Welcome and introductory event

winter semester 2023/24
Welcome to the Department

Katrin Winkler
Master’s programme coordinator

Prof. Dr. Sabine Storandt
Dean of Studies
M.Sc. Computer and Information Science

1. Information on the University and the department
2. Master`s programme (M.Sc.CIS PO 2020)
3. Study formalities
4. Examination matters
5. How to contact us
6. Services at the University
7. The Student Council introduces itself
8. Questions?
Information on the University and the Department
University of Konstanz

1966 Foundation of the university
1972 Opening of the new campus


Students: 11.000
Professors: 210
Academic staff: 1.250
# Faculties and departments

<table>
<thead>
<tr>
<th>Faculty of Sciences</th>
<th>Faculty of Humanities</th>
<th>Faculty of Politics, Law and Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics and Statistics;</td>
<td>Philosophy; History, Sociology, Sport Science and Empirical Educational Research;</td>
<td>Law; Economics; Politics and Public Administration</td>
</tr>
<tr>
<td>Computer and Information Science;</td>
<td>Literature, Art and Media Studies; Linguistics</td>
<td></td>
</tr>
<tr>
<td>Physics; Chemistry; Biology; Psychology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Department of Computer and Information Science

History
- Information Science since 1980
- Computer Science since 1994
- Joint department since 1999
- International Master programme in Computer and Information Science since 2010

Academic staff and students
- 19 professorships (incl. 1xHD, 3xTTP, 1xTTD, 2xJP, 1xApl.Prof), 1 academic senior councillors
- approx. 80 academics (PhDs, Post-docs)
- approx. 600 students

Joint research focus
The department carries out joint research on methods and systems used to visualise, analyse, explore and process large information spaces.
Professorships and lecturers
Lecture series:
More information can be found in our course catalogue in ZEuS under the section „Introductory Events of the Department of Computer and Information Science“.

https://www.informatik.uni-konstanz.de/en/study/lecture-series/

18. October – 25. October

Lecture series – an introduction to all Dep. research groups
The Master‘s programme

Master‘s programme M.Sc.CIS
PO 2020
Master’s programme: (M.Sc.CIS PO 2020)

Master Homepage
Master’s programme: (M.Sc.CIS PO 2020)

Become familiar with the content of your study and examination regulations
Master’s programme: (M.Sc.CIS PO 2020)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Areas</th>
<th>SWS (weekly teaching hours)</th>
<th>ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Area of basic modules</td>
<td>16-36</td>
<td>24-54</td>
</tr>
<tr>
<td></td>
<td>A minimum of four and maximum of nine modules à 6 ECTS credits from the Department of Computer and Information Science*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e.g. Data Visualization: Basic Concepts, Data Mining: Basic Concepts, Computer Graphics, Interactive Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>Area of advanced modules</td>
<td>16-36</td>
<td>24-54</td>
</tr>
<tr>
<td></td>
<td>Master modules from the Department of Computer and Information Science (lectures with exercises and directed studies worth 6-9 ECTS credits each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 or 3</td>
<td>Seminar</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2 or 3</td>
<td>Master’s project</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Area of supplementary courses (maximum of 18 ECTS credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>Courses from other departments*</td>
<td>0-12</td>
<td>0-18</td>
</tr>
<tr>
<td></td>
<td>Transferable skills courses offered by the Department of Computer and Information Science, the Centre for Transferable Skills (SQ), the Language Institute and the International Office*; A subject-related transferable skills course in academic writing is mandatory if the student did not complete such a course during the bachelor’s programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>Final part of studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Master’s thesis and colloquium (thesis defence)</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>54</td>
<td>120</td>
</tr>
</tbody>
</table>

*It must be made sure that this course was not already credited in the previous bachelor’s programme.

