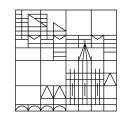
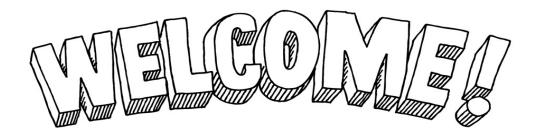


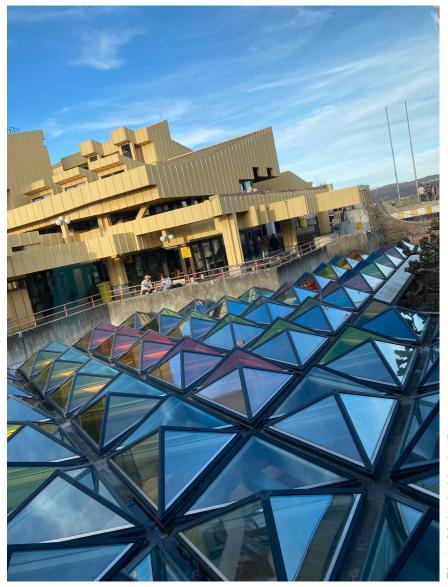
Universität Konstanz





# Exchange students in the Faculty of Humanities

Anja Christ and Melanie Hochstätter Konstanz, 10 September 2024



noto Melanie Hochstätter

# **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/internationalparticipation/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, Samya Spaltenberger

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

# Assist you in understanding the academic offer and choosing suitable courses.

- Academic calendar, lecture and assessment period
- Uni Konstanz,
   Degree structure in the Faculty of Humanities,
   relevant teaching units outside the Faculty
- 3. How to browse the catalogue
- 4. Departmental intro to course offer
- 5. Receiving your grades
- 6. Academic writing in Konstanz
- 7. A note on plagiarism
- 8. Absences / illness
- Learning Agreements



# **Resources Faculty website**

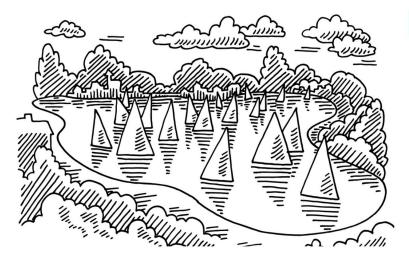
**International Participation and Erasmus+ Humanities** 

uni.kn/en/humanitiesinternational

#### International Participation and Erasmus+ Humanities

Internship abroad Stays abroad for PhD students Gastdozenturen und Personalmobilität

International Participation and Erasmus+ Humanities



#### **Study abroad in Konstanz Incoming Mobility**

International students that have been nominated for student exchange to Konstanz by their home institutions or free movers (students studying abroad outside an exchange programme) may apply for one or two semesters at the University of Konstanz.



Study abroad

Studying one or two semesters at a partner unviersity of the University of Konstanz

FIND YOUR WAY

#### Internship abroad

Organisation of and funding for internships abroad

#### Stays abroad for PhD students

Funding possibilities for (research) stays

#### **Teaching Staff Mobility and Staff Mobility**

**Advising and contact** 

Current office hours and contact details

#### **Short Term Programmes and Summer Schools**

#### Partners and cooperations

Partners and cooperations of the faculty

#### News, info sessions, and info material

Dates, news, and materials (slides)

## 1. Academic calendar

#### Academic Year 2024/2025

小

#### Winter semester 2024/2025

Semester start: 01 October 2024 Semester end: 31 March 2025

#### Orientation week for all new students:

14 - 18 October 2024

Lecture period start: 21 October 2024 Lecture period end: 08 February 2025



Lecture-free period around Christmas and New Year's:

21 December 2024 - 06 January 2025

General university closure:

23 December 2024 (18:00) - 07 January 2025 (06:30)

Payment dates for the  $\underline{\text{continuation of studies}}$  during the Summer semester 2025:

15 January - 15 February 2025

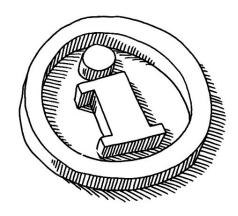
#### Summer semester 2025

Semester start: 01 April 2025 Semester end: 30 September 2025

Lecture period start: 07 April 2025 Lecture period end: 19 July 2025

Lecture-free period around Pentecost (only corpus Christi week): 16 - 22 June 2025 For excemptions, please note the information in the **course catalogue**.

