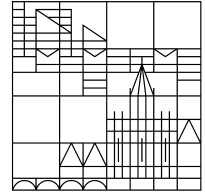




Erasmus+

Universität
Konstanz



WELCOME!

**Exchange students
in the Departments of
Linguistics and
Literature, Art and Media Studies**

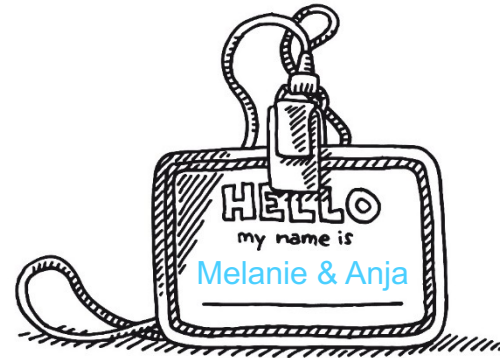
Melanie Hochstätter, Anja Christ

Konstanz, 14 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/>

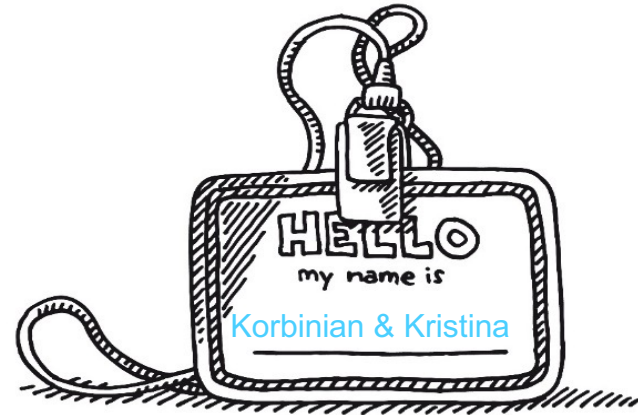
...help with general questions related to your studies

- 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/>

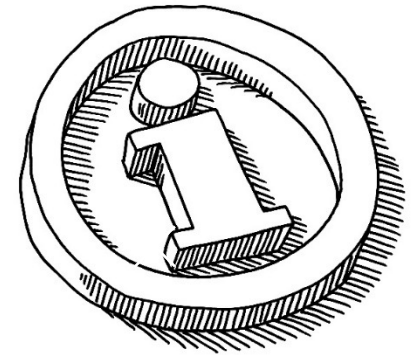
...we might refer you to them for

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

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

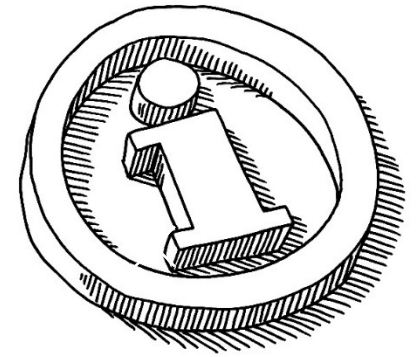
Lecture-free period around Pentecost (only corpus Christi week): 27 May - 2 June 2024
For exceptions, please note the information in the [course catalogue](#).

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/>

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

Academic calendar

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

Course catalogue platform

ZEuS – Zentrales Einschreibe- und Studierendenportal

Pragmatics II 

 Daten für iCalendar (ics) exportieren  Einzeltermine anzeigen

Veranstaltungstyp **Klassisches Präsenzformat (Semesterkurs)**

Semesterwochenstunden **3.0**

Lehrsprache **Englisch**

Verantwortliche*r **▪ Prof. Dr. Maria Isabel Romero Sangüesa**

Änderungen	Rhythmus	Wochentag	Von - Bis	Ausfalltermin	Startdatum - Enddatum	Erw.Tn.	Bemerkung	Durchführende*r	Raum
	wöchentlich	Mo	10:00 - 11:30	▪ 20.05.2024 ▪ 27.05.2024	08.04.2024 - 15.07.2024			▪ Prof. Dr. Maria Isabel Romero Sangüesa	G306

