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I. IMPORTANT DATES

Semester Dates
Please keep important semester dates in mind: the duration of the courses, holidays, lecture-free periods and the re-registration deadlines:

- Semester dates (courses and lecture-free periods)

Orientation Programmes
For new international students, the dates for the orientation courses before the semester start are also important.

- Orientation Programmes for New International Students

Exam Registration Periods in ZEuS
Students do not have to register to participate in Psychology lectures. However, all students including incoming exchange students have to register online for the Psychology lecture exams themselves. Typically, registration for exams is during the semester. Registration periods for Psychology exams for the lectures in ZEuS are as follows:

- Summer Semester 01.06. – 30.06.
- Winter Semester 01.01. – 31.01.

These specifics are also mentioned in the commentary section of the course description in our online course catalogue ZEuS. Please note: The exam registration periods are different for each department:

- Exam Registration Periods in ZEuS

Exam Dates Department of Psychology
If you are attending lectures be aware that most exams take place in the three weeks after the lecture period ends. The exam dates will be announced during the semester.

- Exam Dates Department of Psychology
II. HOW TO PICK YOUR SEMINARS WITHIN THE DEPARTMENT OF PSYCHOLOGY

Step 1: Check the Syllabus
To check out the course offer, have a look at the university course catalogue on ZEuS. Please make sure that the correct semester is selected (→ screenshot)!

Step 2: Select your Study Programme
Click on Bachelor Programmes - Major Subject of Study or Master Programmes and then the subsection Psychology (→ screenshot).
- Bachelor courses are for Bachelor students and Master courses for Master students.
- However, it is possible for Bachelor students to also choose Master courses. But you need to be at least in your 5th Bachelor semester to do so.
- Currently the University of Konstanz offers a new 3-year Bachelor Programme of Psychology and a 4-year Bachelor Programme. International Students are welcome to choose courses of both programmes.

Step 3: Check the Courses
The study programmes in Psychology are divided up into various modules (Module) which consist of different lectures, seminars and tutorials belonging to the same thematic field. When you click on the different modules you will be directed to all courses of that module. To get detailed information about a course, click on the course. You will find all available information there (→ screenshot).
- You can find the appointments and the teaching hours under Appointments and Rooms.
- Credit requirements (paper, exam, presentation etc.) and the amount of credits you will receive for the course are also listed on the course sheet.

Please contact the lecturer directly if you need further information about the course, after viewing the content in the course catalouge ZEuS.

In general, all listed courses are open to you. Please note only courses which are listed under the module Courses in English are taught in English (→ screenshot). All other courses will be taught in German!

To participate in courses taught in German, you need to have sufficient command of the German language (minimum Level B2). Please reflect honestly on your skills and ask yourself whether you are able to follow a course held in German.

Please also consider the following:
- You can take German language courses in addition to your studies or prior to your semester.
• Some of the courses taught in German also use English material and you can generally write English answers to German questions in tests and exams. But beware, the questions are in German!
• It is often possible to give presentations in English or to write assignments in English. However, we only recommend that students attend courses in German if they have a sufficient level of German to be able to follow the course content. Please discuss this information beforehand with your examiner by contacting him/her via email.

The University of Konstanz **DOES NOT** set requirements for course selection or the number of courses to be completed. Please consult your home university's academic regulations and requirements when choosing courses.
Screenshot of the Course Overview

Bachelor Programmes Psychology

Please make sure the current semester is selected!
### Example Screenshot of the Course Overview

**“Courses in English” Bachelor Programme Psychology**

- **Courses in English (Bachelor)**
  - [1] PSY-14270 - Stress and psychosis - Seminar
  - [1] PSY-10004 - Statistics 1.0 - Lecture/Exercise
  - [1] PSY-15650 - Create Internet-based experiments, conduct Big Data research, write article
  - [1] PSY-15770 - Cross-cultural Psychology of Health and Illness - Seminar
  - [1] PSY-15620 - Seminar Online Assessment - Seminar
  - [1] PSY-15710 - Current research topics in clinical psychology and neuropsychology - Seminar
  - [1] PSY-15680 - The Social Neuroscience of Empathy - Block Seminar
  - [1] PSY-15670 - Experimentation in Psychology - Seminar
  - [1] PSY-10150 - Seminar on social learning, collective behaviour, and cultural evolution - Seminar
  - [1] PSY-15150 - Data Science for Psychologists - Seminar
  - [1] PSY-10130 - Programming online assessments in personality and differential psychology

