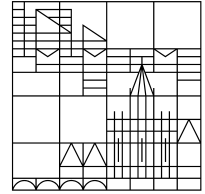




Erasmus+

Universität
Konstanz



WELCOME!

**International Exchange Students
Summer Semester 2024**

**Departments of Philosophy,
History and Sociology**

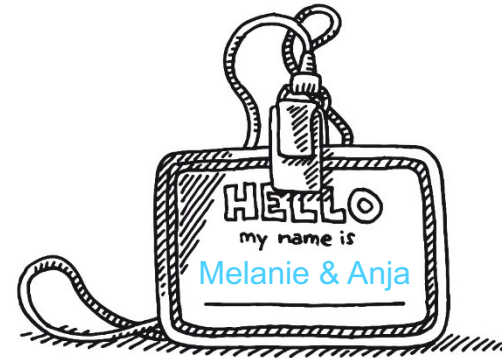
Anja Christ

Konstanz, 12 March 2024

Erasmus+ / Exchange student advisors Faculty of Humanities

Departments of

- History
- Linguistics
- Literature, Art and Media Studies
- Sociology
- Philosophy



Melanie Hochstätter, Anja Christ

erasmus.humanities@uni-konstanz.de

Office hours currently:

Mon + Tue 10-12 with Melanie in G 109
Wed + Thu 10-12 with Anja in H 247

Details:

<https://www.uni-konstanz.de/en/international-participation/advising-and-office-hours/>

...help with general questions related to your studies

- Erasmus+/Exchange programme related forms
- sign Learning Agreements
- General academic advice (course choice etc.)

Student assistants Faculty of Humanities

Departments of

- History
- Linguistics
- Literature, Art and Media Studies
- Sociology
- Philosophy



Korbinian Kling, Kristina Kisling

team.erasmushumanities@uni-konstanz.de

Office hours currently online:

Mon 12:30-2:00 with Korbinian on Zoom

Details:

<https://www.uni-konstanz.de/en/international-participation/advising-and-office-hours/>

...we might refer you to them for

- help with registration for course participation
- help with exam/ECTS registration

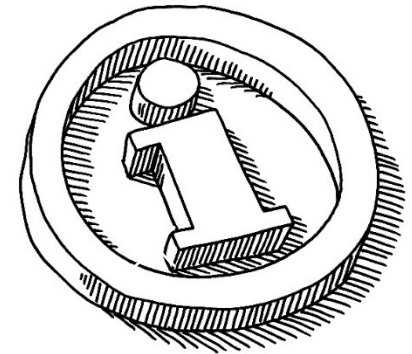
Today's agenda

1. Academic calendar
2. Structure of the university
3. Where to find courses in ZEuS?
4. Course/assessment terminology
5. Department of Philosophy
6. Department of History
7. Department of Sociology
8. Exam/ECTS registration
9. Writing an academic paper
10. Receiving your grades

1. Academic calendar



Semester Dates



Current academic year

Academic year 2023/2024



Winter semester 2023/2024

Semester start: 1 October 2023
Semester end: 31 March 2024

Orientation weeks for all new students:
9 - 20 October 2023

Lecture period start: 23 October 2023
Lecture period end: 10 February 2024

Lecture-free period around Christmas and New Year's:
23 December 2023 - 7 January 2024

General university closure:
22 December 2023 (18:00) - 2 January 2024 (06:30)

Payment dates for the **continuation of studies** during the Summer semester 2024:
15 January - 15 February 2024

Summer semester 2024

Semester start: 1 April 2024
Semester end: 30 September 2024

Lecture period start: 8 April 2024
Lecture period end: 20 July 2024

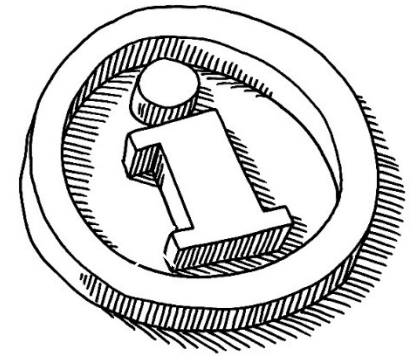
Lecture-free period around Pentecost (only corpus Christi week): 27 May - 2 June 2024
For exceptions, please note the information in the [course catalogue](#).

Payment dates for the **continuation of studies** during the Winter semester 2024/2025:
15 July - 15 August 2024



<https://www.uni-konstanz.de/en/study/while-you-study/semester-dates/>

1. Academic calendar



Summer semester 2024

Semester start: 1 April 2024

Semester end: 30 September 2024

Lecture period start: 8 April 2024

Lecture period end: 20 July 2024

Lecture-free period around Pentecost (only corpus Christi week): 27 May - 2 June 2024

For exemptions, please note the information in the [course catalogue](#).

Payment dates for the [continuation of studies](#) during the Winter semester 2024/2025:

15 July - 15 August 2024



1. Academic calendar

Contact hours and cancellation dates are listed in ZEuS, check the respective section!

Course catalogue platform


ZEuS – Zentrales Einschreibe- und Studierendenportal

Paradoxes: truth, infinity, and time travel ▾

 Export data as iCalendar (ics)  Show course dates

Course instructors

▪ Dr. Sam Roberts

Changes	Rhythm	Day	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment	Performing lecturers	Room
	Weekly	Thu	11:45 AM - 1:15 PM	<ul style="list-style-type: none">▪ 05/09/2024▪ 05/30/2024	Apr 11, 2024 - Jul 18, 2024				G304

2. Structure of the university

The University of Konstanz – A young campus university

Konstanz is one of the “younger” German universities, founded in 1966 as *Reformuniversität* (reform university), its architectural make-up reflecting the founding principles and internal organisation:

- a departmental structure and a **flat hierarchy, proximity**
- an **interdisciplinary** approach to research, manifested in a **campus university**
- efficient centralised **research** and **administrative services**

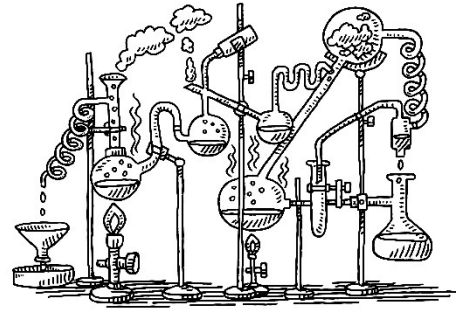


2. Structure of the university

Academic faculties and departments

Faculty of Science (Faculty I)

- Biology
- Chemistry
- Computer and Information Science
- Mathematics and Statistics
- Physics
- Psychology

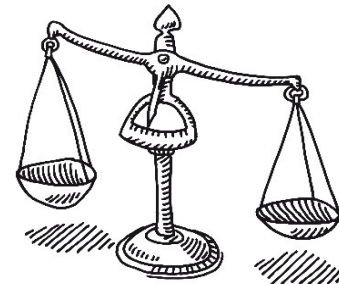


Faculty of Humanities (Faculty II)

