Rights of Nature
- Political Struggle of Indigenous People
- Global Power Asymmetries
- Climate Change Activism

## 4. MISCELLANEOUS

### 4.1 Selection of Search Catalogues and Databases

- An overview of search catalogues:
  - Meta catalogue: Karlsruher Virtueller Katalog (KVK): <http://www.ubka.uni-karlsruhe.de/kvk.html>
  - Meta catalogue: ZACK!: <http://opus.tu-bs.de/zack/>
  - WorldCat: <http://www.worldcat.org/advancedsearch>
  - Advanced Catalogue: dandelon: <http://www.dandelon.com/intelligentSEARCH.nsf/fmQSF?OpenForm>
- Search for book contents:
  - Google Books: <http://books.google.com/>
  - Libreka: <https://www.buchhandel.de/>
- Search for journals:
  - Elektronische Zeitschriftenbibliothek EZB: <http://ezb.uni-regensburg.de/>
  - Zeitschriftendatenbank ZDB: <http://dispatch.opac.dnb.de/DB=1.1/>
  - Directory of Open Access Journals DOAJ: <http://doaj.org/>
- Databases:
  - dbis: <http://rzblx10.uni-regensburg.de/dbinfo/fachliste.php?lett=I>
  - jstor: <http://www.jstor.org/action/showAdvancedSearch>
  - Menalib: <http://www.menalib.de/>
  - IREON-Portal: [https://www.ireon-portal.de/IREON/Portal/ireon\\_de.aspx?lang=de-DE](https://www.ireon-portal.de/IREON/Portal/ireon_de.aspx?lang=de-DE)
  - Sowipor: <http://sowipor.gesis.org/>
  - ViFaPol: <http://www.vifapol.de/>
  - IngentaConnect : <http://www.ingentaconnect.com/>
  - Metapress: <http://www.metapress.com/home/main.mpx>
  - Online-Contents (OLC): <http://www.gbv.de/gsomenu/?id=home>
  - Virtuelle Fachbibliothek Politikwissenschaft ViFaPol: <http://www.vifapol.de/>
  - Library Press Display: [http://rzblx10.uni-regensburg.de/dbinfo/de-tail.php?bib\\_id=ubtue&colors=&ocolors=&lett=fs&tid=0&titel\\_id=7782](http://rzblx10.uni-regensburg.de/dbinfo/de-tail.php?bib_id=ubtue&colors=&ocolors=&lett=fs&tid=0&titel_id=7782)
- Search engines:
  - Meta search: Etools: <http://www.ertools.ch/>
  - Meta search Info.com: <http://info.com/>
  - Google Scholar: <http://scholar.google.de/>
  - Google News: <http://scholar.google.de/>
  - Bielefeld Academic Search: <http://www.base-search.net/index.php?l=en>



## 4.2 Mailing List of the Institute of Political Science (IfP)

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Regular emails on events, lectures, talks, student organizations, job offers, calls for papers, and other activities in our institute: <https://uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/faecher/fachbereich-sozialwissenschaften/ifp/institut/mitteilungen/weitere-informationskanaele/maillinglisten/>

### REGISTER HERE:

<https://listserv.uni-tuebingen.de/mailman/listinfo/ifp-list>

Subscribing is **strongly recommended!**

## 4.3 Interesting Student Groups

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Student Council (Fachschaft Politik): <https://fs-politik.de/en/homepage/> The Fachschaft will be happy to inform you about various ways to get involved in student life in Tübingen.

ASTa (Allgemeiner Studierenden-Ausschuss): <http://www.asta.uni-tuebingen.de/aktuell/>

Check out the student groups active at our university and get engaged in the vivid environment Tübingen has to offer!

<https://uni-tuebingen.de/en/study/student-life/get-involved/groups-and-initiatives/>

NMUN (National Model United Nations): <https://nmun-tuebingen.de/>

Young Europeans Tübingen (JEF Tübingen): <https://www.jef-bw.de/tuebingen/>

United Nations Hochschulgruppe Tübingen: <https://www.facebook.com/UNHochschulgruppeTuebingen/?fref=ts>

## 4.4 Evaluation Roundtables

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The CMEPS team in Tübingen regularly organizes evaluation roundtables where students may raise points of criticism (regarding teaching, organization, communication, etc.) and make suggestions for improvement of the CMEPS program!



#### *4.5 What to do before leaving*

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- Remind your professors/instructors that you need your “Schein” early. Specify **when**.
- Arrange an appointment with the dormitory staff and allow enough time for them to control your room. (In case there are damages or that the room is unclean, they will deduct from the deposit.)
- Return all books to the libraries or to professors (in case you borrowed them from professors).
- Deregister for the end of your term at the Student Administration Office.
- Inform the foreign nationals office in Tübingen that you are leaving. Please note that you are legally required to do so.

Good Luck! 😊