### Example Screenshot of a Courses Sheet

<table>
<thead>
<tr>
<th>Title</th>
<th>Organizational Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain and Nervous System: Development, Evolution and Repair</td>
<td>Department of Psychology (Chair/Delegation)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Frequency of Offer</th>
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<tbody>
<tr>
<td>PSY-14470</td>
<td>Wintersemester 2020/2021</td>
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</tbody>
</table>

**Expected examination / course performance**

<table>
<thead>
<tr>
<th>Type of Exam</th>
<th>Type of Assessment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Exam</td>
<td>PSY-14470</td>
<td>50</td>
</tr>
</tbody>
</table>

**Contents**

This course consists of lectures (first half of semester) and seminar seminars (second half of semester). Lectures present topics of general psychology, structure, and function of the nervous system. Students will learn about various topics on the structure, function, and development of the nervous system. The seminar will focus on specific topics such as depression, schizophrenia, dyslexia, and stroke. The seminar will address the role of neurotransmitters in brain function and connect it to clinical disorders such as depression, schizophrenia, and dyslexia. The seminar will also discuss the role of the nervous system in learning and memory. The seminar will be conducted in English.

**Learning objectives**

Students acquire knowledge about the brain in lectures and seminars on topics such as general and molecular aspects of neurological and psychiatric disorders.
Step 4: Timetable
Note down the Psychology SEMINARS you have chosen in a timetable and check, if they do not collide.

Step 5: Fill out Excel Sheet
Once you have found Psychology seminars you are interested in, please list them in the attached Excel sheet “Your List of Seminars at the Department of Psychology.xlsx” with all the required information and send us the completed sheet. Last handing-in date is the date announced in the email.
We will sign you up for your seminars and the corresponding exams / assessments!

Once you send us your FINAL SEMINAR CHOICE with the Excel sheet – your course choice is made. Unfortunately, it will not be possible to change your choice after the date announced in the email.

Example Screenshot of the Excel Sheet

IMPORTANT: We can only sign you up for seminars of the Psychology Department using this process. In case you want to take courses from other departments (including German Language courses) the sign-up process is different – please see section III for more details.

In case you have problems, feel free to contact us any time, we are happy to assist you during the process!
You are done for now, congratulations! Do not worry about anything else. Once we receive your Excel sheet, we will sign you up for your seminars! You do not have to register via ZEuS for the seminars and it is not necessary to register for lecture exams via ZEuS right away. You will have to register for lecture exams later during the semester independently (typically: WiSe 01.01. – 31.01., SuSe 01.06. – 31.06.).

Information for Students from other Departments

Exchange students can generally attend any course in any department. Exceptions may include courses that require previous knowledge or pre-requisites, course with limited space or courses that are reserved for students from a specific study programme. As all the seminars of the Department of Psychology require prior knowledge and there are only a limited number of seminar places available it is not possible for students from other disciplines to attend Psychology seminars.

FAQs

- **What is a lecture?**
  Lectures (“Vorlesungen”) entail teaching in large groups. At the end of the lecture period, you will be assessed by means of a final written examination at the University of Konstanz. You don’t need to register for a lecture, only for the exam.

- **What is a seminar?**
  Seminars (“Seminare”) entail student-centred teaching and active learning in smaller group sessions. Regular class attendance is one of the prerequisites for passing a seminar. You might be asked to hold presentations on a given topic and/or to hand in homework and seminar theses. Seminar places are limited and therefore require a registration. As an incoming student of the Department of Psychology you don’t need to register yourself for the seminar, we will do that for you.

- **What are tutorials?**
  Tutorials (“Übungen”) provide a platform for discussions of exercises and case studies. They usually accompany lectures.

- **What is the ZfP / ZPR?**
  This is the local psychiatry which is NOT on Campus. Please always check the room noted in ZEuS (e.g. “ZfP 14 Seminarraum 1 Haus 22 EG”. Keep in mind not to choose courses in the slot immediately before or after the course at the ZfP.

