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USEFUL CONTACTS AT A GLANCE

Prior to e-mailing the Study Advisor, please read the FAQs carefully to check if your question is already answered. If it is not answered and refers to one of these particular issues listed below, please contact the responsible person mentioned there.

- To get an *overview of the programs* at The University of Potsdam (the UP) and for *advice on how to find the right program*, please get a consult from **Central Student Advisory Service**:
<https://www.uni-potsdam.de/en/studium/what-to-study/how-do-i-find-the-right-degree-program-for-me>
- For questions about the *application process via Uni-Assist*, please check the following FAQs first:
<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master/consecutive/frequently-asked-questions>

If your question is not answered there, you are welcome to contact the **Administrator for prospective students, Mrs. Julia Schindler** via postgraduateadmissions@uni-potsdam.de

- For questions related to *enrollment*, please contact **Office of Student Affairs, Dr. Birgit Bismark or Lisa Bradler**:
<https://www.uni-potsdam.de/en/studium/advising-and-services/office-of-student-affairs/contact-us#c417377>
- For the organization of the *international studies and internships*, please contact **International Office**:
<https://www.uni-potsdam.de/en/international/service/center/io.html>
- Admitted and enrolled International students can also address their questions about *visa/residence permit, finances, health insurance, housing, work or internship arrangements* to **Mrs. Nadja Romanova** via incoming-degree@uni-potsdam.de
upon consulting the following information: <https://www.uni-potsdam.de/en/international/incoming/students/degree.html>
- For *PULS-related questions*, assistance with a *timetable organization* and for other *study-related questions* International Students should contact the **tutor, Ms. Katarina Kunkel**:
<https://www.uni-potsdam.de/de/humfak/studium-lehre/ansprechpartner-und-funktionstraeger/katharinakunkel>

The rest of the students should contact **Mr. Mathias Marschke** from PULS-Service at puls-team@uni-potsdam.de to solve PULS-related problems

- *General advising* for prospective and current students on a wider range of topics (e.g., how to find a scholarship and apply for it or what are the necessary formalities to complete the MSc) is offered by the **Central Student Advisory Service (ZSB)**:
<https://www.uni-potsdam.de/en/studium/advising-and-services/zsb>
- For *general orientation at the university* International applicants and students can contact **Mr. Fabian Wähler** via incoming-degree@uni-potsdam.de

- If you feel homesick or overwhelmed by living in a new county/city or studying and to *find a consultation on other mental health issues*, please contact:
<https://www.uni-potsdam.de/en/studium/advising-and-services/mental-health-counseling>
- If you would like to *get informal advice* from the higher cohort MSc program students on the courses, MA thesis topic selection, etc. please contact **Student Representatives** at cosec-studentrep@uni-potsdam.de
And also check the **Module Handbook**:

https://docs.google.com/document/d/1NjgFEUtIa1UxsVzDAMuYNi4afZQe571-voDTZHF_KUY/edit#heading=h.q51v8o8vzuw8
- International applicants for *doctoral study* can contact the **Welcome Center** with questions regarding *housing, visas, residence permit regulations and health insurance*:
<https://www.uni-potsdam.de/en/welcomecenter/>

COGNITIVE SCIENCE – EMBODIED COGNITION: ABOUT THE PROGRAM

- **Where can I find more detailed description of the program courses?**

General information about the program, its structure and main Modules can be found in the **Discipline-Specific Study and Examination Regulations**:

https://www.uni-potsdam.de/fileadmin/projects/studium/docs/03_studium_konkret/07_rechtsgrundlagen/studienordnungen/StO_CoSEC_3_AeSa_EN.pdf

- **Do I need to pay a tuition fee to study at the program?**

There is no tuition fee. However, students have to pay a regular administrative term fee (Semestergebühren) which includes a 6-month ticket for all public

transportation in the state of Brandenburg and in Berlin. More details on those fees can be found here:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-studies/re-registration.html>

Further information regarding the Semesterticket can be found on the webpage of the General Students Committee (Allgemeiner Studierendenausschuss, AStA):

<https://astaup.de/service/semesterticket/>

- **Which career paths does the MSc Cognitive Science – Embodied Cognition program prepare graduates for?**

The program provides graduates with a solid expertise in the field of Cognitive Science and good skills in doing research. The graduates with research aspirations may consider following the research path through a PhD (at the UP or other Universities), other graduates can find employment outside Academia – in start-ups, tech companies with a cognitive slant, government panels, etc.