- History, Sociology, Empirical Educational Research and Sport Science
- Linguistics
- Literature, Art and Media Studies
- Philosophy

Faculty of Politics, Law and Economics (Faculty III)

- Economics
- Law
- Politics and Public Administration

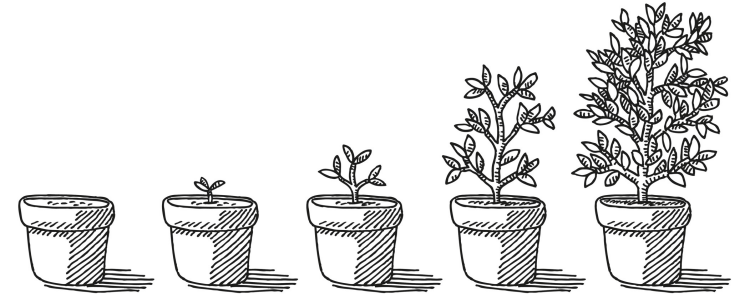


2. Structure of the university

Other course offering units

Language Institute (Sprachlehrinstitut = SLI) <https://www.sli.uni-konstanz.de/en/>

- German
- English
- Swedish
- French
- Italian
- Spanish
- Catalan
- Basque
- Portuguese
- Turkish
- Russian
- Bosnian/Croatian/Montenegrin/Serbian
- Ukrainian
- Czech
- Polish
- Chinese
- Japanese
- Arabic
- Persia



The Centre for Transferable Skills (Zentrum für Schlüsselqualifikationen = SQ)

<https://www.uni-konstanz.de/en/centre-for-transferable-skills/>

- Society, Sustainability, Responsibility
- Communication, Social, and Personal Competences
- Writing and Presenting in Science and Job
- Insights into Occupational and Practical Fields
 - Media
 - Management and Economy
 - Entrepreneurship and Founding
 - Project Management
- Digital Literacy



Registration for participation in the Language Institute

Basic data ▾

Title	Oral Skills: Talking Books	Course type	Course
Short text	Oral Skills: Talking Books	Frequency of offer	each semester
Long text	Oral Skills: Talking Books	Weekly teaching hours (SWS)	2.0
Number	SLI-16800	Period	▪ Registration deadline Summer term 2024 from Mar 18, 2024 09:00:00 to Mar 27, 2024 23:59:59 - future
Organisational unit	▪ Language Institute (Veranstalter)		

- for German courses: registration after consultation with a lecturer or a placement test
- for all other languages: registration through ZEuS from **18-27 March**
- for compact courses during the semester break: look up the registration period in the respective course descriptions.

<https://www.sli.uni-konstanz.de/en/registration/registration-for-language-courses/>

Registration for participation in the Centre for Transferable Skills

- **Registration** for participation from **4-22 March 2024**; first come, first served.
- **Max. 3 courses**
- If you are admitted to a course, you are also **automatically registered for the exam** of that course. **What does that mean?**
 - It will show up on your transcript, either with ECTS (if passed) or as a failed course.
 - De-register if you change your mind! De-registration is possible until up to 8 days before the start of a course.
 - After that, de-registration is only possible with a medical certificate.

Read about the process in detail here:

<https://www.uni-konstanz.de/en/centre-for-transferable-skills/registration-and-enrollment-deadlines/>

3. Where to find courses in ZEuS?

Language Institute and Centre for Transferable Skills

Semester Summer Semester 2024

Course catalogue

Course Catalogue Winter 2023/24

Please note that only entries marked with a book symbol are courses that were/are offered in the selected semester also get an overview of all exams offered for your degree.

- Permanent Link to course catalogue
- ZEuS online consultation hour
- Bachelor Programmes - Major Subject of Study
- Bachelor Programmes - Minor Area of Study
- Master Programmes
- Bachelor of Education
- Master of Education
- Law School Programme (First Examination in Law)
- Teacher Education Programme (State Examination, Gymnasium) Major/Optional Major
- Teacher Education Programme (State Examination, Gymnasium) Optional Minor
- Doctoral Programmes
- Preparatory Courses and Introductory Events for new Students at the University of Konstanz
- Courses taught in English
- Interdisciplinary course offers**
- Courses of the Faculties
- Courses of other Institutions
- Centre for Transferable Skills (SQ)
- Language Institute (SLI)
- Additional Qualifications (ADILT and more)



3. Where to find courses in ZEuS?

Departments of the Faculty of Humanities

Two options:

You would like to study entirely in English?

→ Go to the section “courses taught in English”.

You would like to study in German and/or other languages as well?

→ Browse the offer by study programme.

3. Where to find courses in ZEuS?

English taught courses

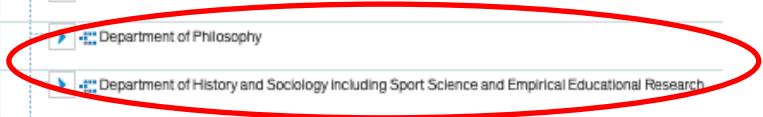
Semester Summer Semester 2024

Course catalogue

Course Catalogue Winter 2023/24







Please note that only entries marked with a book symbol are courses that were/are offered in the selected semester. En all exams offered for your degree.

- Permanent Link to course catalogue
- ZEuS online consultation hour
- Bachelor Programmes - Major Subject of Study
- Bachelor Programmes - Minor Area of Study
- Master Programmes
- Bachelor of Education
- Master of Education
- Law School Programme (First Examination in Law)
- Teacher Education Programme (State Examination, Gymnasium) Major/Optional Major
- Teacher Education Programme (State Examination, Gymnasium) Optional Minor
- Doctoral Programmes
- Preparatory Courses and Introductory Events for new Students at the University of Konstanz
- Courses taught in English**
- Courses of the Faculties
 - Department of Mathematics and Statistics
 - Department of Computer and Information Science
 - Department of Physics
 - Department of Chemistry
 - Department of Biology
 - Department of Psychology
 - Department of Philosophy**
 - Department of History and Sociology Including Sport Science and Empirical Educational Research
 - Department of Literature Including Art and Media Studies
 - Department of Linguistics



3. Where to find courses in ZEuS?

Searching for courses by study programme

-  Permanent Link to course catalogue
- ▶  ZEuS online consultation hour
- ▶  Bachelor Programmes - Major Subject of Study 
- ▶  Bachelor Programmes - Minor Area of Study
- ▶  Master Programmes 
- ▶  Bachelor of Education
- ▶  Master of Education
- ▶  Law School Programme (First Examination in Law)
- ▶  Teacher Education Programme (State Examination, Gymnasium) Major/Optional Major
- ▶  Teacher Education Programme (State Examination, Gymnasium) Optional Minor
- ▶  Doctoral Programmes
- ▶  Preparatory Courses and Introductory Events for new Students at the University of Konstanz
- ▶  Courses taught in English
- ▶  Interdisciplinary course offers
- ▶  Additional Qualifications (ADILT and more)