### Master’s programme: (M.Sc.CIS PO 2020)

#### Areas, modules and ECTS credits

<table>
<thead>
<tr>
<th>Areas</th>
<th>Modules</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic module area (INF)</td>
<td>Basic modules</td>
<td>24-54</td>
</tr>
<tr>
<td>Advanced module area (INF)</td>
<td>Advanced modules (pure master’s level)</td>
<td>24-54</td>
</tr>
<tr>
<td></td>
<td>Master seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Master project</td>
<td>9</td>
</tr>
<tr>
<td>Supplementary area</td>
<td>Courses from other departments</td>
<td>0-18</td>
</tr>
<tr>
<td></td>
<td>*Soft skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(*number of ECTS credits is limited to 6, Scientific Practices for students (3 ECTS): mandatory)</td>
<td></td>
</tr>
<tr>
<td>Final part of studies (INF)</td>
<td>Master thesis + colloquium</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>
Master’s programme: (M.Sc.CIS PO 2020)

Areas, modules and ECTS credits

Areas and modules in ZEuS

- The structure of the Master’s programme e.g. the different areas and the predefined fields of specialisation are reflected in the ZEuS course catalogue

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<table>
<thead>
<tr>
<th>Computer and Information Science (88781H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookable study spaces Computer Science</td>
</tr>
<tr>
<td>Introductory Events of the Department of Computer and Information Science</td>
</tr>
<tr>
<td>Preparatory Courses in Mathematics</td>
</tr>
<tr>
<td>Master’s degree Computer and Information Science (two-years-programme) major PO 2020</td>
</tr>
<tr>
<td>Number of third attempts</td>
</tr>
<tr>
<td>failed in 2. attempt without approved third attempts</td>
</tr>
<tr>
<td>Area of Basic Modules</td>
</tr>
<tr>
<td>Area of Advanced Modules</td>
</tr>
<tr>
<td>Area of Supplementary Courses</td>
</tr>
</tbody>
</table>
### Master’s programme: (M.Sc.CIS PO 2020)

## Areas, modules and ECTS credits

### Basic modules area (24-54 ECTS) as reflected in ZEuS

<table>
<thead>
<tr>
<th>Area of Basic Modules</th>
<th>Data Science Modules</th>
<th>Visual Computing Modules</th>
<th>Interactive Systems Modules</th>
<th>Software Systems Engineering Modules</th>
<th>Algorithmics Modules</th>
<th>Modules from Other Areas</th>
</tr>
</thead>
</table>

- You can choose basic modules from any field of specialisation
- But preferably choose already some basic modules recommended for your specialisation as well.
Master’s programme: (M.Sc.CIS PO 2020)

Areas, modules and ECTS credits

Advanced modules area (24-54 ECTS plus seminar and project) as reflected in ZEuS

- You can choose advanced modules from any field of specialisation
- But preferably choose at least three master modules recommended for your specialisation
Master’s programme: (M.Sc.CIS PO 2020)

Areas, modules and ECTS credits

Supplementary area (0-18 ECTS) as reflected in ZEuS

- The Department of Computer Science and Information Science provides a list of particularly suitable courses from all departments: [https://www.informatik.uni-konstanz.de/study/master-of-science/modules/](https://www.informatik.uni-konstanz.de/study/master-of-science/modules/)
- A maximum of 6 ECTS credits from soft skill courses (courses offered by the Key Competence Center, the Language Teaching Institute, the International Office or key qualification courses of the department(s)) can be recognized in the supplementary area.
- **Scientific Practices for students (3 ECTS): mandatory** if a course in which comparable competences were acquired was not already completed in the previous study programme. It is recommended to attend the course parallel to the seminar.
Master’s programme: (M.Sc.CIS PO 2020)

Areas, modules and ECTS credits


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<th>Semester</th>
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<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Transferable skills courses offered by the Department of Computer and Information Science, the Centre for Transferable Skills (SQ), the Language Institute and the International Office*;</td>
<td>0-4</td>
<td>0-6</td>
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<tr>
<td></td>
<td>A subject-related transferable skills course in academic writing is mandatory if the student did not complete such a course during the bachelor’s programme</td>
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<td></td>
<td><strong>Final part of studies</strong></td>
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<td>Total</td>
<td></td>
<td><strong>54</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