APPLICATION TO THE PROGRAM

- **Where can I find information on the application procedure?**

Information about prerequisites for admission, application steps and the documents that you need to provide for application are given here (also in the subsection “*Cognitive Science – Embodied Cognition*”):

<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master/consecutive.html>

- **What are the main admission requirements?**

For a successful application you need to provide:

- (1) a BA degree that is related to Cognitive Science
- (2) proofs of either your mathematical training (linear algebra, calculus) or practical training in experimental psychology (designing, conducting, analyzing, presenting an experiment) – at least 9 ECTS
- (3) a certificate of your English language skills

To enter the program, German language skills need **not** be demonstrated.

For the complete list of required documents please see (+ the subsection “*Cognitive Science – Embodied Cognition*”):

<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master/consecutive.html>

■ **Which degrees are considered as related to Cognitive Sciences?**

The degrees in General Psychology, Cognitive Psychology, Cognitive Neuroscience, or Cognitive Science as well as degrees in Philosophy, Linguistics, Robotics and AI with a clear link to cognitive processes are considered as relevant and qualifying for the program.

■ **My BA is not closely related to Cognitive Sciences. Can I still apply?**

Most of the regular applicants have a BA in Psychology/Neuroscience/Cognitive Sciences, but the program values and encourages diversity of backgrounds, since Cognitive Science can be studied from different viewpoints. Therefore, the degrees in Medicine, Neurobiology, Human Biology, Physical Exercise/Sports and Informatics **with strong cognitive focus** can be also accepted as qualifying if applicants - holders of these BAs **satisfy all admission requirements**.

On the contrary, students with a standard engineering background or with interest in clinical issues will be disappointed by the program and, therefore, should not apply.

■ **Can you provide more information on the requirement of Experimental Psychology Practice and Mathematics skills?**

Since the program has a strong research focus, it is obligatory for all applicants to have experience in either Experimental Psychology Practice or Mathematics (equivalent to 9 ECTS) prior to the application. This requirement can pose a

serious problem and be an exclusion criterion for students with some BAs (e.g. Philosophy) that usually lack both courses in the curricula.

In this case, to cover this requirement applicants - holders of such degrees ***prior to their application*** need either to take additional courses in Mathematics or to arrange an internship in the lab that conducts Psychology/ Neuroscience/ Cognitive Science research.

- **Are there any preparatory courses (e.g., for Math or to acquire the specific terminology in English)?**

MSc Cognitive Science – Embodied Cognition instructors **do not** provide any preparatory courses (especially courses of English; this is an English-taught degree and all applicants are required to have a certain level of English already mastered).

You may check available University-level courses here:

<https://www.uni-potsdam.de/en/studium/application-enrollment/before-application-enrollment/preparatory-courses-and-exams>

If you want to familiarize yourself with Cognitive science/Neuroscience topics/terminology in English, you may enroll for any online courses in Neuroscience/Brain Science at Coursera/other platforms or read journal articles on the point.

Note: courses from Coursera and other online platforms are for your general training on the subject only and **are not** accepted as evidence of obtaining e.g., sufficient Math skills that may be required to qualify you for the program.

- **If courses attesting to my Experimental Psychology Practice/Mathematics skills are not in my BA Transcript (I took them additionally), which documents do I need to submit to prove my skills?**

For the Internship attesting your Experimental Psychology Practice skills, please submit a certificate of your research engagement in duration of at least 270 hours. For Mathematics courses, please submit a Transcript/ Exam Note/ Professor statement with your grade and ECTS.

- **Can courses in Statistics be accepted as a confirmation of Mathematics skills?**

No, only courses in Linear Algebra and Calculus satisfy this requirement. Courses in Statistics cannot be accepted as a proof of your knowledge of Mathematics, since they do not provide an in-depth introduction in the topics of Advanced Mathematics.

- **I do not have neither Experimental Psychology Practice nor Mathematics skills – Can I still apply?**

No, applicants that lack skills in ***both*** Mathematics and Experimental Psychology practice **cannot** be admitted to the program. Conditional admission offers to the program are also **cannot** be provided.

- **Should I write a Statement of Purpose?**

Submitting the Statement of Purpose is not obligatory, however, it allows the Selection Committee to get a better impression of your research interests and skillsets and expertise.