- **What is a block seminar?**
  A block seminar is a compact seminar held on only a few days. Block seminars require attendance only on the assigned dates. Preparation can be more intensive than for weekly seminars (e.g. presentation and essay).
What are online courses?
Online courses take place on online platforms such as Zoom or BigBlueButton. You will find information on how the online seminar will be organized in the commentary section in ZEuS or the lecturer will inform you before the start of the seminar via mail. Usually there will be presentations and discussions.

III. COURSES OUTSIDE THE DEPARTMENT OF PSYCHOLOGY

Courses of other Departments
As an exchange student you can choose from the entire range of courses offered by our university, including courses from other departments. Exceptions may include courses that require previous knowledge or pre-requisites, courses with limited space or courses that are reserved for students from a specific study programme. Please note the target group of the respective courses.

Each department has a different process for assigning students to courses. If you are interested in a course offered by another department, please contact the responsible Erasmus Coordinator of that department and have a look at the Incoming Student Guide.

Language Courses
The Language Institute (Sprachlehrinstitut or SLI) is responsible for all practical modern language courses at the University of Konstanz. It offers a wide range of language courses; as well as the most commonly taught languages - English, French and Spanish - you can also choose from up to 15 other languages. The language courses can be found on ZEuS (→screenshot).

Please visit the website of the SLI for more information regarding the course offers and registration processes. If you have any questions regarding the courses, please contact Karolin Wurster.

Transferrable Skills
The Centre for Transferable Skills (SQ-Zentrum) constitutes a central, interdisciplinary university institution. They coordinate various courses and events on “interdisciplinary professional qualifications” and, to that end, recruit (mostly external) experts from industry and businesses to teach students practice-oriented and professionally relevant skills.

The course offers can be found on ZEuS (→screenshot). The registration usually also takes place via ZEuS. For more information regarding the registration processes, please visit their website.

If you have any questions regarding the courses, please contact sq@uni-konstanz.de.
### International Office Courses

The International Office also offers courses covering cultural and historic aspects of Germany and Europe. These courses can be found in ZEuS as well (→ screenshot). Registration for participation in the course offer is made in ZEuS. If you have any questions regarding the courses, please contact international.transcripts@uni-konstanz.de.

### Interdisciplinary Programmes

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<th>Courses taught in English</th>
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<tr>
<td>Permanent link to Courses taught in English</td>
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</tbody>
</table>

- Bachelor Programmes
- Master Programmes
- Doctoral Programmes
- Interdisciplinary Programmes
- International Office
- Transferable Skills (interdisciplinary, based on occupational fields) - SQ-Zentrum
- SLI (Language Institute)
IV. **ILIAS**

**What is ILIAS?**
ILIAS is the e-learning platform of the University of Konstanz. Electronic learning material from all departments and other institutions of the university is provided on this platform. While access to some courses is available to everyone, for all other courses you have to login with your university account.

**How do I activate my ILIAS?**
Please activate your ILIAS asap using this link. To do so you need your institutional login information (your @uni-konstanz.de e-mail address and the corresponding password).

**Why is ILIAS useful?**
After you have logged in for the first time, your ILIAS account is activated. Then our technical support can give you access to the corresponding "virtual rooms" of the classes you will attend during your studies at the University of Konstanz.

ILIAS is really convenient, especially for teachers to contact their students, because your institutional e-mail address is linked to ILIAS. Therefore, it is important that your name is registered there, so that you will receive information about your classes.

The following two pages roughly show you the main surfaces of the programme, your personal desktop and what the surface of a course looks like.

ILIAS is pretty straight forward, in case of problems/questions contact the help service: ilias-support@uni-konstanz.de

**How can I deregister from a course in ILIAS?**
If you decide to drop a course in the withdrawal period (the first two weeks of the semester) we will deregister you in ZEuS. However, you need to deregister yourself from the corresponding ILIAS course. To do that please click on the arrow next to the course title and then click on “Unsubscribe from Course” (→ screenshot).
The ILIAS Surface “Personal Desktop”

Emails from your lecturers, which will be also forwarded to your Uni Konstanz Email-Address
When you click on one of your courses

Content of the course: readings, presentations, literature

When you are asked to upload an assignment.