*It must be made sure that this course was not already credited in the previous bachelor’s programme.
Master’s programme: (M.Sc.CIS PO 2020)

Areas, modules and ECTS credits

Final part of studies (30 ECTS)
- comprises Master thesis + Master colloquium
- Only professors or academic staff members of the University of Konstanz to whom the authority to conduct examinations has been delegated may be appointed to issue topics for Master's theses as well as to supervise and evaluate such theses and to act as examiners of final colloquia.
- At least one of the examiners must be an academic staff member of the Department of Computer and Information Science

- See website MA CIS
- Extra information event at the beginning of the lecture period
Master’s programme: (M.Sc.CIS PO 2020)

Duration and orientation examination

Duration

– standard study period: 4 semesters
– longest duration of study: 7 semesters

– If the Master's examination is not completed by the end of the seventh semester, the right to take the examination expires, unless the student is not responsible for exceeding the deadline.
Master’s programme: (M.Sc.CIS PO 2020)

Duration and orientation examination

Orientation examination

- At least **24 ECTS credits must be completed in the area of basic and advanced modules by the end of the second semester**.
- Otherwise, the student loses the right to take examinations, unless the student is not responsible for exceeding the deadline.
Master’s programme: (M.Sc.CIS PO 2020)

Specialisations

The Master's programme offers students the possibility of specialising in a particular field such as:

- Algorithmics
- Data Science
- Interactive Systems
- Software Systems Engineering
- Visual Computing
- Exhibition Media Design (German)
- Individual focus

Shape your academic profile and become a specialist

Choose your area of specialisation from the broad field of applied and practical computer science

www.informatik.uni-konstanz.de/study/master-of-science/specializations/
Spiritual programme: (M.Sc.CIS PO 2020)

Specialisations

Requirements for a master’s specialisation

- Students need to complete at least three advanced modules (i.e., purely master's level) as well as the master’s seminar, the master’s project and the master’s thesis in one specific field to have the specialisation included in the degree certificate.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced module area (INF)</td>
<td>3 advanced modules (master level)</td>
</tr>
<tr>
<td></td>
<td>master’s seminar</td>
</tr>
<tr>
<td></td>
<td>master’s project</td>
</tr>
<tr>
<td>Final part of study (INF)</td>
<td>master’s thesis + colloquium</td>
</tr>
</tbody>
</table>
Master’s programme: (M.Sc.CIS PO 2020)

Specialisations

Requirements

– Recommended modules for each predefined specialisation are listed on the website and being held updated.
– The fields of specialisation including the assigned modules are reflected in the ZEuS structure.
– Shaping your own master’s specialisation by choosing an individual focus is also possible.
– The obligatory orientation talk with your study advisor and/or mentor in the beginning of the first semester serves as a starting point to discuss and define your courses for your specialisation.

www.informatik.uni-konstanz.de/study/master-of-science/specializations/
### Master’s programme: (M.Sc.CIS PO 2020)

#### Example study plan including criteria for a specialisation

<table>
<thead>
<tr>
<th>Sem</th>
<th>Basic module area (24-54 ECTS)</th>
<th>Advanced module area (24-54 ECTS + 12 ECTS)</th>
<th>Final part of study</th>
<th>Supplementary area (0-18 ECTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation meeting</td>
<td><strong>Basic module 1</strong> 6 ECTS</td>
<td><strong>Advanced module 1</strong> 9 ECTS</td>
<td>Language course 3 ECTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Basic module 2</strong> 6 ECTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Basic module 3</strong> 6 ECTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mentor meeting</td>
<td><strong>Basic module 4</strong> 6 ECTS</td>
<td><strong>Advanced module 2</strong> 6 ECTS</td>
<td>Scientific practices 3 ECTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Basic module 5</strong> 6 ECTS</td>
<td><strong>Master’s seminar</strong> 3 ECTS</td>
<td>Non-subject course 6 ECTS</td>
</tr>
<tr>
<td>3</td>
<td>Project registration; Thesis registration</td>
<td><strong>Basic module 6</strong> 6 ECTS</td>
<td><strong>Advanced module 3</strong> 9 ECTS</td>
<td>Non-subject course 6 ECTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Master’s project</strong> 9 ECTS</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Colloquium registration</td>
<td></td>
<td></td>
<td>Master’s thesis 30 ECTS</td>
</tr>
</tbody>
</table>