- **What should I write in the Statement of Purpose?**

You may denote your interest in Cognitive Sciences and motivation for research in that area, and provide more details about your skills and expertise. **Be specific**: describing your research project(s) and e.g., main findings from your BA Thesis project is better than just a vague mentioning of the research area. For applicants with a BA less relevant for Cognitive Sciences the statement of purpose is a good opportunity to tell more about the expertise they acquired in their BA and how these skills and knowledge may inform and inspire their future research in the field of cognitive science during the MSc.

- **There are several application deadlines – which one do I need to comply with?**

The application deadlines are indicated here:

<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master.html>

If you intend to **start** your study at the MA level, you need to follow the “**1st semester**” deadline.

However, if you have already been enrolled to the similar MA degree at another University and would like to transfer to the University of Potsdam to the higher semester, than select the “**Advanced studies**” deadline.

- **I am currently studying at a similar degree at another university – which steps do I need to follow to transfer to the MSc Cognitive Science – Embodied Cognition?**

You can find all necessary information on University transfers here:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-studies/university-transfers>

- **I already hold a degree of the same level from a German university – can I apply for this MSc as a second degree?**

Unfortunately, you cannot. For more details, please visit:

<https://www.uni-potsdam.de/en/studium/application-enrollment/second-degree>

- **I would like to attend some courses from the program as an auditor/ visiting student – how can I enroll for that? Do I need to submit an application?**

Please find the relevant information here:

<https://www.uni-potsdam.de/en/studium/what-to-study/gasthoerer-nebenhoerer>

INTERNSHIP OPTIONS AT THE UNIVERSITY OF POTSDAM

- **I would like to apply for an internship at the UP to get the required Experimental practice skills – where can I explore the options?**

Please find the list of Cognitive Sciences Labs that you can contact here:

<https://www.uni-potsdam.de/en/cognitive-sciences/science-research/labs.html>

To apply, please send a motivation letter together with your academic CV to the Head of the Lab you are interested in and/or to the lab member whose research you'd like to join for the internship.

APPLICATION VIA UNI-ASSIST

- **How to start application process via Uni-Assist?**

Please read carefully the following FAQs, they answer a lot of questions on all aspects of using Uni-Assist and interacting with Uni-Assist Support Team as well as questions on which documents should be submitted, how and when:

<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master/consecutive/frequently-asked-questions>

- **I have questions about submitting the documents to Uni-Assist – whom should I contact?**

If you read the FAQs above and your questions regarding applications via Uni-Assist are not answered there, please contact **Mrs. Julia Schindler**. Her contact info is provided here:

<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master/consecutive.html>

- **I have problems with Uni-Assist (e.g., my GPA calculation is not correct) – What should I do?**

Please check Uni-Assist FAQs to find out how to deal with your issue:

<https://www.uni-potsdam.de/en/studium/application-enrollment/application-master/consecutive/frequently-asked-questions>

If you have tried contacting Uni-Assist, but the problem is not resolved, please contact **Mrs. Julia Schindler** via postgraduateadmissions@uni-potsdam.de

- **When can I expect to receive a decision on my application?**

For Uni-Assist processing time please visit:

https://www.uni-assist.de/bewerben/bewerbung-planen/fristen-bearbeitungszeit/?no_cache=1#c904

After Uni-Assist check completion, the applications are forwarded to the UP. Usually, the Admission Board needs up to 4 weeks to process the applications. Then they are sent to the Admission Dept. for final ranking.

In general, we ask applicants to wait **two months after the admission deadline** before inquiring about their status.

STUDYING PART-TIME

- **Is it possible to study the MSc Cognitive Science – Embodied Cognition part-time? What are the steps to transfer from the full-time to the part-time study format?**

The program can be studied part-time. Please read more on how to transfer to the part-time format here:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-studies/part-time-study>

In order to transfer from full-time to part time studies, you'll need to arrange a meeting with the Study Board to develop your individual study plan. Upon this meeting you'll get a confirmation, that you'll need to submit to the Office of Student Affairs.

For more details, please read the info via the link and contact International office (for non-EU students):

<https://www.uni-potsdam.de/en/international/service/center/io.html>

or the Office of Student Affairs:

<https://www.uni-potsdam.de/en/studium/advising-and-services/office-of-student-affairs>

- **I plan to study part-time, therefore, it's important for me to know how courses are usually scheduled.**

It is hard to say: It will depend on several factors, e. g., on the Choice Modules you'll select (which can even be in another university and will follow the scheduling principles of that University).