How to unsubscribe from a course in ILIAS
V. ZEUS

What is ZEuS?
The University of Konstanz's ZEuS portal - the central enrolment and study information system - provides you with a wide range of options for planning and organising your studies! You will find a short overview about ZEuS in this guidebook. For more details and further information, in short videos click here "ZEuS Infos for Freshers".

The Wiki - Guide to ZEuS
The contents of this wiki will help you use ZEuS to manage your studies and teaching responsibilities competently and efficiently.

Login
Your username for the login to ZEuS usually is your firstname.lastname. If you have a common name, there is a chance you will also find a number in your username, for example firstname.2.lastname.

With your data control sheet, you receive your initial password. After you first log in you are able to choose your own password. If you ever forget it, please send a mail with the request for a new password and a copy of your ID or passport to support@uni-konstanz.de.

What can I use ZEuS for?
ZEuS is the central system for enrolment, study information and study management at the University of Konstanz. In ZEuS you can, for example:

- access the course catalogue
- access your personal planning tool
- register for courses and exams
- compile your class schedule and export it (iCal, pdf)
- manage your personal details
- print official documents
- apply for another study programme at the University of Konstanz (e.g. master's programme or doctoral studies).

FAQs
Find the most frequently asked questions and answers about using the ZEuS portal for students here.
VI. REGISTER EXAMS IN ZEUSS

The following pages will show you how to register (and withdraw) for your exams of lectures (⭐ yellow star) in ZEuS!

Instructions are also available on ZEuS Wiki.

On ZEuS you register your lecture exams to receive credits and grades for them. This is really important, because only the exams registered will appear on your Transcript of Records in the end!

Students do not have to register to participate in Psychology lectures. However, all students including incoming exchange students have to register online for the lecture exams themselves.

Registration period

Typically, the registration periods for the exams for the lectures in ZEuS are during the semester.

- Summer Semester 01.06. – 30.06.
- Winter Semester 01.01. – 31.01.

These specifics are also mentioned in the commentary section of the course description on ZEuS.

It is only possible to register for exams within the given time period! This means you cannot register for examinations earlier than the period and if it is too late, well than you are too late. You will not be able to take the exam or earn any ECTS-Credits for the course. Please note that withdrawal from exams is also only possible during this time period.

This is the registration period for Psychology exams only! In case you also have classes from other faculties or language courses, please check with the Erasmus Coordinator from the other faculty department and the language course department and ask about their registration period or check this website. For each field of study the Departmental Student Advisory Service and Examination Offices are able provide you with helpful guidance. Make sure that you also register all your other exams in the corresponding registration period.

Step 1: Log in to ZEuS

https://zeus.uni-konstanz.de| firstname.lastname | password of your university account
Step 2: Generate a TAN List
For your exam registration a TAN is required. You will get your TAN from your individual TAN List. To generate this TAN List please follow the steps below. Instructions are also available on ZEuS Wiki (Exam registration using a TAN) or in this video.

1. To generate your initial TAN list, open the PDF document Authorization for the initial TAN list generation in the Reports section. It contains the generation numbers. Note the numbers - including the sequence (= number in column 1).

   If you have already used up a TAN list and wish to print a successor list, this step isn't necessary - the PDF document then doesn't contain any numbers.

2. In the Actions section you can find the activate new TAN-List link - click on it to generate an initial and all successor lists.

3. You will be requested to enter a number:
   - In case of an initial TAN list the corresponding generation number you noted before is meant.
   - In case of every successor TAN list use the requested TAN number of your present list. If you have lost it, please contact the ZEuS support.

   Enter the corresponding number and confirm your entry with OK.

4. In the Actions section now you can find a link which provides you a PDF document with a TAN list to print out instead of the link mentioned above.

   In case of generation of your initial TAN list: You must immediately use this link for printout!
   This link for TAN list printout as well as the generation numbers are both available only for 20 minutes for security reasons!

It is also possible to print a valid TAN list at the SB terminal in the SSZ. For this you only need your Uni Card with barcode, as well as your Email password. Further instructions are available on-site.