**Required modules for a specialization** mentioned on the degree certificate

[https://www.informatik.uni-konstanz.de/study/master-of-science/modules/](https://www.informatik.uni-konstanz.de/study/master-of-science/modules/)
Master’s programme: (M.Sc.CIS PO 2020)

Mentoring programme, orientation-/mentor talks

Mentoring programme

- Master students are being mentored by a university lecturer/professor during the Master’s programme
- You may choose ideally your mentor according to your specialisation
- You can find a list of recommended mentors for each specialisation on the website
- A mentor helps to profile your studies, supervises the master’s project and thesis
- Changing a mentor is possible but can impact the profiling of your studies and should be thought through

www.informatik.uni-konstanz.de/study/master-of-science/mentoring-programme/
Master’s programme: (M.Sc.CIS PO 2020)

Mentoring programme, orientation-/mentor talks

Orientation talk

- In the beginning of the first semester students have a compulsory orientation talk with their study advisor and/or mentor
  - Master student with a B.Sc. degree in Computer Science from UKN can choose between study advisor or mentor
  - Master student without a B.Sc. degree in Computer Science from UKN consult first the study advisor, an additional talk with the mentor is recommended
- Completing the orientation talk is a prerequisite to validate the registration for your examinations in the first semester.

Forms for orientation
Orientation talk

The form can be found on the website for download:

www.informatik.uni-konstanz.de/en/service-and-support/links-and-downloads/
Master’s programme: (M.Sc.CIS PO 2020)

Dates for the Orientation talk with study advisor:

Tuesday 28.11.
Wednesday 29.11.

More Information via email at the beginning of November.

Forms for orientation and mentor talk

Both forms can be found on the website for download:

www.informatik.uni-konstanz.de/en/service-and-support/links-and-downloads/
Master’s programme: (M.Sc.CIS PO 2020)

Form for the orientation talk:

Name of student: ___________________________
Student ID number: _______________________
Start of studies in winter semester: ________
   summer semester: _______________

I completed my bachelor's degree in Computer Science or Information Engineering at the University of Konstanz: yes [ ] no [x]
I plan to spend part of the master's programme abroad: yes [ ] no [ ]

The talk with the departmental student advisor took place on: ________________________
Place, date: _____________________________
Signature of the student advisor: ______________________

Mentor: ___________________________
Research group: _______________________

Planned specialization: Please tick a box or add an individual specialization:
A list of all available modules, as well as master's seminar, master's project and master's thesis in one area need to be completed for a specialization:
☐ Algorithms
☐ Data Science
☐ Interactive Systems
☐ Individual specialization:
☐ Media Exhibition Design
☐ Visual Computing
☐ Software Systems Engineering
☐ Media Systems Engineering

Basic modules (48-54 ECTS):
Name of module: ___________________________
ECTS: _______________________

Advanced modules (44-56 ECTS) = Seminar (1 ECTS) + Project (9 ECTS):
Name of module: ___________________________
ECTS: _______________________
Module for specialisation 1: ___________________________
ECTS: _______________________
Module for specialisation 2: ___________________________
ECTS: _______________________
Module for specialisation 3: ___________________________
ECTS: _______________________

Master's seminar: ___________________________
ECTS: _______________________

Master's project: ___________________________
ECTS: _______________________

Supplementary Courses (0-18 ECTS):
Name of course from other departments: ___________________________
ECTS: _______________________

Name of cross-disciplinary course: ___________________________
ECTS: ______________________