The University of Konstanz – A young campus university

Konstanz is one of the “younger” German Universities, founded in 1966 as a *Reformuniversität* (reform University). Its architectural make-up is reflecting the founding principles and internal organisation:

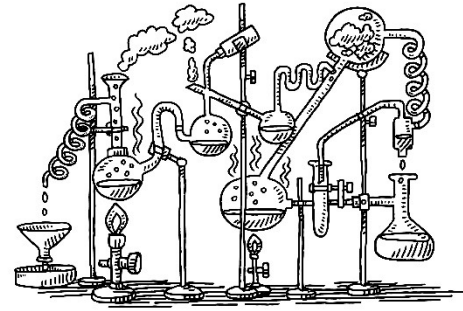
- A departmental structure and a **flat hierarchy, proximity**
- An **interdisciplinary** approach to research, manifested in a **campus university**
- Efficient centralised **research** and **administrative services**



Academic faculties and departments

Faculty of Science (Faculty I)

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

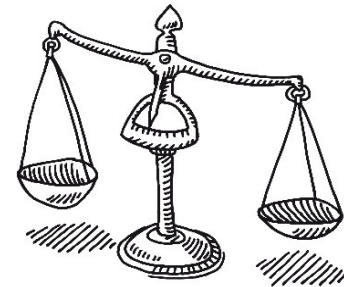


Faculty of Humanities (Faculty II)

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

Faculty of Politics, Law and Economics (Faculty III)

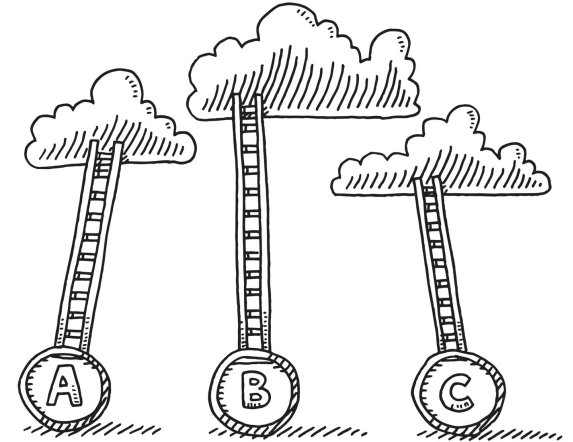
- Economics
- Law
- Politics and Public Administration



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

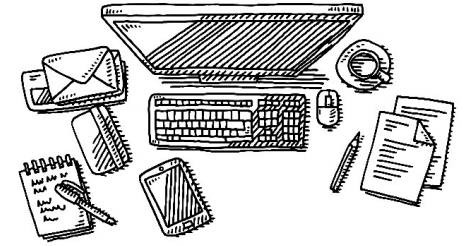


MA-Level

- 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

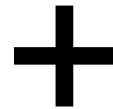
*in German “Modul” ≠ module

Departments and institutes offering courses for philologists



Faculty of Humanities

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



The Language Institute (SLI)

Offers practical modern language courses: currently **19 different languages** on offer, including German as a Foreign Language at levels A1-C2 (CER).

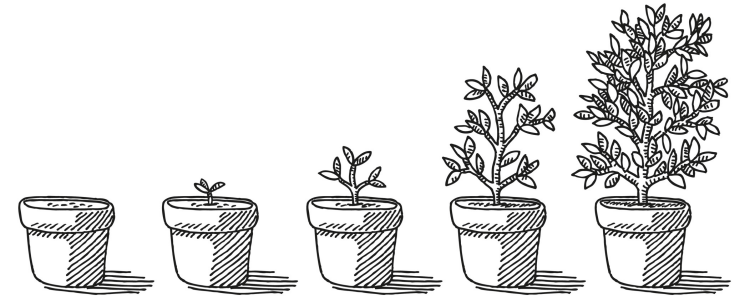
Centre for Transferable Skills (SQ)

Offers courses for BA and MA students on interdisciplinary as well as discipline-specific practical skills e.g. project management, communicative, social and personal core competences.