Please note registration numbers (TAN) can only be used once. Once that number is used the best is to cross it out.

If you cannot generate a TAN List, please contact the ZEuS support team (Campus Management) immediately by email: zeus-support@uni-konstanz.de
Step 3: Register your Exams

1. Click on My Studies

   - **Planner Of Studies with module plan**
     Earmark modules and register for courses and exams

   - **Class schedule**
     See events and examinations in your personal class schedule

   - **My Registrations**
     Get an overview of your registered courses and examinations

   - **My achievements**
     Get an overview of your academic achievements, i.e. examinations and visited lectures.

   - **Student Service**
     Get an overview of your status, your invoices and payments, view and edit contact details, create reports and much more.

   - **My study plan**
     Course plan, filled with your semester and course of studies.

   - **Online application**
     Apply for a study programme of your choice.
2. Click on **Planner of Studies with module plan**, then click on **Department of Psychology**
3. Change the semester to \textbf{All}. Click on the $+$ to open the modules. Search for the exam you want to register.
4. Click on register

5. Click on I accept and next

6. Click on register again
7. Enter the specific TAN number X from your generated TAN List (→ Step 2: Generate a TAN List) and click on OK.

8. Now you are admitted for the exam. If you want to register other exams, please go back to the overview and do Step 3 again.
9. Only during the registration period, you can withdraw from the exams! Please remember, if you do not cancel the exam in the registration period, or do not take the exam, you will get a failed in your Transcript of Records.

**Important Note**

If, despite these instructions, you are unable to register for examinations please let us know in detail (matriculation number, examination number, examination title) the latest by the end of the registration period which examinations are involved (erasmus.psychologie@uni-konstanz.de).

We will check this information and make a subsequent examination registration for you. Reports later than the specified date will not be considered.
FAQs

− I cannot find the exam in my planner of studies / I cannot open the structure / I do not see all modules that are offered in my study programme:

   Possibility 1: At the top of your planner of studies please change the semester to „All“ to see all modules and exams that are offered for your study programme.

   Possibility 2: Please call up the event via Courses > Search for courses and then proceed as follows:
   1. Open the "Linked examinations" tab.
   2. Click "Show all linked examinations".
   3. Click the magnifying glass behind the examination.
   4. The detailed view of the examination opens in which you should find the registration button.

− I cannot find the register button:
   Do you want to register for a lecture (book symbol) or an exam (yellow star)?
   Many lectures do not need to be registered for to be allowed to attend. For these lectures there is also no registration button available. You must register for an exam (yellow star), if you want to get a grade or credits for a lecture you attend.

− How do I know which courses and exams I am registered for?
   Existing registrations for courses and examination can be viewed in ZEuS under "My studies" → "My Registrations".

− I cannot generate my TAN list / My initial TANs do not work / The initial TANs are missing in the document:
   After you first download the document with the initial TANs, you have 20 minutes to generate your TAN list. After this time the initial TANs will become invalid and will not show up in the document anymore. Please contact zeus-support@uni-konstanz.de immediately.

− My TANs are not working / My TAN list is blocked:
   Please note that when registering for an exam, ZEuS asks for a specific TAN. That means you cannot choose a random TAN from the list to register. If, for example, the system asks for TAN number 34, you have to put in the TAN with the serial number 34. After three failed attempts your TAN list gets blocked and you will have to get a new one. To do so, please contact zeus-support@uni-konstanz.de immediately.
VII. CHECK YOUR REGISTERED PSYCHOLOGY COURSES IN ZEUS

Check the videos and descriptions on ZEuS Wiki!

Step 1: Log in to ZEuS
https://zeus.uni-konstanz.de| firstname.lastname | password of your university account

Step 2: Click on My Studies

Step 3: Click on My Registrations
Check whether all your psychology courses are admitted.

If a seminar is missing or you want to withdraw from a seminar during the first two weeks of the semester, please write an email to studienberatung.psychologie@uni-konstanz.de. Please provide them with the following information: your first name, your last name, your student ID number, the seminar title and the reason of your writing: e.g. “I want to withdraw from a seminar” or “a seminar is missing”. Please note, you can cancel your admission from exams only during the registration period.
VIII. CHECK YOUR GRADES IN ZEUSS

Check the videos and descriptions on ZEUSS Wiki!