Scientific Practice for Students: yes [ ] no [ ]
ECTS: ______________________

Place, date: _____________________________
Signature of mentor: ______________________

Place, date: _____________________________
Signature of student: ______________________

The orientation meeting is a pre-requisite for examination registration in the first semester. Please hand in this form to the departmental examination office in P2 807 or via master@uni-konstanz.de.
Mentoring programme, orientation-/mentor talks

Mentor talk

- When registering for the master's project all students have a second compulsory talk – the mentor talk.
- This talk serves advanced students to plan and discuss in detail the second part of their studies (master project, master thesis)
- The mentor talk is a prerequisite for the registration of the master thesis.
- The confirmation of a completed mentoring talk is included in the registration form for the master’s project.
Study formalities
## Study formalities

### Course registration

**Registration in ZEuS required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📚 Information Engineering / Computer and Information Science (88781H)</td>
<td></td>
</tr>
<tr>
<td>🔄 Introductory Events of the Department of Computer and Information Science</td>
<td></td>
</tr>
<tr>
<td>🔄 Preparatory Courses in Mathematics</td>
<td></td>
</tr>
<tr>
<td>🔄 Master's degree Computer and Information Science (two-years-programme) major PO 2020</td>
<td></td>
</tr>
<tr>
<td>✅ Bereich grundlegende Module</td>
<td></td>
</tr>
<tr>
<td>✅ Bereich weiterführende Module</td>
<td></td>
</tr>
<tr>
<td>✅ Ergänzungsbereich</td>
<td></td>
</tr>
<tr>
<td>✅ Abschlussmodul</td>
<td></td>
</tr>
</tbody>
</table>
Study formalities

Course registration

- Course registration through Zeus log-in
  - 01.10.2023 - 15.11.2023
  - It is important that you register in ZEuS for the events you would like to attend before the start of lectures so that the lecturers have your e-mail address and can contact you!
  - If there is also an Ilias course for the event, please register in both ZEuS and Ilias!

- Non-specialist courses
  - Course/exam registration periods and rules can differ

Courses from other departments cannot be registered by our departmental Examination Office
Study formalities

Help for course registration in ZEuS

- Have a look at our Homepage:
  https://www.informatik.uni-konstanz.de/en/service-and-support/examinations/exam-registration/

- Contact our student council:
  https://www.fachschaft.inf.uni-konstanz.de/discord
Study formalities

Recognition of study and exam achievements

Credit transfer from bachelor to master level

- Study and exam achievements that haven’t already been recognized for your Bachelor degree can get recognized on request only during the first semester.
- The Examination Board will decide on the approval of the recognitions.
- The recognition form and all required documents are to be sent to our Examination Office: mastercis.inf@uni-konstanz.de
Study formalities

Recognition of study and exam achievements

Credit transfer from bachelor to master level

- Information for departmental graduates: departmental graduates do not need to submit a form!

- Please contact mastercis.inf@uni-Konstanz.de (Examination Office) directly, if not already processed, to let your remaining credits be transferred to your master account.
## Study formalities

### Forms, study information, blank forms etc.

- All necessary forms (orientation talk form, medical certificate, registration form for the master’s thesis etc.), which you will need during your studies, can be downloaded from this website.

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**Department of Computer and Information Science**

<table>
<thead>
<tr>
<th>Department</th>
<th>Research</th>
<th>Study</th>
<th>Service and support</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service and support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental study affairs</td>
<td>Examinations</td>
<td></td>
<td>Links and downloads</td>
<td></td>
</tr>
<tr>
<td>Study essentials</td>
<td>IT service and support</td>
<td></td>
<td>Career orientation and practical experience</td>
<td></td>
</tr>
</tbody>
</table>

**M.Sc. Computer and Information Science**

- General information
- Mentoring programme
- Project/Master's thesis/Colloquium

**Important information for students in all programmes**

- Request to de-/register for exams
- Medical certificate
- Request to the Examination Board
- Recognition of lectures and seminars
- ZEuS-Wiki
- Avoiding plagiarism

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Universität Konstanz

All forms can be found on the website for download:

www.informatik.uni-konstanz.de/en/service-and-support/links-and-downloads/
Study formalities

Academic leave of absence

- If you are not able to participate in the lectures of the running semester for more than 6 weeks because of important reasons, you may request an academic leave of absence.