Non-departmental 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
- Persian



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 Practice Fields
 - Media
 - Management and Economy
 - Entrepreneurship and Founding
 - Project Management
- Digital Literacy



Registration for course 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 course description.

<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/>

Where to find those courses in ZEuS?

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 sem 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)



Let's have a closer look at your host departments

Subject-specific course terminology:

Einführung, Proseminar, Hauptseminar, Oberseminar, Seminar,
Vorlesung, Übung, Projektseminar et al. ...

Which ones will suit you?

Where to find courses in ZEuS

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.

English taught courses in ZEuS

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

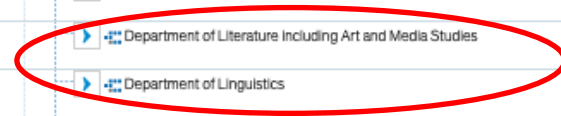
Department of Psychology

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













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)

☐ Bachelor Studiengänge - Hauptfach

- ▶  Biological Science (82027H)
- ▶  British and American Studies (82913H)
- ▶  Chemie (82032H)
- ▶  Deutsche Literatur (82904H)
- ▶  Finanzmathematik (82777H)
- ▶  Französische Studien (82959H)
- ▶  Geschichte (82068H)
- ▶  Informatik (82079H)
- ▶  Italienische Studien (82984H)
- ▶  Kulturwissenschaft der Antike (82993H)
- ▶  Life Science (82033H)
- ▶  Literatur-Kunst-Medien (82992H)
- ▶  Literaturen-Kulturen-Sprachen (82996H)
- ▶  Mathematik (82105H)

- ▶  Motorische Neurorehabilitation (84249H)
- ▶  Nanoscience (82994H)
- ▶  Philosophie (82127H)
- ▶  Physik (82128H)
- ▶  Politik- und Verwaltungswissenschaft (82176H)
- ▶  Psychologie (82132H)
- ▶  Slavistik-Literaturwissenschaft (82908H)
- ▶  Soziologie (82149H)
- ▶  Spanische Studien (82950H)
- ▶  Sportwissenschaft (82029H)
- ▶  Sprachwissenschaft (82152H)
- ▶  Wirtschaftswissenschaften (82184H)

▼ Bachelor Literaturen-Kulturen-Sprachen HF PO 2023 #P

▶ Rahmenmodule

▶ Profilmodule

▶ Schwerpunkt British and American Studies

▶ Schwerpunkt Deutsche Literatur

▶ Schwerpunkt Französische Studien

▶ Schwerpunkt Italienische Studien

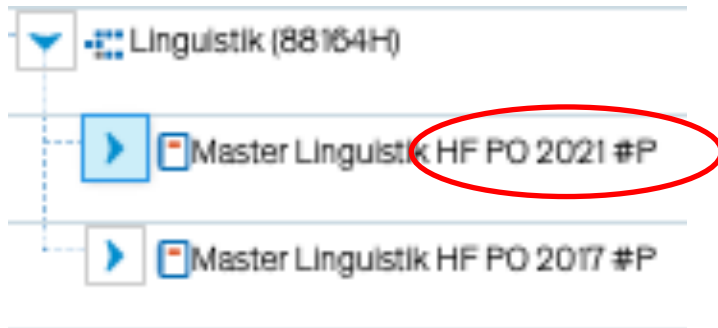
▶ Schwerpunkt Spanische und Iberoamerikanische Studien