In general, there are several course organization types at the UP:

- (1) regular - with a class every week in a specified day/timeslot;
- (2) blocked – as an intensive course with classes taking place in one week, Monday to Friday, from 9 to 17 or from 10 to 18;
- (3) Semi-Blocked – during several weeks, with 2-3 intensive days each week (usually Friday-Saturday) from 9 to 17 or from 10 to 18.

FUNDING YOUR MSC STUDIES

- **Where can I explore MSc funding opportunities at the UP?**

MSc-level scholarships can be found here:

<https://www.uni-potsdam.de/en/studium/studying/financing-funding-housing/scholarship-programs.html>

International students may find more scholarship options here:

<https://www.uni-potsdam.de/en/international/incoming/international-students/degree/finance>

International students may also apply for a **Student Loan**:

<https://www.uni-potsdam.de/en/international/incoming/students/degree.html>

- **Are there any other sources that can assist with providing for my living expenses during the study period?**

Yes, you can also check the information on the German Financial Aid (BAföG), Social Services and Housing Allowance at:

<https://www.uni-potsdam.de/en/studium/studying/financing-funding-housing/financing-and-working>

If you need advice/help on finding the scholarship or on how to apply, please contact **The Central Student Advisory Service (ZSB)**:

<https://www.uni-potsdam.de/en/studium/advising-and-services/zsb>

PHD TRACK OF THE PROGRAM

- **How does the transition to the PhD level of this integrated MSc-PhD program Cognitive Science – Embodied Cognition work? Do I as an MSc-PhD Cognitive Science – Embodied Cognition graduate need a formal application for a transfer to the PhD level?**

The transfer to the PhD level is not automatic – MSc track graduates need to apply to be admitted.

- **Will the offered PhD track suit my scientific interests?**

Yes, if you are interested in continuing the research on a topic related to Embodied Cognition that you have started during the MSc on the advanced level.

- **How to apply for a PhD track of the joint MSc-PhD program Cognitive Science – Embodied Cognition?**

You should send the documents to the Head of the Program, Prof. M. H. Fischer within the specified deadlines. The list of documents and deadlines are stated in § 11 Admission to the Ph.D. Program:

https://www.uni-potsdam.de/fileadmin/projects/studium/docs/03_studium_konkret/07_rechtsgrundlagen/studienordnungen/StO_CoSEC_3_AeSa_EN.pdf

- **What if I would like to write a PhD Thesis on the topic unrelated to the Embodied Cognition?**

To get more information on the doctorate programs (they can be individual and structured) and how to apply, please visit:

<https://www.uni-potsdam.de/en/studium/what-to-study/doctorates>

Information on registering and enrolling as a doctoral candidate, the deadlines and required documents can be found here:

<https://www.uni-potsdam.de/en/studium/application-enrollment/enrollment-doctoral-candidates>

International applicants for doctoral study can contact Welcome Center Potsdam with questions regarding visas, residence permit regulations and health insurance:

<https://www.uni-potsdam.de/en/welcomecenter/>

FUNDING YOUR PHD STUDIES

- **Where can I explore PhD funding opportunities at the UP?**

For info on PhD-level funding options please visit:

<https://www.uni-potsdam.de/en/studium/what-to-study/doctorates/finanzierung>

Scholarships announced via the Potsdam Graduate School can be checked here:

<https://www.uni-potsdam.de/en/pogs/funding/phd-scholarships>

If you need advice/help on finding the scholarship or on how to apply, please contact The Central Student Advisory Service (ZSB):

<https://www.uni-potsdam.de/en/studium/advising-and-services/zsb>

ADMISSION

- **If I cannot come to Germany this year, is it possible to preserve my admission and use it in the next academic year?**

No, it is not possible. The reason behind this is the following: since the admission procedure requires ranking the applicants, next year you may not get the same place in the ranking, since the new applicants may have stronger qualifications compared to applicants with whom you were ranked this year.

Therefore, in this case, admitting you in 2021/22 based on the previous year's results will be discriminating against another applicant with stronger qualifications whose place you'll fill.

Therefore, if you are rejecting your place this year, you'll need to apply again and go through the same selection process again next year.