- **Important reasons are:**
  - Study abroad
  - Internship that serves the completion of studies
  - Illness
  - Family issues
    - Care of a child under the age of five
    - Times of maternity/parental leave
  - Individual reasons

Study formalities

Going abroad and career orientation

- Many study exchange options on master’s level available
  - Erasmus programme (Europe)
  - Global exchange (overseas)
  - Erasmus placement; IAESTE etc.

- Benefit of a study exchange period:
  - Complement or extend your academic profile and master’s specialisation by adding courses from your study exchange (individual focus)

- Each winter semester: information event on “Going abroad information for Computer Science students”

Contact study exchange:
erasmus.inf@uni-konstanz.de
Study formalities

Going abroad and career orientation

Studies and Internships

Visa requirements

Visa extension regulation: standard study periods + 3 semesters (incl. leaves for internships)
Study formalities

Going abroad and career orientation

Department of Computer and Information Science
Career orientation and practical experience

Service and support

Departmental study affairs
Examinations
Study essentials
IT service and support

Links and downloads

Career orientation and practical experience

Profile†
For German-speaking students, we recommend the Profil+ programme: here you can set different accents for your career entry, depending on the field of study. A profile focus MINT is already being planned.

Profil+ programme (German)

Career Passport Programme
For English-speaking students, we strongly recommend the Career Passport Program: a comprehensive module programme designed specifically to meet the needs of international degree-seeking students.

Career Passport
Examination matters
Examination matters

Website: examination matters

Department of Computer and Information Science

Service and support

- Departmental study affairs
- Study essentials

Examinations

IT service and support

Examination matters

Here you can find everything you need to know regarding your examinations.

- How and when do I have to register for examinations?
- What happens if I become sick on the day of my exam?

The answers to these questions as well as further information about your exams can be found here.

- Exam registration periods
- The examination dates can be found in StudIS/Examinations
- Withdrawal from exams and sickness
- Registering project, thesis and colloquium
- Requests to the Examination Board (SiPA)
- Forms and downloads
- Taking leave of absence
- Plagiarism
Examination matters

Exams registration periods

Mandatory registration for all examination and study achievements in ZEuS for which you want to acquire ECTS credits:

1. date
   De-registration
   
   01.12.2023 - 15.01.2024
   until 31.01.2024 possible

2. date (if available)
   Compact courses:
   
   01.03.2024 - 11.03.2024
   Please note registration deadlines in ZEuS

- All exams (also non-graded) must be registered via ZEuS
- Attention: Registration deadlines and rules differ between departments!

https://www.informatik.uni-konstanz.de/en/service-and-support/examinations/exam-registration/
Examination matters

Exams registration periods

Deadlines for registration and submission

The following deadlines exist for registering and submitting the project and the master’s thesis:

<table>
<thead>
<tr>
<th>Project</th>
<th>Master’s thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Registration</td>
</tr>
<tr>
<td>Due</td>
<td>Start</td>
</tr>
<tr>
<td>15.10. – 15.11.</td>
<td>01.02. – 15.02.</td>
</tr>
<tr>
<td>15.01. – 15.02.</td>
<td>01.05. – 15.05.</td>
</tr>
<tr>
<td>01.04. – 01.05.</td>
<td>15.07. – 01.08.</td>
</tr>
<tr>
<td>01.07. – 01.08.</td>
<td>15.10. – 02.11.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>Due*</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.01.</td>
<td>01.03.</td>
</tr>
<tr>
<td>15.04.</td>
<td>01.06.</td>
</tr>
<tr>
<td>30.06.</td>
<td>15.08.</td>
</tr>
<tr>
<td>30.09.</td>
<td>15.11.</td>
</tr>
<tr>
<td>01.09.</td>
<td>01.12.</td>
</tr>
<tr>
<td>01.03.</td>
<td>01.06.</td>
</tr>
</tbody>
</table>