▶ Schwerpunkt Latinistik

▶ Schwerpunkt Slavistik

- ▼ Masterstudiengänge
- ▶ Biological Science (88027H)
 - ▶ British and American Studies (88913H)
 - ▶ Chemie (88032H)
 - ▶ Computer and Information Science (88781H)
 - ▶ Economics (88179H)
 - ▶ Ethnologie und Soziologie (88194H)
 - ▶ Finanzmathematik (88777H)
 - ▶ Frühe Kindheit (92054H)
 - ▶ Geschichtswissenschaft (88668H)
 - ▶ Globale Europastudien (88400H)
 - ▶ Gymnasiales Lehramt Physik (85128H)
 - ▶ Kulturelle Grundlagen Europas (88045H)
 - ▶ Life Science (88033H)
 - ▶ Linguistik (88164H)
 - ▶ Literatur-Kunst-Medien (88992H)
 - ▶ Literaturwissenschaft (Konstanzer Masterschule) (88291-297H)
 - ▶ Mathematik (88105H)
 - ▶ Mediterranean History (88946H)
 - ▶ Multilingualism (Mehrsprachigkeit) (88900H)

- ▶ Nanoscience (88994H)
- ▶ Osteuropa: Geschichte-Medien (88944H)
- ▶ Philosophie (88127H)
- ▶ Physik (88128H)
- ▶ Political Economy (88729H)
- ▶ Politik- und Verwaltungswissenschaft (88176H)
- ▶ Psychologie (88132H)
- ▶ Psychologie mit Schwerpunkt Forensische Psychologie (88162H)
- ▶ Psychologie mit Schwerpunkt Klinische Psychologie und Psychotherapie (88133H)
- ▶ Social and Economic Data Science
- ▶ Sociology of Inequality (88349H)
- ▶ Soziologie (88149H)
- ▶ Speech and Language Processing (88812H)
- ▶ Sport Science (88229H)
- ▶ Sport Science for Health (88930H)
- ▶ Sprachwissenschaft mit romanistischem Schwerpunkt (Romance Languages and Linguistics) (88810H)
- ▶ Transkulturelle Geschichte und Anthropologie (88069H)
- ▶ Wirtschaftspädagogik (88183H)




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



Basic data ▾

Title	British Literature and Culture I	Course type	Lecture
Short text	British Literature and Culture I	Frequency of offer	At irregular intervals
Long text	British Literature and Culture I	Weekly teaching hours (SWS)	2.0
Number	LIT-13865	Periods	<ul style="list-style-type: none"> Registration deadline Summer term 2024 from Mar 15, 2024 09:00:00 to Apr 22, 2024 23:59:59 - future Deregistration deadline SoSe2024 from Apr 23, 2024 09:00:00 to Jul 20, 2024 23:59:59 - future
Organisational unit	<ul style="list-style-type: none"> Department of Literature, Art and Media Studies (Veranstalter) British Studies and American Studies (person responsible) 		

Course format	On-campus (semester course)	Maximum number of participants	175
Weekly teaching hours (SWS)	2.0		
Teaching language	English		
Course instructors	<ul style="list-style-type: none"> Dr. phil. Jonas Kellermann 		

Changes	Rhythm	Day	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment	Performing lecturers	Room
	Weekly	Mon	1:30 PM - 3:00 PM	<ul style="list-style-type: none"> 05/20/2024 05/27/2024 	Apr 8, 2024 - Jul 15, 2024			<ul style="list-style-type: none"> Dr. phil. Jonas Kellermann 	R513

Expected examination / course performance ▾

ECTS	Art (Type of event)	Form (Form of examination)	Bemerkung (Comment)	Prüfungsnummer (Examination-Number)
6	Vorlesung mit Tutorium			LIT-13865
3	Vorlesung			LIT-28870

Contents ▾

The lecture provides an overview of British literature and culture since the early modern period, including postcolonial Anglophone literatures. We will discuss selected literary and filmic examples within their respective socio-political and historical contexts.