- **What does admission with an obligation (Bridge Module) mean? When should I complete the Bridge Module? Will the Bridge Module count into my Master's Degree?**

You will be able to register for bridge modules in the 1st semester during the regular instructional period and should complete it also during the 1st semester. There is no need (and no option) to complete it prior to the beginning of studies. Each bridge module will count as 9 ECTS into your MSc degree. You can complete **only one** bridge module (that is specified in your admission notification) and you should register for a bridge module **only if** your admission notification contains the obligation to do so.

- **I received a rejection, but I cannot agree with reasons for rejection. How can I submit an appeal?**

As it is stated in your rejection notice, you have the right to appeal. To do so, please forward your appeal to the address indicated in your notice.

In case of further questions, please contact **Mrs. Julia Schindler** via postgraduateadmissions@uni-potsdam.de

ENROLLMENT

- **What is the enrollment deadline? Which documents should I submit?**

You can find all information on the enrollment procedure as well as the **link to the Enrollment Portal** here:

<https://www.uni-potsdam.de/en/studium/application-enrollment/enrollment-master/master>

We recommend to proceed with your enrollment **as early as possible** after you received your admission notification. The procedure includes preparing and handing in many documents which takes time.

BEGINNING OF STUDYING

- **Where can I find info on studying the Program?**

A lot of information on the modules of the program, individual plan, etc. is collected in the **Module Handbook**:

https://docs.google.com/document/d/1NjgFEUtIa1UxsVzDAMuYNi4afZQe57l-voDTZHF_KUY/edit#heading=h.q51v8o8vzuw8

- **Are there Orientation Events provided for new students?**

Yes, two orientation events are provided for new students of the program:

1. Prior to the beginning of the semester, Student Representatives will organize the Introduction&Orientation Event, where you can ask your

questions with regard to studying/ University structure and navigation as well as general questions about life in Potsdam/Germany.

2. The introductory meeting with regard to the MSc program organization and studying is provided by the Head of the program, Prof. Martin H. Fischer, usually during his first Embodied Cognition lecture that is compulsory for all new students.

General orientation at the University for International applicants and students is also offered by **Mr. Fabian Wähler**, please contact via **incoming-degree@uni-potsdam.de**

- **Where can I find the list of important deadlines and vacation periods?**

<https://www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies.html>

- **Where can I find information on general organization of my studies (e.g., re-registration or requesting a leave of absence)?**

Please visit the following page:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-studies>

- **What do I need for registering for the courses?**

Upon enrollment, you will receive an account in PULS along with your student ID. After that you can proceed with the registration for courses.

- **What is PULS and how can I organize my studies and exams in it?**

PULS is the University of Potsdam's online platform for study affairs. You can find **the instructions** on how to use PULS here:

<https://www.uni-potsdam.de/en/studium/studying/puls>

There are also 3 videos for students that explain how to use PULS in more detail, e.g.,:

1. where to find events, how to book them and how to generate a new iTAN list: <https://youtu.be/dm58uoyyI9A>

2. construction of the timetable: how to read the curriculum/module descriptions, reserve/book events and which deadlines to follow for enrollment/withdrawing: <https://youtu.be/gj3SXUsjuRI>
3. a video intended specifically for international program students for orientation that explains the use and special features in English: <https://youtu.be/FTLUjGFvJi0>

All 3 videos are available with German and English subtitles.

If you have problems with PULS, please contact Mr. Mathias Marschke from PULS-Service at puls-team@uni-potsdam.de

- **I am an International Student having problems with course enrolment via PULS (and not only) – is there a person who can help?**

Yes, you may contact the tutor, Ms. Katarina Kunkel for PULS-related questions, for help with organizing your timetable and for the other study-related questions: <https://www.uni-potsdam.de/de/humfak/studium-lehre/ansprechpartner-und-funktionstraeger/katharinakunkel>

- **How can I activate my University account, what is a PUCK-card and a TAN-list?**

Please find answers to these questions here:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-studies/potsdam-universitys-chip-card>

For PUCK service, please contact **Mr. Frank Buchholz** via puck@uni-potsdam.de

- **What happens if I have not registered by the time instruction period starts? ... or if I have not reached Germany by then?**

The deadlines for course registration and de-registration usually take place **in the second part of November**. So don't worry if you arrive a little late.