Payment dates for the **continuation of studies** during the Winter semester 2025/2026: 15 July - 15 August 2025



- semester duration vs. lecture period
- Christmas break
- Re-registration period for students staying for the academic year

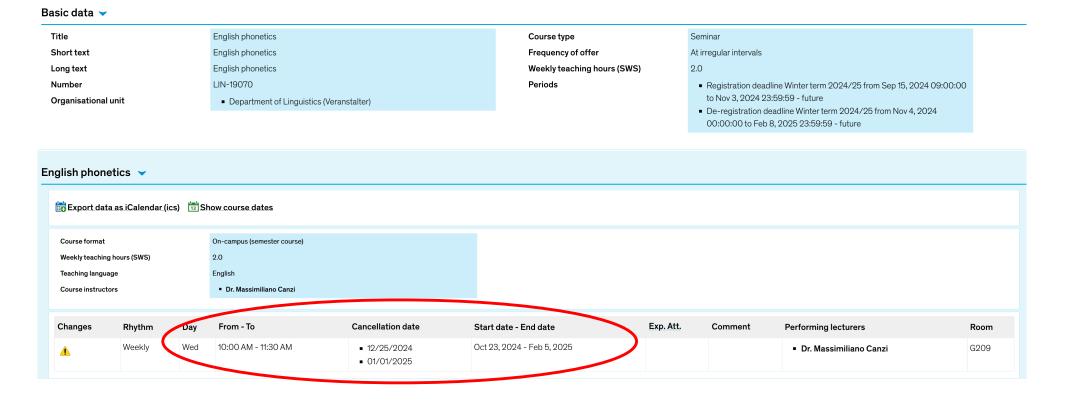
https://www.uni-konstanz.de/en/study/whileyou-study/semester-dates/

## 1. Academic calendar

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

## Course catalogue platform

#### ZEuS – Zentrales Einschreibe- und Studierendenportal



# 2. 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

# 13 Departments are organised in 3 Faculties

- Faculty of Science (I)
- Faculty of Humanities (II)
- Faculty of Politics, Law (III) and Economics

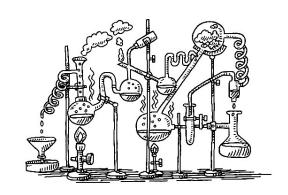


# 2. Academic faculties and departments

## **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)

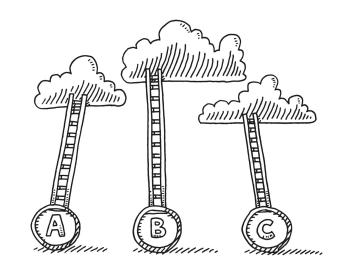
- Economics
- Law
- Politics and Public Administration



# 2. 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

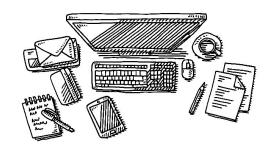


#### **MA-Level**

- 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

<sup>\*</sup>in German "Modul" ≠ module

# 2. Relevant units offering courses



#### **Faculty of Humanities**

- History, Sociology, Empirical Educational Research and Sport Science
- Philosophy
- Literature, Art and Media Studies
- Linguistics
- (+ any other department of interest to you)



#### 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.

# 2. Relevant units offering courses

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

- German
- English
- Swedish
- French
- Italian
- Spanish
- Catalan
- Basque
- Portuguese

Turkish



The centre for transferable skills (Zentrum für

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



# 2. Registration for course participation in the Language Institute

#### Basic data > Communication Skills: Oral Proficiency Title Course type Course Short text Communication Skills: Oral Proficiency Frequency of offer each semester Long text Communication Skills: Oral Proficiency Weekly teaching hours 2.0 (SWS) Number SLI-14580 Period Registration deadline Winter term 2024/25 Organisational unit Language Institute (Veranstalter) from Oct 1, 2024 09:00:00 to Oct 16, 2024 23:59:59 - future

- → For German courses: registration after consultation with a lecturer or a placement test
- → For all other languages: registration through ZEuS from 1-16 October
- → 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/

# 2. Registration for course participation in the Centre for Transferable Skills

- Registration for participation from 23 September 11 October 2024;
   Beware: first come, first served– course allocation!
- Max. 3 courses per student
- 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/

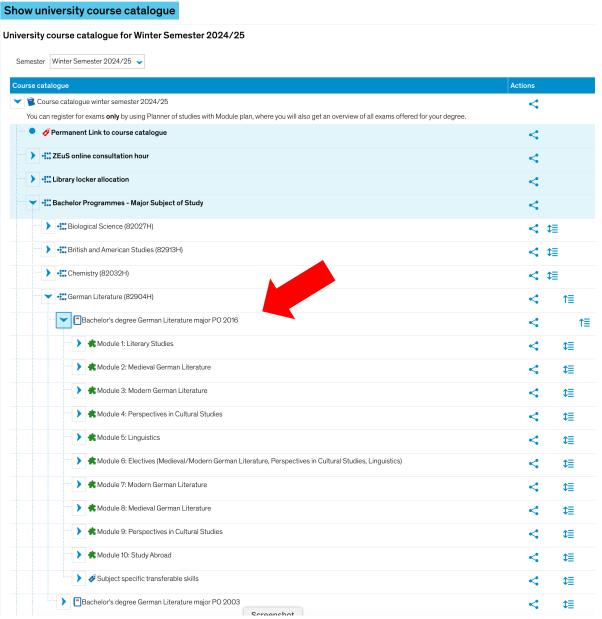
Two options:

The language of instruction is irrelevant (on BA-level mostly German, some courses per programme offered in English)?

→ Browse the catalogue by study programme relevant or related to your degree at home.