Step 1: Log in to ZEUSS
https://zeus.uni-konstanz.de| firstname.lastname | password of your university account

Step 2: Click on My Studies

Step 3: Click on My Achievements
Click Expand All to see all your grades.

Lecturers have time to grade your examinations, assignments, etc until the 30th of September (summer semester) respectively the 31st of March (winter semester). If you need your grades recorded in ZEUSS prior to the stated dates, please inform your lecturers already at the beginning of the semester. The lecturers need to submit the grade at the respective departmental examination office.
<table>
<thead>
<tr>
<th>Title</th>
<th>Number</th>
<th>Attempt</th>
<th>Cancelation</th>
<th>Grade</th>
<th>Bonus</th>
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</thead>
<tbody>
<tr>
<td>Bachelor's degree Psychology major PO 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Orientation Test Bachelor's degree Psychology major PO 2012</td>
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<tr>
<td>Overall Grade Bachelor's degree Psychology major PO 2012</td>
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<td></td>
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IX. TRANSCRIPT OF RECORDS

The Transcript of Records is a document which lists all courses you have completed during your exchange studies at the University of Konstanz. The document is officially signed and sealed. It is not issued automatically. You have to request it after your exchange studies at the University of Konstanz are completed.

When all your grades are visible on ZEuS, write an email to international.transcripts@uni-konstanz.de and ask for your official transcript of records. Please include the email address, postal address and full name of your exchange coordinator of your home university in your email (to whom the original hardcopy of the transcript of records should be sent)!

For more information on how to request your transcript of records see this document.

Generally, you would not have all your assessment results at hand by the time of your departure from Konstanz. If you urgently need the transcript, you may ask the instructor if he/she could possibly have your assessment corrected and the results entered into the ZEuS system with priority. Your instructor has to send the written confirmation of grades and credits directly via email to the respective departmental examination office.
X. EXTENDING YOUR STUDY PERIOD

For Erasmus+ ICM students, the period of nomination (1 or 2 semesters) applies. No extension beyond this period is possible.

Exchange students from partnerships outside the Erasmus+ ICM programme and free movers can, after consultation with their home university and the relevant coordinators and the International Office in Konstanz, extend their stay by 1 semester if there is sufficient academic justification. Important:

There is no guarantee to live in a Seezeit student accommodation when extending your exchange. The International Office will draw lots with its remaining Seezeit rooms by the middle of December/May and inform all applicants by email. Thus, students who do not get a Seezeit accommodation have to find a place to stay on the private accommodation market without the assistance of the International Office.

To extend your study several documents need to be filled out and handed in by a specific deadline. More Information and the required documents is available on the website of the International Office.
XI. IMPORTANT CONTACTS AND LINKS

Whom to ask if you need help/support with:

– uni e-mail and password
  o support@uni-konstanz.de

– ZEuS - TAN, TAN list, technical difficulties, etc
  o ZEuS Wiki
  o zeus-support@uni-konstanz.de

– ILIAS
  o ilias-support@uni-konstanz.de

– finding suitable courses in a different department
  o Erasmus+ departmental coordinators
  o Departmental Student Advisory Service and Examination Offices

– Language Institute (SLI) – course info, registration, exams etc.
  o karolin.wurster@uni-konstanz.de

– Transferrable Skills (SQ) – course info, registration, exams, etc.
  o sq@uni-konstanz.de

– International Office Courses – info, registrations, exams etc. and Transcript of Records
  o international.transcripts@uni-konstanz.de

– Writing Tutoring Service – advice and feedback on your current writing project
  o schreibberatung@uni-konstanz.de

Department of Psychology
  o erasmus.psychologie@uni-konstanz.de
  o https://www.psychologie.uni-konstanz.de/en/study/international/incomings/
We are looking forward to welcoming you in Konstanz!

Serpil Hummel

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University of Konstanz
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78457 Konstanz, Germany

erasmus.psychologie@uni-konstanz.de
psychologie.uni-konstanz.de