- **Where can I find the catalogue of all courses to select from?**

The list of courses is available here:

<https://puls.uni-potsdam.de/qisserver/rds?state=wtree&search=1&category=veranstaltung.browse&toitem=lectures&subitem=lectureindex&breadcrumb=lectureindex>

- **I registered for a course but changed my mind after the Introductory meeting – can I not participate?**

Yes, to do that you should follow the de-registration procedure within the abovementioned deadlines. If you did not de-register and did not participate you will get a failing grade in your PULS record.

- **I would like to replace a Choice Module by the course from another University – which procedure should I follow?**

You should submit the complete course description and the filled application form to the Study Board meeting to be approved.

The form can be found in the **Module Handbook**:

https://docs.google.com/document/d/1NjgFEUtIa1UxsVzDAMuYNi4afZQe57l-voDTZHF_KUY/edit#heading=h.q51v8o8vzuw8

MAKING THE MOST OF YOUR STUDY TIME

- **I am interested in participating in research projects/internship at the UP. What are the main research foci? What should I do to apply?**

There are several different labs within the Humanities faculty; they mostly conduct psychology research (with such methods as EEG, eye-tracking, TMS, kinematics, virtual reality, etc.) and computation modelling. Links with other departments can be established on the initiative of students willing to do research in a particular area. There is a Baby lab in the building; the Sports Dept. also has interest in projects about embodiment.

The list of Cognitive Sciences Labs can be seen here:

<https://www.uni-potsdam.de/en/cognitive-sciences/science-research/labs.html>

The Potsdam Embodied Cognition Group (PECoG; <https://www.uni-potsdam.de/pecog/index.html>), currently has the following research foci: embodiment, action simulation in perception and comprehension, numerical cognition, action-language interaction, links between numbers and other domains (e.g., language, music), emotions, decision-making, scene perception and processing comics (Dr. Laubrock), human-robot interaction (Dr. Zhou). You can see more detailed info here:

<https://www.uni-potsdam.de/de/pecog/themen-fuer-bama-abschlussarbeiten.html>

Please note the topics are not "cut in stone", it's a general overview, so if you have a specific research idea you'd like to work on, you can contact someone who has the closest research interests to your topic to discuss your ideas.

To apply, please send a motivation letter together with your academic CV to the Head of the Lab you are interested in and/or to the lab member whose research you'd like to join for the internship.

▪ **I am interested in attending an experiment as a participant. How can I find experiments?**

Participating in experiments is a good way to learn from an expert more about the specific methodology that you may be interested in using yourself for your MSc Thesis project. Also, for some courses there is a requirement to obtain participant hours.

To see the full list of the experiments recruiting participants and to enroll for participation, you need to register in SONA:

<https://www.uni-potsdam.de/en/sona-kogwis/index.html>

▪ **How can I get information about External (e.g., abroad) internship/ Exchange program options?**

As a student, you'll receive a regular University mailing about the mobility opportunities.

You can also find more details here:

<https://www.uni-potsdam.de/en/international/outgoing/going-abroad.html>

And also contact the International office:

<https://www.uni-potsdam.de/en/international/service/center/io.html>

- **Does the Cognitive Science – Embodied Cognition program also have relations with other cognitive science research facilities in the region?**

There are occasional joint lectures or block seminars with Humboldt University and Free University that students from all universities may attend.

Also, you may suggest a course from another university that you are interested in taking to be approved by the Study Board as a replacement for a Choice Module.

In addition, information about open lectures and talks is usually placed on the Info Boards in the building. Lastly, students are also encouraged to learn about interesting events in other universities from fellow students/subscriptions to the mailing lists.

- **Are there any services that can help me advance in my student life and inform my future career plans?**

Yes, the UP offers a wide selection of services to inform you about future opportunities (Career Services) and to help establishing the links with industries (Potsdam Transfer). More information is available here:

<https://www.uni-potsdam.de/en/studium/studying/looking-towards-graduation/overview-of-services>

ORGANIZING YOUR LIFE IN POTSDAM

- **Where can I ask for advice/help on different aspects of life in a new place?**

For some students the start at Uni Potsdam is not only a new stage in life but also a big challenge. In order to make the start as convenient and welcome as possible, Uni Potsdam initiated a program to connect international and local students, **Buddy – UP**:

<https://www.uni-potsdam.de/en/international/service/buddy.html>

Due to the high interest in the Buddy program we recommend applying to get a buddy as soon as possible after admission.