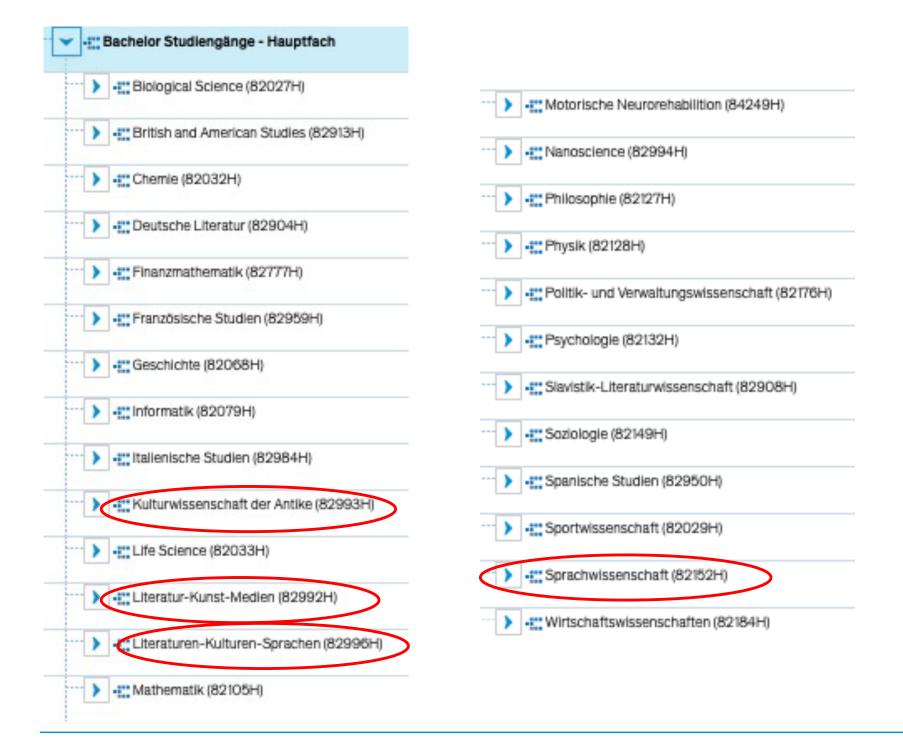
You will only be able to take courses taught in English?

→ Go to the section "courses taught in English".



## **Browsing by degree-programme:**

- choose most recent"PO" version,
- green puzzle pieces =Modules -> elements of aprogramme, NOT courses, unfold

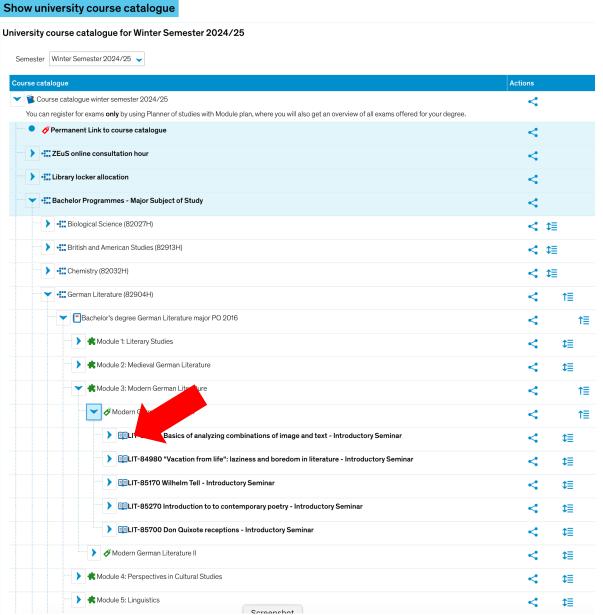




-::: Masterstudiengänge	▶ -::: Nanoscience (88994H)
Biological Science (88027H)	Osteuropa: Geschichte-Medien (88944H)
-:: British and American Studies (88913H)	Philosophie (88127H)
-:: Chemle (88032H)	-::: Physik (88128H)
Computer and Information Science (88781H)	Political Economy (88729H)
-:: Economics (88179H)	
Ethnologie und Soziologie (88194H)	Politik- und Verwaltungswissenschaft (88176H)
Finanzmathematik (88777H)	Psychologie (88132H)
Frühe Kindheit (92054H)	Psychologie mit Schwerpunkt Forensische Psychologie (88162H)
Geschichtswissenschaft (88668H)	Psychologie mit Schwerpunkt Klinische Psychologie und Psychotherapie (88133H)
Globale Europastudien (88400H)	Social and Economic Data Science
-::: Gymnasiales Lehramt Physik (85128H)	Sociology of Inequality (88349H)
-:: Kulturelle Grundlagen Europas (88045H)	-::: Saziologie (88149H)
-::: Life Science (88033H)	
-::: Linguistik (88164H)	Speech and Language Processing (88812H)
Literatur-Kunst-Medien (88992H)	> ::: Sport Science (88229H)
Literaturwissenschaft (Konstanzer Masterschule) (88291-2971-)	Sport Science for Health (88930H)
-::: Mathematik (88105H)	> ::: Sprachwissenschaft mit romanistischem Schwerpunkt (Romance Languages and Linguistics) (88810H
: Mediterranean History (88945H)	Transkulturelle Geschichte und Anthropologie (88069H)
-::: Multilingualism (Mehrsprachigkeit) (88900H)	→ Wirtschaftspädagogik (88183H)