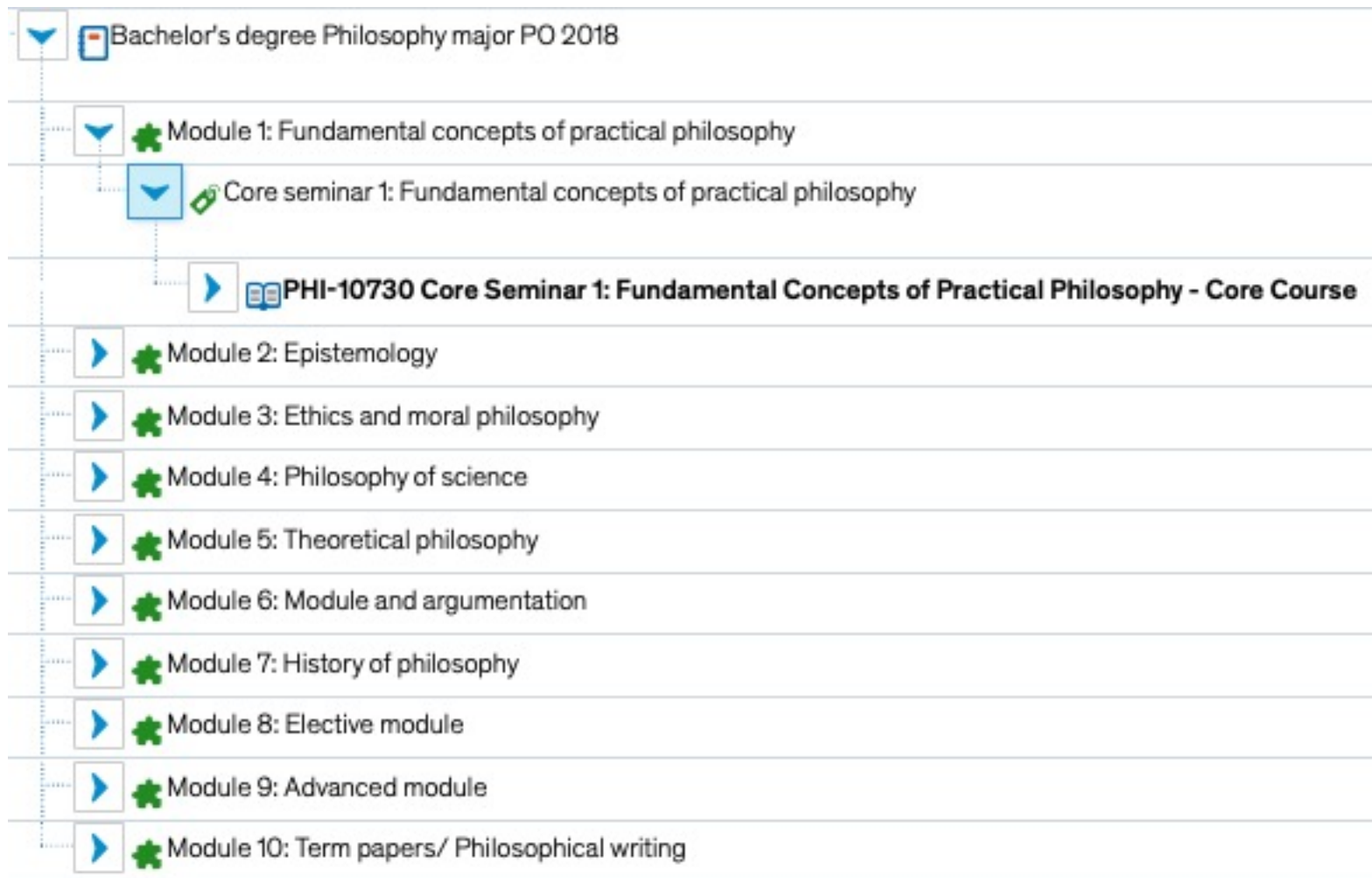
BA level

- ▶ History (82068H) ←
- ▶ Computer Science (82079H)
- ▶ Information Engineering (82779H)
- ▶ Italian Studies (82984H)
- ▶ Classics and the Ancient Near East (82993H) ←
- ▶ Life Science (82033H)
- ▶ Literature, Art, and Media Studies (82992H)
- ▶ Literature-Culture-Language (82996H)
- ▶ Mathematics (82105H)
- ▶ Motor Neurorehabilitation (84249H)
- ▶ Nanoscience (82994H)
- ▶ Philosophy (82127H) ←
- ▶ Physics (82128H)
- ▶ Politics and Public Administration (82176H)
- ▶ Psychology (82132H)
- ▶ Slavic Literature (82908H)
- ▶ Sociology (82149H) ←

- ▶ Bachelor's degree History major PO 2022
- ▶ Bachelor's degree History major PO 2015
- ▶ Bachelor's degree History major PO 2009
- ▶ Bachelor's degree Philosophy major PO 2018
- ▶ Bachelor's degree Philosophy major PO 2006
- ▶ Bachelor's degree sociology major PO 2014
- ▶ Bachelor's Degree Sociology major PO 2003

If there are different “PO” versions,
always choose the most recent year!
This holds for all programmes, regardless
of the discipline and study cycle.

BA level



MA level

▶ Biological Sciences (88027H)	▶ Life Science (88033H)	▶ Sociology of Inequality (88349H)
▶ British and American Studies (88913H)	▶ Linguistics (88164H)	▶ Sociology (88149H)
▶ Chemistry (88032H)	▶ Literature-Art-Media (88992H)	▶ Speech and Language Processing (88812H)
▶ Computer and Information Science (88781H)	▶ Literature (88 29X H 2014)	▶ Sport Science (88299H)
▶ Economics (88179H)	▶ Mathematics (88105H)	▶ Sport Science for Health (88930H)
▶ Anthropology and Sociology (88194H)	▶ Mediterranean History (88945H)	▶ Romance Languages and Linguistics (88810H)
▶ Mathematical Finance (88777H)	▶ Multilingualism (88900H)	▶ Cross-cultural History and Anthropology (88069H)
▶ Early Childhood (92054H)	▶ Nanoscience (88994H)	▶ Business and Economics Education (88183H)
▶ History (88668H)	▶ Eastern Europe: History-Media (88945H)	
▶ Global European Studies (88400H)	▶ Philosophy (88127H)	
▶ Teacher Education Degree Physics (85128H)	▶ Physics (88128H)	
▶ Studies in European Culture (88045H)	▶ Political Economy (88729H)	
	▶ Politics and Public Administration (88176H)	
	▶ Psychology (88132H)	
	▶ Master of Science in Psychology, Forensic Psychology Specialization (87162H)	
	▶ Psychology with specialization in clinical psychology and psychotherapy (88133H)	

Excursus: Why is the course catalogue structured the way it is?