Remark ▾

Course registration from 15.03.24 via "ZEuS-Belegung" only!
 Access to the ILIAS course folder will be made available to you 24 hours after course admission in ZEuS.
 ATTENTION: Please only register for those courses that you will actually attend.
 If you have registered for too many courses, please cancel your registration in good time so that places will not be blocked in courses with restricted admission and remaining free despite long waiting lists.

Record of academic assessments ▾

Klausur

Course literature ▾

Middeke, Martin, Timo Müller, Christina Wald, and Hubert Zapf, eds. *English and American Studies: Theory and Practice*. Stuttgart: Metzler, 2012.
 Further material will be made available via ILIAS as far as possible.

Department of Literature, Art and Media Studies

Faculty of Humanities

Department of Literature, Art and Media Studies

Universität
Konstanz



Department

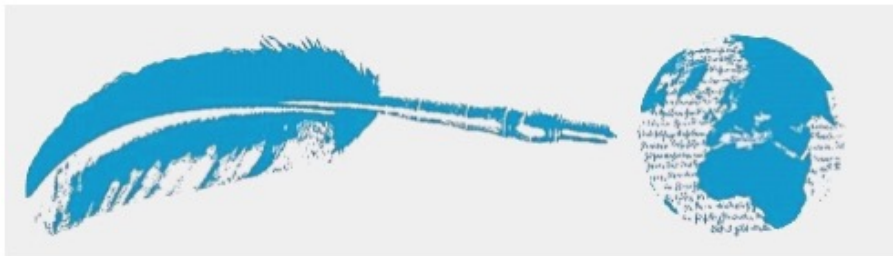
Research

Study

Advice and service

International participation

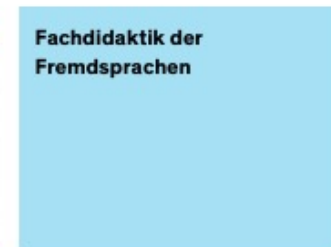
Department of Literature, Art and Media Studies



Welcome

to the Department of Literature with Art and Media Studies.

DEPARTMENTAL SECTIONS



Study programmes

Department of Literature, Art and Media Studies



B.A. Literatur – Kunst – Medien (BA Literature – Art – Media)

M.A. Literatur – Kunst – Medien (MA Literature – Art – Media)

B.A. Literaturen – Kulturen – Sprachen (BA Literatures – Cultures - Languages)

M.A. Literaturwissenschaft (MA Literary Studies)

B.A. Kulturwissenschaft der Antike (BA Classics and the Ancient Near East)

B.A. Nebenfach Gender Studies (BA minor Gender Studies)

M.A. Globale Europastudien (MA Global European Studies)

M.A. Osteuropa: Geschichte – Medien (Eastern Europe: History – Media)

B.Ed./M.Ed. Deutsch, Englisch, Französisch, Italienisch, Spanisch, Russisch, Latein
(BEd/MEd German, English, French, Italian, Spanish, Russian, Latin)

Course types and ECTS credit values

Department of Literature, Art and Media Studies

- *Einführung*/Undergraduate introduction
(BA 1st semester/1st year) B.A. level 3, 6 ECTS
- *Proseminar*/Undergraduate beginner level courses
(BA 1st and 2nd year) M.A. level 3, 6 ECTS
- *Hauptseminar*/Advanced level courses
(BA 3rd year, MA level. This seminar type is only open to **advanced students** of literary studies) ECTS credit value depending on type of assessment (see explanation later on)
- *Kolloquium*/Colloquium
(final BA or MA semester)

➔ Proseminar usually a good match for BA-level exchange students

➔ Hauptseminar/Seminar **only open to advanced students of the respective philology** (BA 3rd year with research/essay writing experience or MA students)

Department of Literature Including Art and Media Studies

LIT-13865 British Literature and Culture I - Lecture

LIT-14670 ALC II: Reading Race - Advanced Seminar

LIT-58350 Exam and Research Colloquium - Colloquium

LIT-83150 The Harlem Renaissance - Introductory Seminar

LIT-82860 Unravelling seriality: From television to collective storytelling - Advanced Seminar