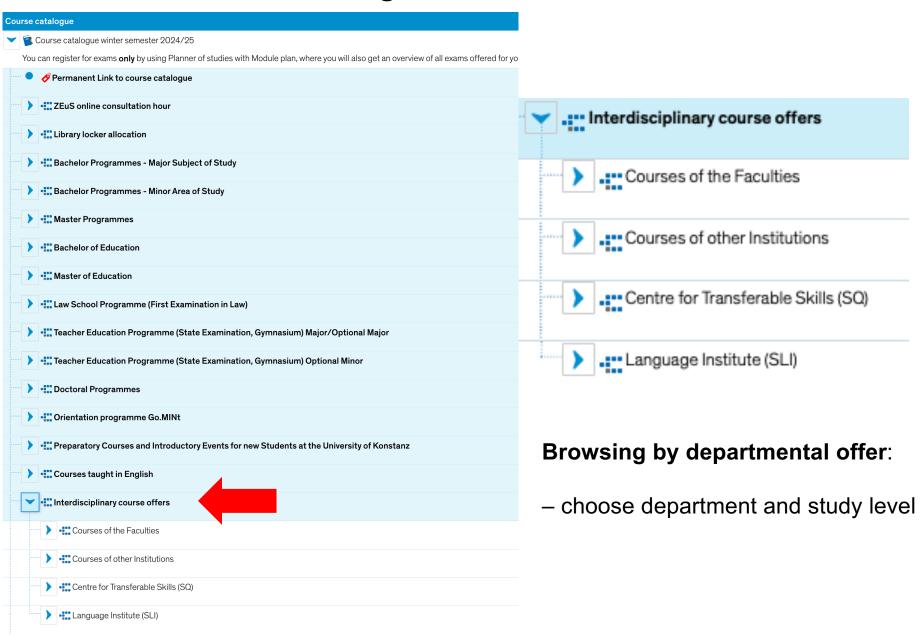






#### **Browsing by degree-programme:**

- choose most recent"PO" version,
- green puzzle pieces =
  Modules -> elements of a
  programme, NOT courses, unfold
  course titles are prefixed by
  book symbols





## Browsing by departmental offer:

- choose department and study level,
- read course description and pay attention to required prerequisites

# 4. Departmental intro to course offer

**Einführung** 

Vorlesung

**Studienleistung** 

**Proseminar** 

**Projektseminar** 

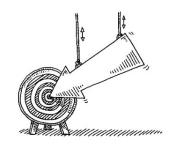
Prüfungsleistung

**Kernkurs** 

**Tutorium** 

Hauptseminar

# 4. Departmental intro to course offer



## 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)

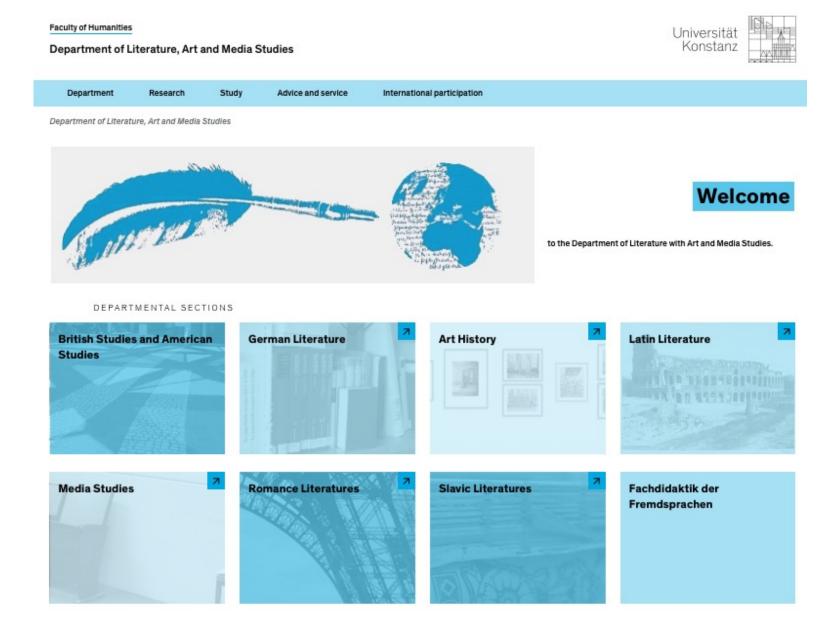
- bigger pieces of work, e.g. written exams, papers (12-25 pages, dep. study level)
- awarded more ECTS than StL alone
- graded (count towards degree mark)
- may only be repeated once

#### Options:

a) Do only StL → less ECTS
b) Do StL + PL → more ECTS AND always a grade
It is <u>not</u> 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.