or: Degree structure in the Faculty of Humanities

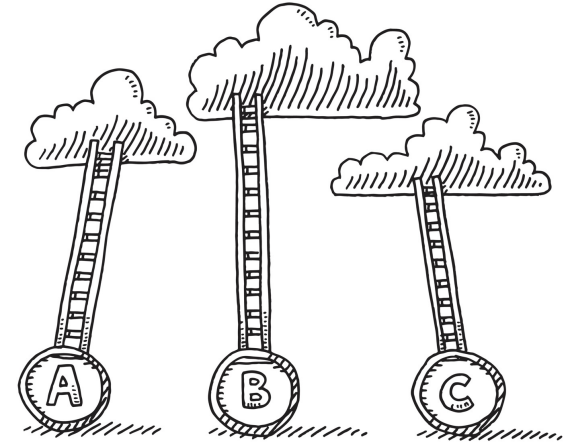
BA level

- usually major and minor (B.Ed. major plus major), incorporating an internship of 8 weeks, transferable and language skills
- compulsory coursework in year one, year 2 and 3 characterized by individual choice = optional courses in modules* of the degrees

MA level

- usually major (M.Ed. major plus major), incorporating transferable and language skills
- compulsory coursework in year/semester one, year 2 characterized by individual choice = optional courses in modules* of the degrees

*in German “Modul” ≠ module



4. Course/assessment terminology

Einführung

Vorlesung

Studienleistung

Prüfungsleistung

Projektseminar

Proseminar

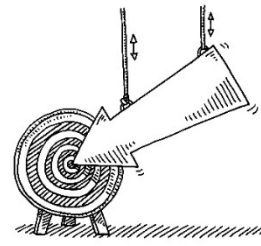


Kernkurs

Tutorium

Hauptseminar

4. Course/assessment terminology



Studienleistung (StL)

- are smaller pieces of work, e.g. oral presentations
- are awarded less ECTS, **usually not graded**
- may be repeated numerous times if necessary

Prüfungsleistung (PL)

- bigger pieces of work, e.g. written exams, papers (12-25 pages, dep. study level)
- awarded more ECTS than StL alone
- graded (count towards degree mark)
- may only be repeated once

Options: a) Do only StL → less ECTS

b) Do StL + PL → more ECTS

It is **not** possible to only do the PL!

The difference between StL and PL is mainly important for degree-seeking students, to exchange students it is only important with respect to the number of ECTS points and grades awarded.

5. Department of Philosophy

Faculty of Humanities

Department of Philosophy

Universität
Konstanz



Department

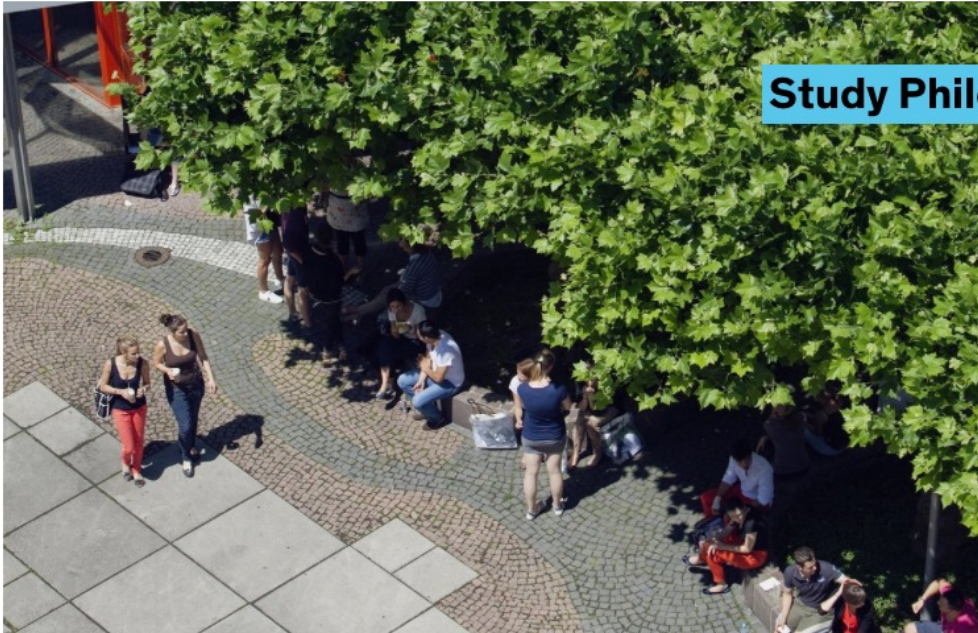
Research

Study

Information and Advice

International

Department of Philosophy



Study Philosophy at the University of Konstanz

In Konstanz, you can study practical and theoretical philosophy at one of Germany's eleven excellence universities. Here, these two branches of philosophy work closely together, even collaborating on topics and areas of study. In our department, you'll also find a focus on the more contemporary issues in philosophy.

The international faculty offers close contact between you and the teaching staff. As a result, it not only prepares you well for further graduate study, but also qualifies you for a career outside the university.

[Learn more about our study programmes here.](#)

Offered study programmes:

- BA Philosophy (major/minor)
- MA Philosophy
- BEd/MEd Philosophy and Ethics

5. Department of Philosophy

Course types and ECTS credit values

→ Kernkurs 8 ECTS

- *Kernkurs*/Undergraduate introductory course (BA)
- *Proseminar*/Undergraduate course (BA)
- *Hauptseminar*/Graduate course (MA)
- *Vorlesung*/Undergraduate and graduate course, lecture (BA, MA)

→ Proseminar 4 ECTS open to BA level students (note 4 + 4 option, submitting two distinct assessments)

→ Hauptseminar 6 ECTS for MA students (note 6 + 6 option, submitting two distinct assessments)

In a ***Kernkurs*** (translated as “core course” in the course catalogue) students are introduced to the core principles and theories of philosophy and philosophic research. The department offers five such classes, which full time BA students have to complete in their first five semesters. With 4 weekly contact hours a Kernkurs is awarded 8 ECTS points upon successful completion.

Expected examination / course performance ▼

ECTS	Art (Type of event)	Form (Form of examination)	Bemerkung (Comment)	Prüfungsnummer (Examination-Number)
4	PS	Seminar		PHI-26470
4	Hausarbeit	Hausarbeit		PHI-27120

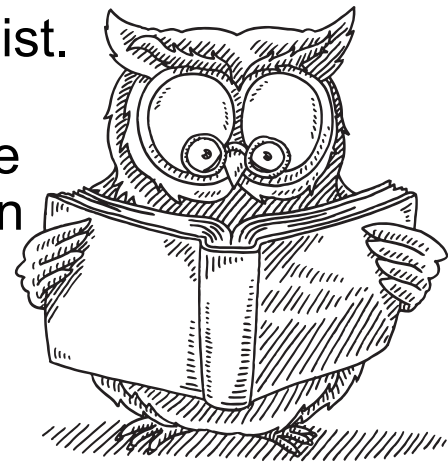
Expected examination / course performance ▼

ECTS	Art (Type of event)	Form (Form of examination)	Bemerkung (Comment)	Prüfungsnummer (Examination-Number)
6	Hauptseminar	Seminar		
6	Hausarbeit	Hausarbeit		
4	Hauptseminar	Seminar	BA 2006	

5. Department of Philosophy

Registration for participation

- You have to register for participation via **ZEuS** from **1 March – 20 April 2024**.
- If you are admitted to a course, you will be automatically added to the course folder on ILIAS, where the lecturer uploads course material, etc. It may take a while before you are added to the ILIAS folder, this does not necessarily happen immediately after registration.
- If the course is already full, you will be on a waiting list.
- If you are admitted and decide to not take the course after all, make sure to de-register so that students on the waiting list have a chance to move up.



