

Ladies and Gentlemen, dear Partner,

My name is Christiane Feltel. I am the successor of Mrs. Ingenleuf and have been in charge of International Affairs at the **Medical Faculty of Münster University** for several months now. Finally, after an intensive phase of familiarization in this field, I find the time to introduce myself to you.

First, it is important to me to express our faculty's great happiness about our vivid existing exchange program within the framework of the Erasmus program. We thank you for your support and your hospitality towards our medical students in the past. As head of the international affairs section it is my goal to further develop and extend our cooperation in the future both, for incoming and outgoing students. In parallel, I intend to decrease administrative workload for guest and home faculties.

Doing so, I would like to introduce to you some new regulation for medical students coming to Münster with governance from now on, which might help them to prepare their Erasmus semester at our institution.

- All incoming students should have a proof of language proficiency of at least B2 level before arrival. Practical experience clearly showed that students with insufficient German knowledge are not able to follow the lessons adequately and have a strong probability to fail in written exams consequently. On the wards, linguistic basics are essential requirements to ensure patient safety.
- In keeping with European regulations, credits (ECTS or equivalent) will be awarded for attendance and passed written exams only.
- It is possible to change learning agreements once up to one week after start of studies for organizational reasons. We kindly ask applicants to gather detailed information about the courses and course-regulations at our institution beforehand. We will assist them as good as possible in this matter.
- Only the courses listed in the appendix A can be selected by incoming students. Reasons for restrictions in the selection of subjects can be explained by the construction of our local modularized curriculum. For example, interdisciplinary contents such as pathology are spread over several semesters within different modules and can only be chosen by students staying two semesters at our faculty due to intersections. Other subjects are only dealt with theoretically such as infectiology, rehabilitation medicine etc. as practical parts of those topics are assigned to other subjects or modules.
- We will verify course choices before signing the learning agreement on our side to avoid intersections and propose modifications if needed. The latter might occur in case

courses of different semesters are selected. Appendix B helps to prevent course selections with intersections beforehand.

- Internships must be organized independently by the incoming student her or himself. Usually they take place at one of our teaching hospital in or around Münster at not at the University hospital due to capacity restrictions.
- All students must enroll themselves at the general student office at Münster University and pay a semester fee (currently 299.34 €per semester). This fee includes a ticket for local and regional transport. Amongst other aspects, enrollment at the university is indispensable for insurance law regulations.
- Incoming students must see an occupational health physician after arrival here in Münster. In order to prepare this consultation they are requested to bring their vaccination card and up to date results of lab-tests if present, especially titers against Hepatitis B.

In the appendices, you can find a table with courses and the corresponding ECTS (A) and a scheme of the current medical curriculum (B) as a guidance to prevent selection intersecting courses.

I am looking forward very much to constructively and trustfully cooperate with you within the framework of Erasmus+ in the future. If you have any questions, please feel free to contact me anytime.

Best regards from Münster and a wonderful Christmas...