International students and applicants may also get information with regard to the general orientation at the university, as well as on university studies, legal information, and personal issues from the **International Office**:

<https://www.uni-potsdam.de/en/international/service/center/io.html>

- **How much money do I need to for my life as a student?**

You may find the average estimation of the living expenses here:

<https://www.uni-potsdam.de/en/studium/studying/financing-funding-housing/costs-at-a-glance>

- **How can I find housing in Potsdam/Berlin?**

We recommend that you deal with accommodations in a timely manner and that you also consider accommodation in the surroundings of Potsdam (e.g., in Berlin). Information on housing options and how to find a place to stay is provided here:

<https://www.uni-potsdam.de/en/international/incoming/students/housing>

- **Where can I check Entry and Residence Regulations?**

<https://www.uni-potsdam.de/en/international/incoming/students/preparation#c466660>

- **Where can I find information on health insurance?**

<https://www.uni-potsdam.de/en/international/incoming/students/healthinsurance>

- **I am an International student having questions about visa/residence permit, finances, health insurance, housing, or work/internship arrangements - is there a person I can contact?**

Please check this page:

<https://www.uni-potsdam.de/en/international/incoming/students/degree.html>

and consider contacting **Mrs. Nadja Romanova** at **incoming-degree@uni-potsdam.de**

- **Where can I find information on German language courses?**

<https://www.uni-potsdam.de/en/international/incoming/learnde>

- **Are there any options for leisure time offered by the University?**

Yes, the UP offers a wide variety of physical activity courses and sports.

More information on how to join can be found here:

https://buchung.hochschulsport-potsdam.de/angebote/aktueller_zeitraum/index.html

- **I feel the need in psychological help and counselling – whom can I contact?**

If you feel homesick or overwhelmed by living in a new county/city or having difficulties coping with the burden of studying in a new environment, as well as for other mental health issues, please contact:

<https://www.uni-potsdam.de/en/studium/advising-and-services/mental-health-counseling>

- **I need a Study Prognosis for Extension of the Residence Permit –where can I find the info and the form?**

All relevant info can be found here:

<https://www.uni-potsdam.de/en/international/incoming/students/degree/studyprognosis>

FINDING A PART-TIME JOB

- **Can I work or be an intern during my studies?**

Yes, you can, more info on that can be found here:

<https://www.uni-potsdam.de/en/international/incoming/students/working>

- **Where can I explore part-time work options provided by the UP?**

<https://www.uni-potsdam.de/en/studium/studying/financing-funding-housing/financing-and-working>

- **Where else can I search for a job offer?**

Career Service provides assistance in finding a job:

<https://www.uni-potsdam.de/en/career-service/studierende/offer-overview>

The list of job offers is published here:

<https://www.uni-potsdam.de/abindiepraxis/index.php>
<https://www.uni-potsdam.de/en/verwaltung/division3/job>

Also, you can check vacancies published by the **Studentenwerk**:

<https://www.studentenwerk-potsdam.de/job-placement/information-for-students/?L=1>

The list of job offers is published here:

<https://jobvermittlung.studentenwerk-potsdam.de/?action=stelle&actionstep=liste>

COMPLETING YOUR MSC STUDIES

- **Which formal procedures do I need to follow with regard to my Mater Thesis?**

Please find all the necessary information on the Thesis topic selection, registration, submission and evaluation here:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-exams/final-thesis>

- **Which formal procedures do I need to follow to finalize my studies at the MSc?**

Please check the full list of procedures here:

<https://www.uni-potsdam.de/en/studium/studying/looking-towards-graduation/formalities>

- **When is it necessary to re-register and when is it optional?**

Please find the explanation here:

<https://www.uni-potsdam.de/en/studium/studying/looking-towards-graduation/formalities>

- **Where can I find information on the De-registration (Exmatrikulation) procedure?**

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-studies/exmatriculation>

- **Where can I find information on the Issuance and collection of my Graduation Documents?**

Please find it here:

<https://www.uni-potsdam.de/en/studium/studying/organizing-your-exams/issuance-of-graduation-documents>

- **How can I join the Alumni Program?**

Please check the following information:

https://www.uni-potsdam.de/en/alumni/alumni.html?ID_mitarbeiter=197&cHash=7e88fbee191bd7ac9e2cc4e45b7ca63d