6. Department of History

Faculty of Humanities

History



Department

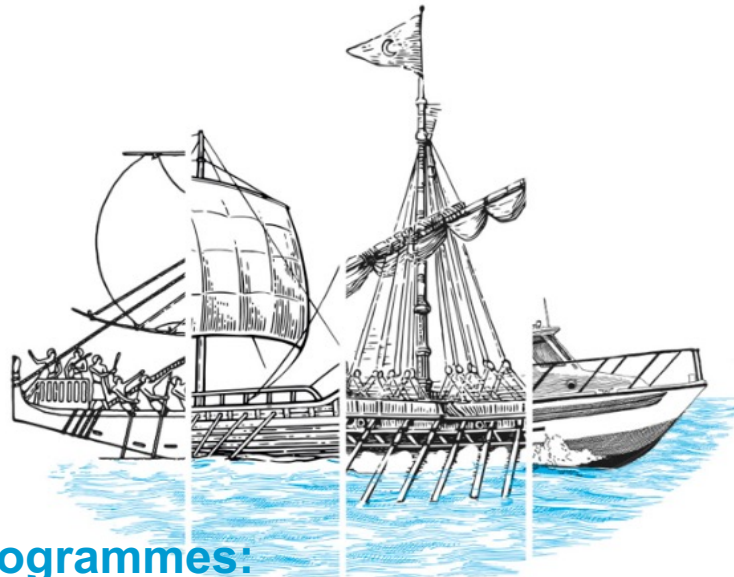
Research

Study

Advisory and Service

Berufsperspektiven

History



New MA Mediterranean History Explore the Liquid Continent!

The Mediterranean is a contact zone of Africa, Asia and Europe that was closely intertwined long before modern globalization: a 'liquid continent' where borders have constantly shifted since ancient times. Today the region is in the focus due to multiple crises and conflicts. Many of these current problems have a deep history. Join our [new MA Programme Mediterranean History](#) to find out more!

- Information Event I: 07.02.2024, 10:00-11:30, Room G0420 and online via [zoom](#) ↗

- Information Event II: 19.03.2024, 17.30-19:00, Room K7 and online via [zoom](#) ↗

- Information Event III: 17.04.2024, 10:00-11:30 via [zoom](#) ↗

Offered study programmes:

- BA History (major/minor)
- MA History
- MA Mediterranean History
- BEd/MEd History

6. Department of History

Course types and ECTS credit values

Bachelor and Master

Course category in German (Veranstaltungsart)	Course category in English	ECTS	Level/Semester
Einführungsvorlesung	Introductory lecture	6	BA 1 st sem. – 1st year
Proseminar mit Tutorium	Undergraduate course with tutorial	9	BA 1 st and 2 nd year
Übung	Course with exercises, e.g. palaeography, translations	3	BA and MA
Kurs *	Advanced course	3	BA and MA
Vorlesung	Lecture	3	BA and MA
Hauptseminar	Undergraduate and graduate course	9	BA 3 rd year
Oberseminar	Graduate course	9	MA
Kolloquium	Colloquium	3	final BA or MA semester

*sometimes 6 ECTS can be arranged for exchange students upon early consultation with the lecturer

6. Department of History

Registration for participation

- You have to register for participation via **ZEuS** from **18-25 March 2024**.
- If you are admitted to a course, you will be automatically added to the course folder on ILIAS, where the lecturer uploads course material, etc. It may take a while before you are added to the ILIAS folder, this does not necessarily happen immediately after registration.
- If the course is already full, you will be on a waiting list.
- If you are admitted and decide to not take the course after all, make sure to de-register so that students on the waiting list have a chance to move up.



Term planning

Events

Contents

University course catalogue

Modules / Courses of study

Documents

Expected examination / course performance ▼

ECTS	Art (Type of event)	Form (Form of examination)	Bemerkung (Comment)	Prüfungsnummer (Examination-Number)
3	Kurs			
6	Kurs			