LIT-83220 Queers and Sensibility - Introductory Seminar

LIT-83210 Modernism (Re-)Imagined - Introductory Seminar

LIT-83250 Literature and Medicine: Narrating Disability, Illness and Neurodiversity - Seminar

Choosing courses step 1: registration for participation

Department of Literature, Art and Media Studies

- You have to register for participation via **ZEuS** from **15 March – 22 April**.
- 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 added to a waitlist.
- If you are admitted and decide to not take the course after all, make sure to deregister so that students on the waitlist can move up.

- Allgemeine Linguistik +
- Anglistische Linguistik +
- Germanistische Linguistik +
- Romanistische Linguistik +
- Slavistische Linguistik

Bereiche der Linguistik in Konstanz

Im Fachbereich Linguistik der Universität Konstanz werden Studiengänge aus den folgenden Bereichen angeboten:

Allgemeine Linguistik

Anglistische Linguistik

Germanistische Linguistik

Romanistische Linguistik

Slavistische Linguistik

Study programmes

Department of Linguistics

B.A. Sprachwissenschaft (BA Linguistics)

M.A. Linguistik (MA Linguistics)

M.A. Multilingualism

M.A. Speech and Language Processing



Course types and ECTS values

Department of Linguistics

B.A. level 6 ECTS

B.A. Introductory Level

Introductions, Core Areas I

B.A. Advanced Level

Core Areas II, Advanced Areas of Linguistics

M.A. level 9 ECTS

M.A. Level

Core Components of Language A/B, programme-specific advanced courses

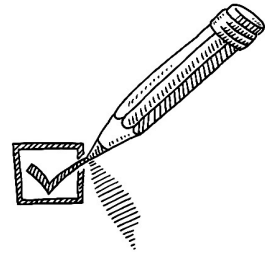
If you would like to sign up for advanced BA seminars such as “Phonology II“, “Syntax II“, or for MA seminars you might receive an error message.

→ Contact us by e-mail with information on the course you would like to sign up for as well as information on your degree programme at home (subject area, study level). We will check your Transcript of Records and if you fulfil the mandatory prerequisites for participation, we will ask the secretary to sign you up for the course.

Choosing courses step 1: registration for participation

Department of Linguistics

- You have to register for participation via **ZEuS** from **15 March – 22 April**.
- 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 waitlist.
- If you are admitted and decide to not take the course after all, make sure to deregister so that students on the waitlist can move up.



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

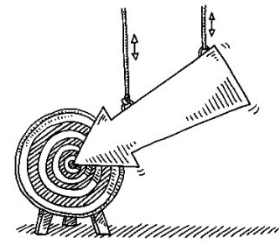
You completed **step 1** out of 2...

What is **step 2**?

Exam/ECTS registration.

This is mandatory to receive your ECTS!

Choosing courses part 2: exam/ECTS registration



Deadlines

The Faculty of Humanities and Language Institute share their registration deadlines

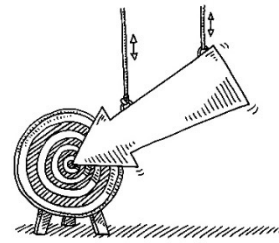
Winter Semester 1st December – 15th January

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 de-register actively until 14 days after the start date the latest, otherwise this course will show as „failed“ on your transcript of records.

Choosing courses part 2: exam/ECTS registration



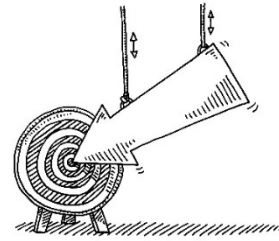
Deadlines

Taking courses in other faculties?