# 4. 1. Department of Literature, Art and Media Studies



# **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 1<sup>st</sup> semester/1<sup>st</sup> year)

B.A. level 3 OR 6 ECTS

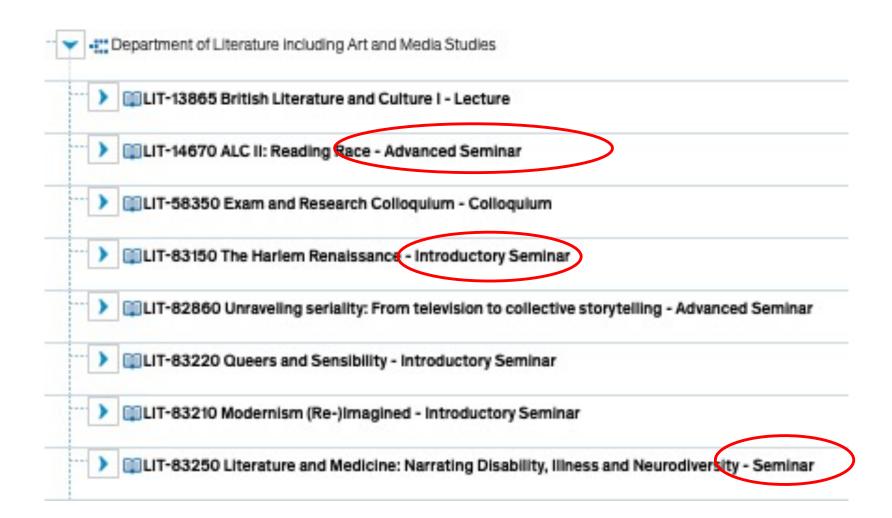
Proseminar/Undergraduate beginner level courses
 (BA 1<sup>st</sup> and 2<sup>nd</sup> year)

M.A. level 3 OR 6 ECTS

Hauptseminar/Advanced level courses
 (BA 3<sup>rd</sup> 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
- → <u>Hauptseminar/Seminar</u> only open to advanced students of the respective philology (BA 3<sup>rd</sup> year with research/essay writing experience or MA students)
- → Mix of BA and MA-students in some courses, difference in assessment

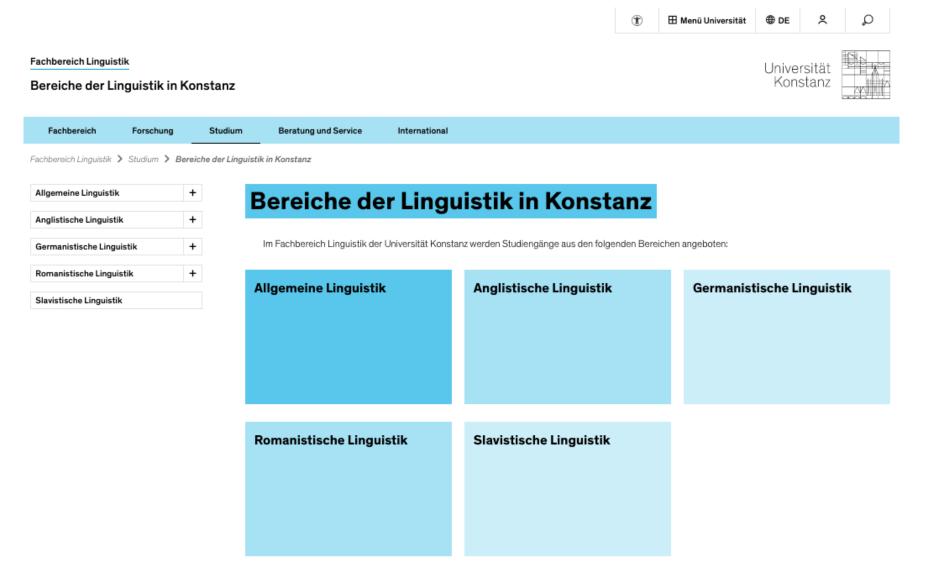


# **Choosing courses step 1: registration for participation**

## **Department of Literature, Art and Media Studies**

- You have to register for participation via ZEuS from 15 September – 3 November.
- 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.

# 4. 2. Department of Linguistics



https://www.ling.uni-konstanz.de/en/

# **Study programmes**

# **Department of Linguistics**

B.A. Sprachwissenschaft (BA Linguistics)

M.A. Linguistik (MA Linguistics)

M.A. Multilingualism

M.A. Speech and Language Processing

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



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

M.A. level 9 ECTS (Methods courses 6)

MA-seminars only open to MA-students.