Events

Contents

University course catalogue

Modules / Courses of study

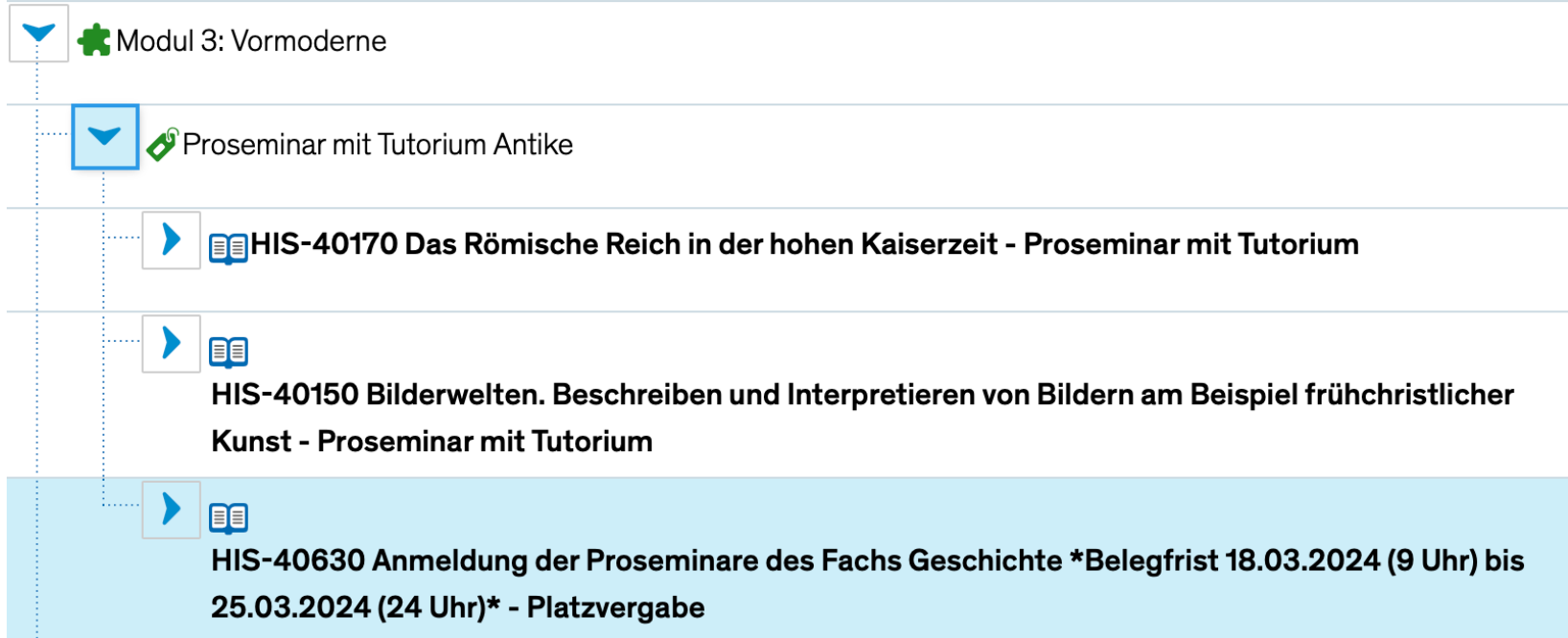
Documents

Expected examination / course performance ▼

ECTS	Art (Type of event)	Form (Form of examination)	Bemerkung (Comment)	Prüfungsnummer (Examination-Number)
9	Seminar		Geschichte	
6	Seminar		MA Globale Europastudien	

6. Department of History

Special registration process for Proseminare (BA)



Only relevant if you would like to study in German!

Instructions for signing up for Proseminare in History:

<https://www.geschichte.uni-konstanz.de/en/study/ba-history/enrolled-students/study-organisation/sign-up-for-courses-in-history/>

7. Department of Sociology

Faculty of Humanities

Sociology



Department

Research

Study

Advisory and Service

Berufsperspektiven

Sociology



**Welcome at the Department of History
and Sociology!**

We warmly welcome you at the University of Konstanz and at the
Department of History and Sociology!

Offered study programmes:

- BA Sociology (major/minor)
- MA Sociology
- MA Ethnology and Sociology
- MA Sociology of Inequality

7. Department of Sociology

Course types and ECTS credit values

Bachelor

Course category in German (Veranstaltungsart)	Course category in English	ECTS	Level/Semester
Einführende Vorlesung/ Einführung	Introductory lecture	6	BA 1 st year
BA Seminar	Undergraduate course	3/6	BA 2 nd and 3 rd year
BA Projektseminar	Undergraduate project course	9	BA 3 rd year
Kolloquium	Colloquium	–	final BA semester

7. Department of Sociology

Course types and ECTS credit values

Master

Course category in German (Veranstaltungsart)	Course category in English	ECTS	Level/Semester
MA Ringveranstaltung	Graduate lecture series	6	MA (winter only)
MA Seminar	Graduate course	9	MA 1 st and 2 nd year
MA Projektseminar	Graduate project course	18	MA seminar runs for two semesters (starting in summer)
Kolloquium	Colloquium	3	MA 2 nd year

Term planning

Events

Contents

University course catalogue

Modules / Courses of study

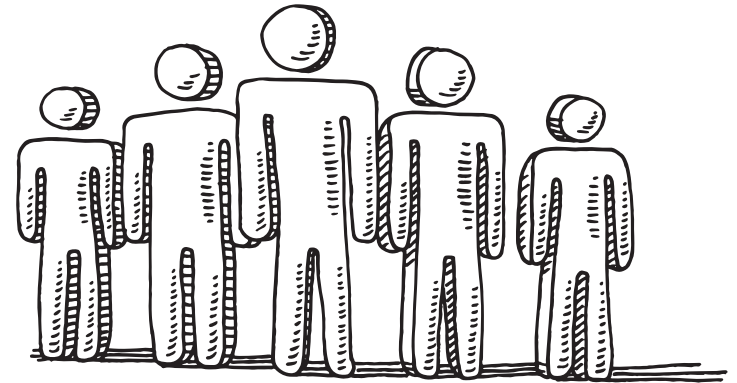
Documents

Expected examination / course performance ▾

ECTS	Art (Type of event)	Form (Form of examination)	Bemerkung (Comment)	Prüfungsnummer (Examination-Number)
3	Seminar		Studienleistung B.A. Soziologie (PO 2014)	
6	Seminar		Prüfungsleistung, B.A. Soziologie (PO 2014)	

7. Department of Sociology

Registration for participation



There are **different registration periods depending on the course type:**

Lectures and MA courses: **18 March – 19 April 2024**

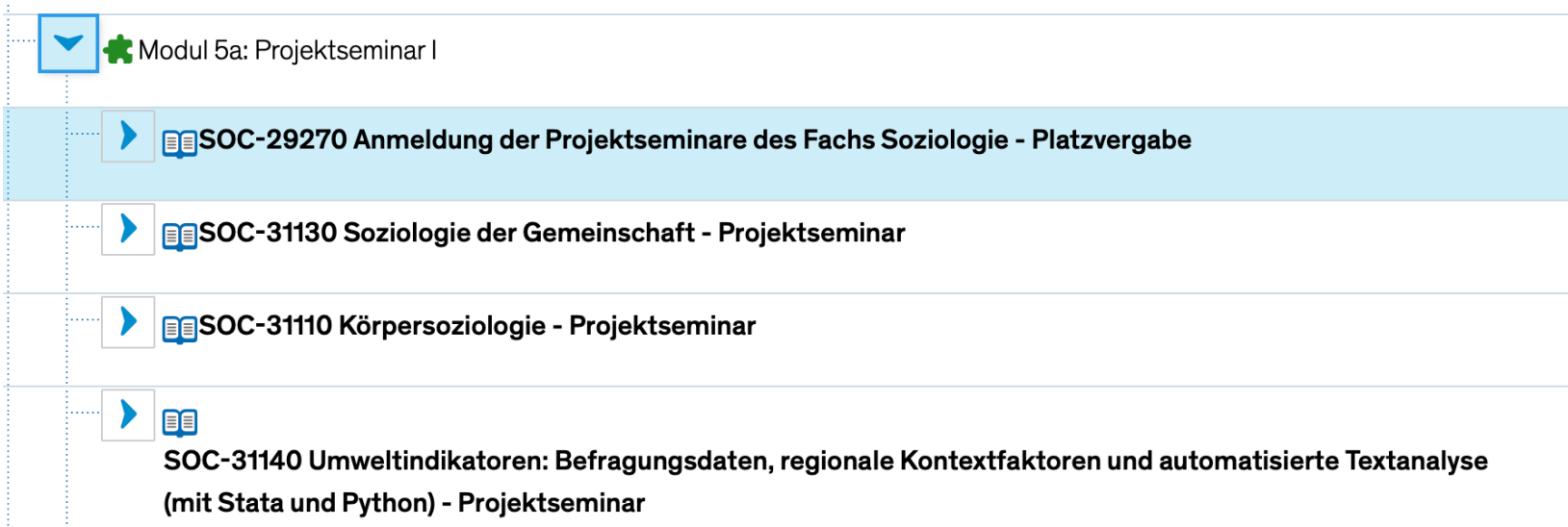
“Classics” and Project Seminars: **18 – 25 March 2024**


Special Sociology courses and courses on data analysis: **27 March – 5 April 2024**









- If the course is already full, you will be on a waiting list.
- If you are admitted and decide to not take the course after all, make sure to de-register in order to give students on the waiting list a chance.

