University of Konstanz
Exchange Studies
Introduction to Studies
SuSe 2020

– uni.kn/en/international
Today‘s Webinar is hosted by:

Frank E. Lutzenberger (moderator)
Adviser for international exchange students
Coordination GO-Konstanz and OriPro

Tina Bebensee (chat)
Coordination Incoming Exchange,
Cooperations with USA and Canada

international.incoming@uni-konstanz.de
Stay updated!

Exchange Studies in Summer Semester 2020 (virtual)

## Topics

### I. Introduction
1. Responsibilities
2. Academic calendar
3. Required data
4. Important website

### II. Preperations to get started
1. Change uni Password
2. VPN client
3. My University

### III. Orientation in ZEuS
1. General functions
2. Finding courses
3. Setup personal study schedule
4. Create TAN list
5. Register for courses
6. Register for exams/assessments

### IV. Orientation in ILIAS
1. General functions
2. Joining classes

### V. Erasmus+ formalities
1. Letter of Confirmation
2. Learning Agreement
3. Transcript of Records

### V. Last but not least
1. Important websites
2. Q & A

---

*Universität Konstanz*

*International Office | Webinar 17.4.2020*
I) Introduction

1) Responsibilities

**International Office**
General service, e.g. housing, admission, excursions, orientation programme, visa process, …

**Departmental Coordinators**
All academic advising, Signature for the Learning Agreement

Please make sure to get in touch with them!!
I) Introduction

2) Academic calendar

When do courses start?

- Tuesday, 14 April 2020
- Monday, 20 April 2020

When do courses end?

- Saturday, 18 July 2020

When are examinations/assessments expected to take place?

- 1 July – 31 July 2020
  - 1 July – beginning of August 2020: Economics
  - 1 July – mid August 2020: Natural Sciences, Sport Sciences, Law

Please download the Academic Calendar from our website!
I) Introduction

3) Required data

University account
• Uni email and password
Problem? → support@uni-konstanz.de

Initial TANs (TAN=transaction number)
• Two initial TANs (to create TAN list)
Problem? → zeus-support@uni-konstanz.de

Your data sheet (Datenkontrollblatt)

If you haven’t received data sheet contact:
international.incoming@uni-konstanz.de
II) Preperations to Get Started

Leaving presentation now and sharing screen for live demonstration
V) Erasmus+ formalities

- different handling of administrative procedures throughout all participating universities
- always observe guidelines of your home universities
- not sure what to do and when? → consult your home university
V) Erasmus+ Formalities

1) Letter of Confirmation
2) Learning Agreement
3) Transcript of Records
V) Erasmus+ Formalities

1) Letter of Confirmation

- Confirming the date of arrival at host university by host university
  - Date when official study programme starts, \textbf{not} date of arrival in host city/country

- Confirming the date of departure from host university by host university
  - Date when study programme ends (ie last class or examination), \textbf{not} date of departure from host city/country or submission date of term paper!

Send by email to: international.incoming@uni-Konstanz.de
V) Erasmus+ formalities

2) Learning Agreement

• facilitates the recognition of courses

• to be signed before or at the very beginning of your stay, if necessary use the possibility to make changes to the Learning Agreement

• to be signed by the Uni Konstanz Departmental Coordinator

Changes to initial Learning Agreement can be specified on a separate form!

Send by email to: respective Departmental Erasmus+ Coordinator!
V) Erasmus+ formalities

3) Transcript of Records

• transcript will be issued only upon request, when all course results were entered into ZEuS!

• Last course results are normally entered after you have left Konstanz

• Issuance of transcript requires your prior exmatriculation from university!

• transcript will be sent by email (scan) and to home university

Send by email to: international.transcripts@uni-Konstanz.de
VI) Last but not least

1) Important websites

Exchange Studies in Summer Semester 2020 (virtual)

VI) Last but not least

1) Important websites

FAQ on “Notbetrieb” (standby operations) at the University of Konstanz

VI) Last but not least

1) Important websites

Uni Konstanz – International – Summer 2020

https://www.facebook.com/groups/UniKonstanzInternationalSummer2020/
VI) Last but not least

1) Q & A

Questions
Anyone?

Frank E. Lutzenberger (moderator)
Adviser for international exchange students
Coordination GO-Konstanz and OriPro

Tina Bebensee (chat)
Coordination Incoming Exchange,
Cooperations with USA and Canada

international.incoming@uni-konstanz.de
VIelen Dank!