If you would like to sign up for courses and receive an error message

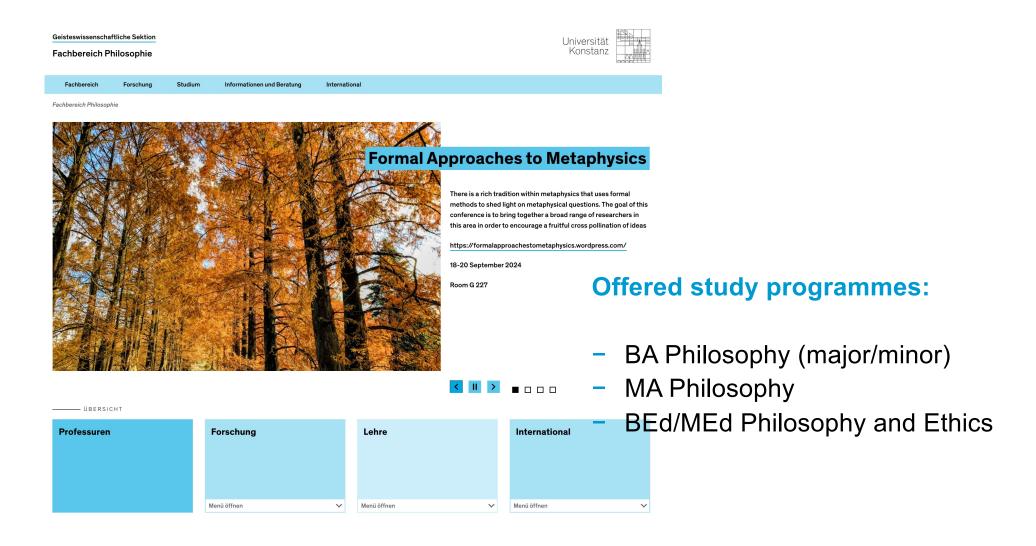
- → contact us by e-mail with information on
  - the course you would like to sign up for (title, code, lecturer)
  - as well as on your degree programme at home (subject area, study level)
- → we will check your Transcript of Records and if you fulfil the mandatory prerequisites for participation, we 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 September – 3 November.
- 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.

# 4. 3. Department of Philosophy



# 4. 3. Department of Philosophy

## **Course types and ECTS credit values**

- → Kernkurs 8 ECTS
- 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)

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

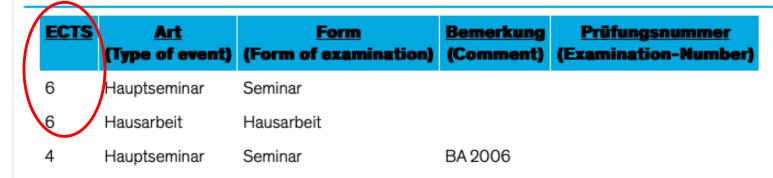
In a *Kernkurs* (translated as "core course" in the course catalogue) students are introduced to the core principles and theories of philosophy and philosophic research. The department offers five such classes, which full time BA students have to complete in their first five semesters. With 4 weekly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

### Expected examination / course performance >

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

Events Contents University course catalogue Modules / Courses of study Documents

### Expected examination / course performance >



# 4. 3. Department of Philosophy

### Registration for participation

- You have to register for participation via ZEuS from 15 September – 3 November 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.

Geisteswissenschaftliche Sektion

**Fach Geschichte** 



Berufsperspektiven Fach Forschung Studium Beratung und Service

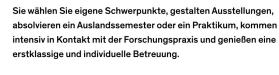
Fach Geschichte





# Rome was not built





darauf, sich auf Themen und Fragestellungen rund um das Fach

Bewerben Sie sich jetzt für folgende Studiengänge:

Geschichte und ihre Epochen einzulassen?

- neuer MA Mediterranean History 

  → bis zum 30.04.
- MA Geschichtswissenschaft 7 und MA Ed. Geschichte 7 bis
- zum 15.09.









### Offered study programmes:

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

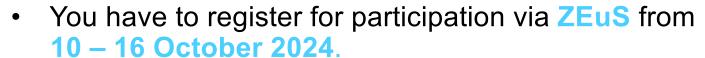
### **Course types and ECTS credit values**

### **Bachelor and Master**

Course category in German (Veranstaltungsart)	Course category in English	ECTS	Level/Semester
Einführungsvorlesung	Introductory lecture	6	BA 1 <sup>st</sup> sem. – 1st year
Proseminar mit Tutorium	Undergraduate course with tutorial	9	BA 1 <sup>st</sup> and 2 <sup>nd</sup> 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 <sup>rd</sup> year
Oberseminar	Graduate course	9	МА
Kolloquium	Colloquium	3	final BA or MA semester

<sup>\*</sup>sometimes 6 ECTS can be arranged for exchange students upon early consultation with the lecturer

### Registration for participtation

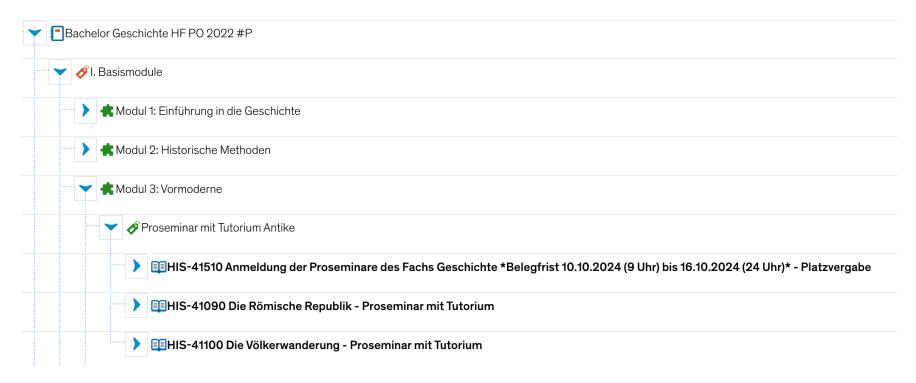




- If you are admitted to a course, you will be automatically added to the course folder on ILIAS, where the lecturer uploads course material, etc. It may take a while before you are added to the ILIAS folder, this does not necessarily happen immediately after registration.
- If the course is already 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** Prüfungsnummer Art Form Bemerkung (Type of event) (Form of examination) (Examination-Number) (Comment) 3 Kurs Kurs 6 **Events Contents** University course catalogue Modules / Courses of study **Documents** Expected examination / course performance > **ECTS** Art **Form Bemerkung Prüfungsnummer** (Type of event) (Form of examination) (Examination-Number) (Comment) Seminar Geschichte 9 6 Seminar MA Globale Europastudien