7. Department of Sociology

Special registration process for Projektseminare (BA)

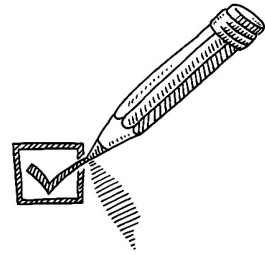


▼  Modul 5a: Projektseminar I

-   SOC-29270 Anmeldung der Projektseminare des Fachs Soziologie - Platzvergabe
-   SOC-31130 Soziologie der Gemeinschaft - Projektseminar
-   SOC-31110 Körpersoziologie - Projektseminar
-   SOC-31140 Umweltindikatoren: Befragungsdaten, regionale Kontextfaktoren und automatisierte Textanalyse (mit Stata und Python) - Projektseminar

Only relevant if you would like to study in German!





You are successfully **registered for participation** in all the courses you would like to take? Congratulations!

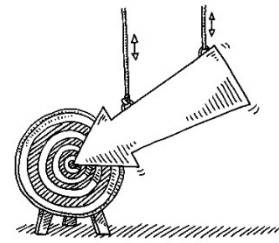
You completed **step 1** out of 2...

What is **step 2**?

Exam/ECTS registration.

This is mandatory to receive your ECTS!

8. Exam/ECTS registration



Deadlines

The Faculty of Humanities and the Language Institute share their registration deadlines

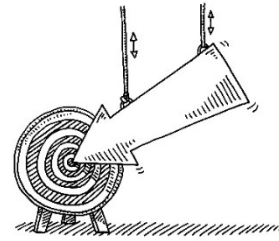
Winter Semester 1st December – 15th January

Summer semester 1st May – 15th June

Exception

For course codes starting with **EDU**, you are automatically registered for the exam/ECTS when you register for participation. You will have to actively de-register no later than 14 days after the start date, otherwise this course will be listed as ‘failed’ on your transcript of records.

8. Exam/ECTS registration



Deadlines

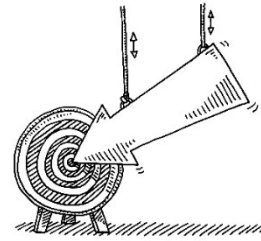
Taking courses in other faculties?

The registration formalities and deadlines might be different for both registration for course participation AND exam/ECTS registration!

1. Attend their info sessions during GO-Konstanz.
2. Consult this website for exam registration deadlines in all the departments:
https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pruef_AnmeldeZeitraeume/ZEuS
3. Get in touch with the relevant departmental exchange coordinators if you are unsure:
<https://www.uni-konstanz.de/en/international-office/study-abroad/study-abroad/erasmus/erasmus-departmental-coordinators/>

8. Exam/ECTS registration

Course/assessment terminology



Studienleistung (StL)

- are smaller pieces of work, e.g. oral presentations
- are awarded less ECTS, **usually not graded**
- may be repeated numerous times if necessary

Prüfungsleistung (PL)

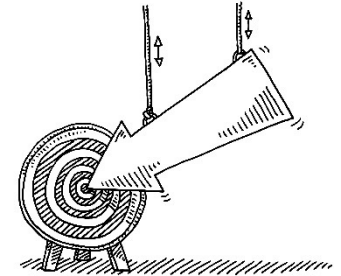
- bigger pieces of work, e.g. written exams, papers (12-25 pages, dep. study level)
- awarded more ECTS than StL alone
- graded (count towards degree mark)
- may only be repeated once

In the majority of courses
students have to complete Studien-
as well as Prüfungsleistungen.

Regardless of the form of assessment: Attendance is mandatory in all courses! Usually, you are allowed to miss a maximum of 2 sessions per course. If you are absent more than 2 times*, you cannot receive ECTS for the course.

*in case of sickness: contact lecturer in advance, hand in medical certificate.

8. Exam/ECTS registration



Please note

Not all courses are graded!

Especially courses worth 3 ECTS points are generally only assessed as 'pass' or 'fail' (details will be provided in the first session of each course).

If you need grades for all of your courses, **speak to your lecturers** and ask whether they would be able to grade your StL/grade your work.

Do so at the beginning of the semester and before the registration for assessments!

9. Writing an academic paper



You are expected to meet the universal criteria for writing an academic paper.

In each department, you will have to submit your paper together with the **compulsory declaration of authorship**, the template for which can be found on every departmental website.

Please also refer to the following slides of this presentation on plagiarism and good academic practice.

9. Writing an academic paper

The Writing Center



Writing Centre

Our offers

Writing Centre > Our offers

The writing center at the University of Konstanz +

Our offers -

Writing Tutoring Service

Writing Together

For Lecturers

Courses and Workshops

Materials

Newsletter

News

Contact

Writing - how to learn it, how to teach it

There is always writing that needs to be done - both at the university as well as later in our professional lives, be it as academics or in other occupational fields. Your competence in this area has a significant influence on your success. However, writing is not something you innately can or cannot do. Just like playing the piano or running a marathon, good writing can be learned, trained and continuously improved. Writing is also more than just typing texts to be delivered to someone: It helps us think, learn and grow.

We provide the following kinds of writing support:

OUR OFFERS

Writing Tutoring

Talk about your current writing project on a peer-to-peer basis, or get feedback on your drafts.

Joint Writing Sessions

Joint Writing Sessions: Weekly focussed writing sessions and writing weeks during the non-lecture periods

Courses and Workshops

Develop your writing skills.

Materials and Links

Information on writing in your discipline and exercises on academic writing

Writing in the disciplines

Writing didactic support and professional training for lecturers

Newsletter

Subscribe to receive updates on writing sessions - and handy writing hacks!

<https://www.uni-konstanz.de/en/writing-centre/our-offers/>

9. Writing an academic paper

The Writing Center

- is a student to student tutoring service, competent, straightforward and confidential
- you may talk about your current writing project (in German or English) and ask for advice or help
- You can book an individual appointment on their website or stop by without appointment during the consultation hours.



[Writing Centre](#)
[Get your appointment](#)

[Writing Centre](#) > [Our offers](#) > [Writing Tutoring Service](#) > [Get your appointment](#)

The writing center at the University of Konstanz	+
Our offers	-
Writing Tutoring Service	
- Get your appointment	
- Writing Center in a nutshell	
- FAQs	
- Working at the writing center	
Writing Together	
For Lecturers	
Courses and Workshops	
Materials	
Newsletter	
News	
Contact	



Let's talk about your writing project

Online or at the university - spontaneously during our office hours or with an appointment

When can you come and see us?