The registration formalities and deadlines might be different for both registration for 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/>

Choosing courses part 2: exam/ECTS registration



Course/assessment terminology

Studienleistung (StL)

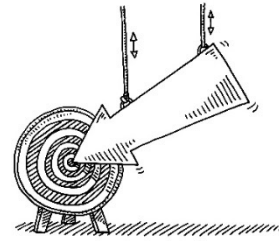
- are smaller pieces of work, e.g. oral presentations
- are awarded less ECTS, **usually not graded**
- may be repeated numerous times if necessary

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

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

Choosing courses part 2: exam/ECTS registration



You have to register for every course that you would like to see included in your transcript of records –

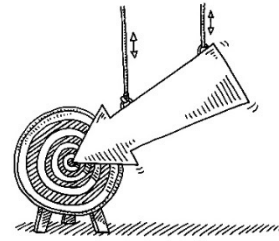
no matter how many ECTS and what kind of assessment you intend to complete for a course.

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.

Choosing courses step 2: exam/ECTS registration



Course/assessment terminology

Please note

Not all courses are graded!

Especially courses worth 3 ECTS points are usually only awarded a 'pass' or 'fail' (details will be communicated 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.

Do so at the beginning of the semester and before the exam/ECTS registration!

Writing an academic paper



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

In each department, you will have to hand in your paper together with the **compulsory declaration of authorship**, the template for which is available on every departmental website.

Linguistics students will find the “Guidelines for writing an academic paper” and the “Guidelines for citing and creating your bibliography”, published on the website of the departmental *Schreibberatung* (Departmental Writing Centre).

Please also see following slides in this presentation on plagiarism and good academic practice.

Course recommendation

Subject-specific courses to improve writing skills and research competency (finding resources, referencing) in the respective discipline (taught in German for native speakers, exchange students can attend if they have a minimum level of advanced B2, ideally C1):

Department of Literature, Art and Media Studies

-   LIT-65570 Erfolgreich wissenschaftlich arbeiten in der Literaturwissenschaft - Kurs
-   LIT-68610 Die wissenschaftliche Hausarbeit/ Seminararbeit und ihre sprachlichen Aspekte - Übung
-   LIT-75500 Wissenschaftliches Schreiben - Kurs B: Satzbau und Zeichensetzung - Übung
-   LIT-83590 Texte klingen lassen! Sprech- und Stimmtraining - Kurs

You find those courses under: „Fachspezifische Schlüsselqualifikationen“ (subject specific transferable skills) in the BA degree programmes of the department.

The Writing Center – their offers



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/>

The Writing Center – writing tutoring service

- 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 an appointment during their 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	
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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](#)

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 unsure about the citation style.

A note on plagiarism



All of the following is 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.

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

Receiving your grades



Please be aware that:

- lecturers will announce the deadline for the assessments/papers for their courses. Usually deadlines for end-of-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**.
- Informing lecturers about the need of a fast-track correction also goes for exams.



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**.