### **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/

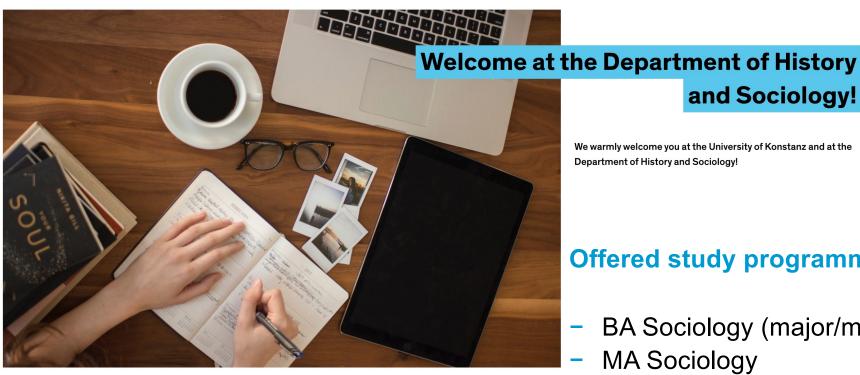
**Faculty of Humanities** 

Sociology

Universität Konstanz

Department Research Study Advisory and Service Career prospects

Sociology



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

# **Course types and ECTS credit values**

### **Bachelor**

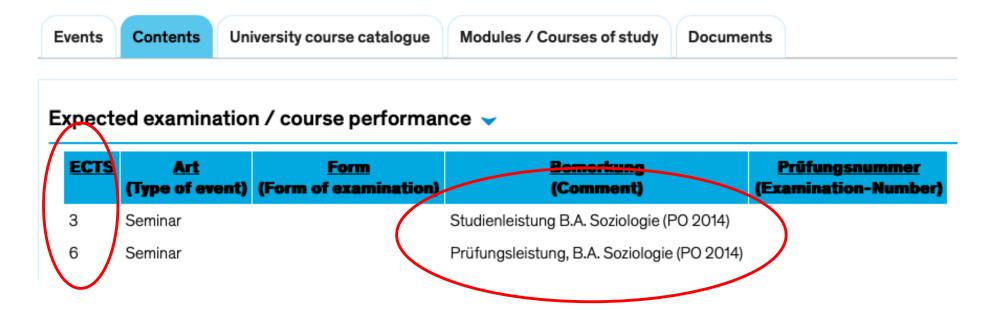
Course category in German (Veranstaltungsart)	Course category in English	ECTS	Level/Semester
Einführende Vorlesung/ Einführung	Introductory lecture	6	BA 1st year
BA Seminar	Undergraduate course	3/6	BA 2 <sup>nd</sup> and 3 <sup>nd</sup> year
BA Projektseminar	Undergraduate project course	9	BA 3 <sup>rd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

# **Course types and ECTS credit values**

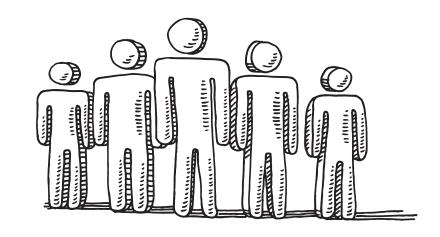
### Master

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 1st and 2nd year
MA Projektseminar	Graduate project course	18	MA seminar runs for two semesters (starting in summer)
Kolloquium	Colloquium	3	MA 2 <sup>nd</sup> year

### Term planning



### Registration for participtation



There are different registration periods depending on the course type:

Lectures and MA courses: 1 October – 1 November 2024

"Classics" and Project Seminars: 1 – 8 October 2024

Special Sociology courses and courses on data analysis:

11 – 20 October 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.

### Special registration process for Projektseminare (BA)





You are successfully <u>registered for participation</u> in all the courses you would like to take? Congratulations!

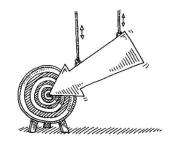
You completed step 1 out of 2...

What is step 2?

**Exam/ECTS registration.** 

This is mandatory to receive your ECTS!

# **Choosing courses part 2: exam/ECTS registration**



The Faculty of Humanities and Language Institute share their registration deadlines

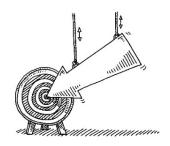
Winter Semester 1<sup>st</sup> December – 15<sup>th</sup> January

Summer semester 1<sup>st</sup> May – 15<sup>th</sup> 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**



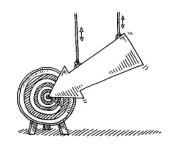
### Taking courses in other faculties?