All individual tutoring sessions can be found via our booking calendar on ILIAS. You can also contact us by email at any time if you have questions. Our drop in sessions resume from November 2 in the green study spot next to the library café on Wednesdays, 2-4 pm. You don't have to register, just drop by spontaneously!

Contact

Contact us if you have any questions - we look forward to hearing from you.

[Send email](#) ✉

[Link to their Website](#)

9. Writing an academic paper

A note on plagiarism



- Please note that plagiarism is **always** regarded as **cheating** and will always have consequences on the examination result. The examination will be graded as "**not sufficient**" in this case, thus as **failed**.
- **Guidelines for preventing plagiarism are available** on the website of the Central Examination Office (<https://www.uni-konstanz.de/en/study/advice-and-services/central-examination-office/informationen-und-formulare/bachelor-master-magister-exams/>).
- Ask your lecturers if you are unsure about the citation style.

9. Writing an academic paper

A note on plagiarism

All of the following are considered plagiarism:

(<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>)

- turning in someone else's work as your own or letting an AI write your work,
- copying words or ideas from someone else without giving credit,
- failing to put a quotation in quotation marks,
- giving incorrect information about the source of a quotation,
- changing words but copying the sentence structure of a source without giving credit,
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.



10. Receiving your grades



Please be aware that:

- Not showing up to an exam/not handing in a paper without explanation will result in a fail for the respective course.
 - If you are sick, make sure to get a doctor's certificate and contact the lecturer/examiner **before** the exam takes place.
 - A failed assessment (*Prüfungsleistung*) can be repeated once, this date is usually scheduled sometime at the end of the lecture-free period.
- The date for repeat-exams (resit-exams) is announced by the lecturers/the secretaries.
- There will only be one date for repeat-exams per course.

10. Receiving your grades



Please be aware that:

- lecturers will announce the deadline for the assessments/papers for their courses. Usually deadlines for term papers are during the lecture-free period following the lecture period.
 - **Of course you can write and hand them in earlier!**
- Grading usually takes place during the lecture-free period (mid February – end of April and end of July – beginning of October), you may negotiate a fast-track correction if needed. However, you have to do so **well in advance** before handing in your work!
- Lecturers need a reasonable amount of time to mark/grade the work of all their students. If you need your grade early, you also have to hand in your work **early**.
- The same applies to exams - please notify your lecturer well in advance if you need a fast-track correction.



To sum it all up:

The magic word is...

...*before!*

Not only when speaking to your lecturers about assessment modalities, but also in case you have **problems with exam/ECTS registration**.

→ Contact us **before** the registration deadline (15 June) has passed. After this date, it is no longer possible to register for exams/ECTS and you will not receive ECTS for the missing courses.

E-mail etiquette



- When writing emails, include your full name, degree and home institution, use an appropriate address etc.

HOW TO WRITE AN E-MAIL TO YOUR INSTRUCTOR OR T.A.

From: Student
To: Instructor/TA

MY NAME IS NOT "HEY," "YO," "SUP" OR "DUDE." USE A PROPER GREETING!

"hey"

BEFORE ASKING YOUR QUESTION, ALWAYS CONSULT:
A) THE SYLLABUS
B) COMMON SENSE
C) THE SYLLABUS

OMG, WHAT ARE YOU, 14? WRITE FULL SENTENCES! THE INTERNET HAS ENOUGH BANDWIDTH.

lol, when is your office huors?

IT ONLY TAKES A SECOND TO SPELL CHECK! SERIOUSLY, YOUR TIME IS NOT THAT IMPORTANT.

btw, where is you're office?

SIGN YOUR NAME! THIS ISN'T CHAT AND WE ARE NOT FRIENDS.

IT'S IN THE SYLLABUS!!!

AAAAHHH!! HOW DID YOU GRADUATE FROM HIGH SCHOOL!?

JORGE CHAM © 2015

WWW.PHDCOMICS.COM

Attention Erasmus+ students! Your Learning Agreements

1. All Erasmus students should have handed in their “first” (before the mobility) Learning Agreement by now; **if not, do so now!**

→ If you handed in a digital LA /OLA and did not receive our signature yet, write us an e-mail.

2. Once you know which courses you have been admitted to and intend to complete, prepare your “second” Learning Agreement (“during the mobility”).

→ We will **not** sign LA IIs before mid-May. Students have 5 weeks after the start of lectures to submit the signed second version in accordance with EU guidelines.

→ We will check that you are correctly registered for your ECTS before we sign the LA II. So make sure to register your exams/ECTS before handing in your LA II.

We will not be able to change your LA II a second time after the end of the lecture period. If you decide not to complete a course even though you have registered for the assessment of it and included it in your LA II, it will remain in your LA *and* on your transcript.

Learning Agreements



Guidelines on how to use the Learning Agreement for Studies

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

- Always include your personal data as well as the information about your home and host institution, your study cycle, language competence and duration of the mobility.
- Always include a table A: courses you take in Konstanz (exact titles, no self-translations).
- Always include a table B: recognition of those courses at your home university → to be discussed with your home coordinator.

Whom to ask for help?

Departmental Study Advisors Faculty of Humanities

Literature, Art and Media Studies

Linguistics

History

Sociology

Philosophy

Available by
e-mail and
during office
hours

Available by
e-mail and
during office
hours

Erasmus+ Coordinators

- Learning Agreements
- General academic advice for courses of their departments

Personal
consultations
upon
appointment
by e-mail

Representatives for students with disabilities and chronic illnesses

- Students hand-in-hand
- Academic adjustment for coursework and assessments

<https://www.uni-konstanz.de/en/study/study-essentials/studying-with-a-disability-or-chronic-illness/>

Personal
consultations
upon
appointment
by e-mail

studierendenwerk bodensee
seezeit

Seezeit

Psychotherapeutic counselling

Social counselling

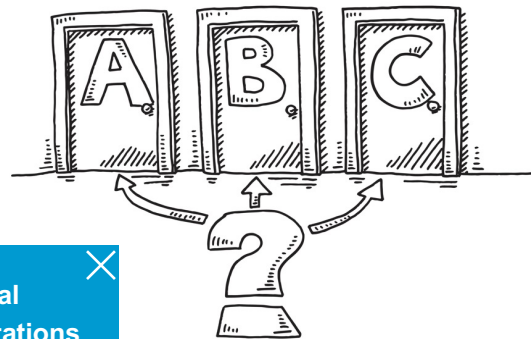
<https://seezeit.com/en/advice/>

Available by e-mail
and during
consultation hours
(IO help desk in the
SSZ)

International Office

Inbound Team

- Organisation of your stay (housing, orientation programme etc.)
- Confirmation of arrival/departure
 - Transcripts





**...we hope you will enjoy your time and courses in
Konstanz!**