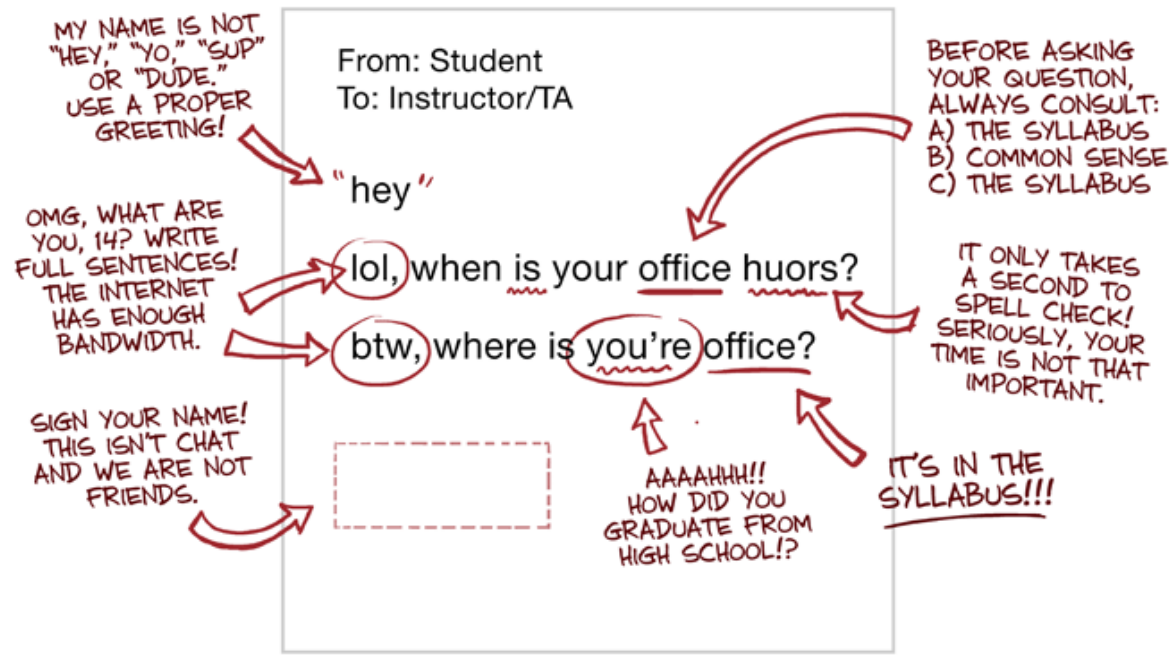
→ Contact us **before** the registration deadline (15 June) has passed. After this date it is not possible to register for exams/ECTS, you will not receive ECTS for the missing courses.

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.



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WWW.PHDCOMICS.COM

Attention Erasmus+ students! Your Learning Agreements

1. All Erasmus students should have handed in their „first“ (before the mobility) Learning Agreements 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.

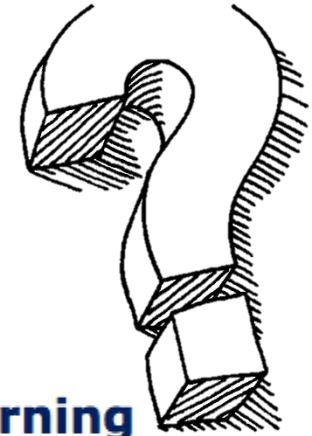
2. Once you know which courses you have been admitted to and intend to complete, prepare your „second“ Learning Agreement („during the mobility“)

→ We will **not** sign LA IIs before mid May, students have 5 weeks after the beginning of lectures to hand in the signed second version according to the EU guidelines.

→ We will check if you are correctly registered for your ECTS before signing 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 finish a course although you registered for the assessment of it and included it in your LA II, it will stay in your LA *and* in 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 includes 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 includes a table A: courses you take in Konstanz (exact titles, no self-translations).
- Always includes 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/Media Studies

Linguistics

History

Sociology

Philosophy

Available by
email and in
office hours

Available by
email and in
office hours

Erasmus+ Coordinators

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

Personal
consultations
upon
appointment
by email

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 email

studierendenwerk bodensee
seezeit

Seezeit

Psychotherapeutic counselling

Social counselling

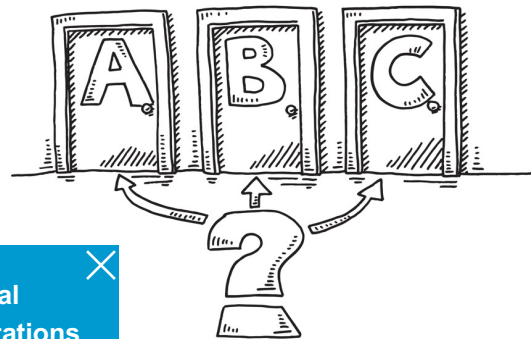
<https://seezeit.com/en/advice/>

Available by email
and in 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!**