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: <a href="https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS\_Stud\_Prüf\_AnmeldeZeiträume/ZEuS">https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS\_Stud\_Prüf\_AnmeldeZeiträume/ZEuS</a>
- 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**



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 Studienas 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.

<sup>\*</sup>in case of sickness: contact lecturer in advance, hand in medical certificate.

# **Choosing courses part 2: exam/ECTS registration**



### 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!

### **Choosing courses part 2: exam/ECTS registration**

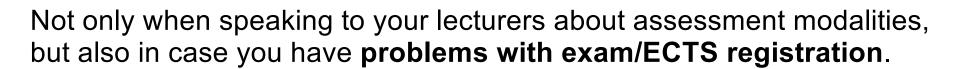
### Please be aware that:

- 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 fasttrack 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!



→ 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.



# 6. Academic writing in Konstanz



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 <u>Schreibberatung</u> (Departmental Writing Centre).

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

### 6. Academic writing in Konstanz

### **Course recommendation for German Literature students**

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):



For students of the philologies a list of suitable courses is available in the BA programme "Literatures, Cultures, Languages", Module 2 *Academic and professional writing skills*.

### 6. The Writing Center – their offers



Writing Centre

Our offers

Writing Centre > Our offers

The writing center at the University of Konstanz	+
<u>Our offers</u>	-
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.

https://www.unikonstanz.de/en/writingcentre/our-offers/

### **Materials and Links**

Information on writing in your discipline and exercises on academic writing

### Writing in the disciplines

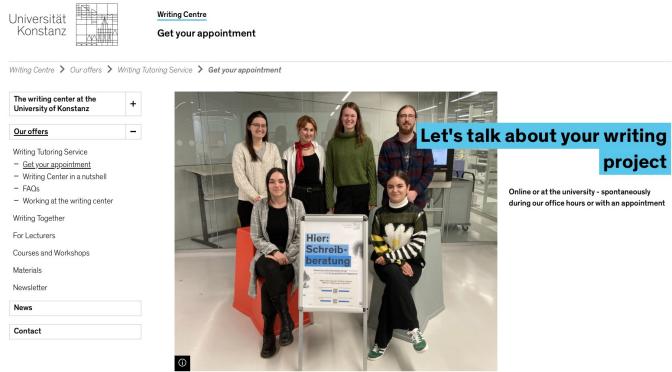
Writing didactic support and professional training for lecturers

### **Newsletter**

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

### 6. 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.



### Link to their Website

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 sessons 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 

✓

# 7. 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 (<a href="https://www.uni-konstanz.de/en/study/advice-and-services/central-examination-office/informationen-und-formulare/bachelor-master-magister-exams/">https://www.uni-konstanz.de/en/study/advice-and-services/central-examination-office/informationen-und-formulare/bachelor-master-magister-exams/</a>)
- Ask your lecturers if unsure about the citation style.

# 7. 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 Al 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.

### 8. Absences / Illness



### Please be aware that:

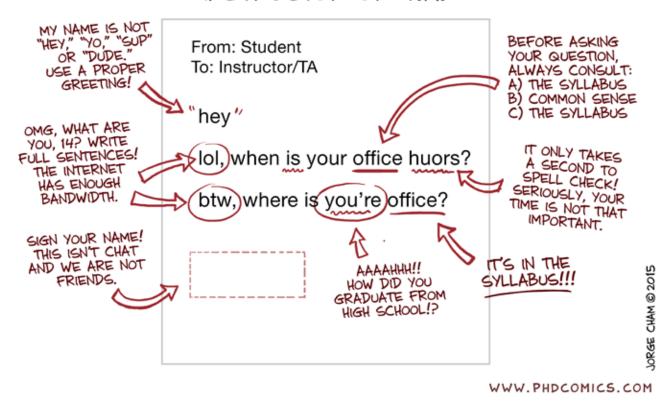
- Not showing up to an exam/not handing in a paper without explanation will result in a fail for the respective course
- If you are sick, make sure to get a doctor's certificate and contact the lecturer/examiner before the exam takes place
- A failed assessment (*Prüfungsleistung*) can be repeated once, 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

### 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.



### 9. Attention Erasmus+ students! Your Learning Agreements (LA)

- 1. Erasmus students:
- hand in your LA I (before the mobility) now;
- → If you handed in a digital LA /OLA and did not receive our signature yet, send us an e-mail.
- 2. Prepare your "second" LA (during the mobility)
- → not before mid November, ideally beginning of December
- → You need to make sure to register for exams/ECTS
- → No later than 16 January 2025

### No further changes after LA II has been signed.

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.

### 9. 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

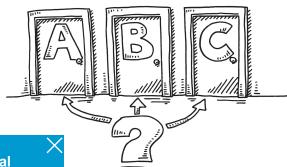
Personal consultations upon appointment by email

# Representatives for students with disabilites and chronic illnesses

Students hand-in-hand

Academic adjustment for coursework and assessments

https://www.unikonstanz.de/en/study/studyessentials/studying-with-a-disability-orchronic-illness/



# seezet

Personal consultations upon appointment by email

### 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!