*approximately; the exact due date is determined by the Central Examination Office (ZPA)

Submit to: mastercis.inf@uni-konstanz.de

Central Examination Office

For more information:

The forms can be found on the website for download:
www.informatik.uni-konstanz.de/en/service-and-support/links-and-downloads/

Central Examination Office: www.uni-konstanz.de/en/study/while-you-study/examinations/examination-offices/central-examination-office/
# Examination matters

## Exemplary schedule for the final part of studies

For students having started in a summer semester:

<table>
<thead>
<tr>
<th>Sem.</th>
<th>1. Possibility: Project in lecture-free period (recommended)</th>
<th>2. Possibility: Project during semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Attending a seminar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poss. attending project proposal talks</td>
<td>until 15.12.</td>
</tr>
<tr>
<td></td>
<td>Mentor meeting</td>
<td>01.11. – 15.12.</td>
</tr>
<tr>
<td>2/3</td>
<td>Project registration</td>
<td>15.01. – 15.02.</td>
</tr>
<tr>
<td>3</td>
<td>Project due</td>
<td>15.04.</td>
</tr>
<tr>
<td></td>
<td>Master's thesis registration</td>
<td>15.07. – 01.08.</td>
</tr>
<tr>
<td></td>
<td>Start of master's thesis</td>
<td>15.08.</td>
</tr>
<tr>
<td>4</td>
<td>Master's thesis due</td>
<td>01.03.</td>
</tr>
<tr>
<td></td>
<td>Master's colloquium</td>
<td>until 31.03.</td>
</tr>
</tbody>
</table>
Examination matters

Examination rules

Exams take place twice per semester
- First exam period is usually set in the last week of the lecture period and first two weeks of the lecture free period of the running semester
- Second exam period is usually set in the last three weeks before the start of a new semester’s lecture period

Retaking exams
- Exams can be re-taken only once!
- A two-times exam failure leads to a “failed module”
- Exams must be re-taken within one academic year. Otherwise the examination right for this module is lost.
Examination matters

Examination rules

Registration formalities

1. (De-)registration online after the exam registration period has expired is not possible!

2. (De-)registration only in exceptional cases via departmental online form

3. Exam registration is binding: non-attendance without valid reason (medical certificate etc.) means course failure

4. Un-registered exam performance is not valid

5. After having failed an exam on the first attempt there is no automatic re-registration for the second exam date

6. TAN list is required to register online for exams in ZEuS
How to contact us
Departmental study advisory service

Email:
mastercis.inf@uni-konstanz.de

(Katrin Winkler & Departmental Examination Office)

Please use:
- name, surname
- student ID nr.
- Reply always to the e-mail history, do not start a new e-mail for the same topic
- always use your UKN E-Mail address for any official correspondence

Consulting hours:
Wednesdays 10.30-12.00 am in PZ 804
Departmental study advisory service

Study advisory service

Ilias forum: Fachstudienberatung Informatik / Student Advisory Service Computer Science

Herzlich willkommen bei der Fachstudienberatung des Fachbereichs Informatik und Informationswissenschaft / A Warm Welcome to the Student Advisory Service of the Department Computer and Information Science

Für allgemeine Fragen nutzen Sie bitte die vorhandenen Foren. Sie haben auch die Möglichkeit die Fragen unter einem Pseudonym zu stellen. Bei individuellen Anliegen und persönlichen Fragen können Sie gerne über den Ilias Kalender einen Termin in der Sprechstunde vereinbaren.

For general questions please use the available forums. You also have the possibility to ask the questions under a pseudonym. For individual concerns and personal questions you can use the Ilias calendar to make an appointment in the office hours.

CONTENT

1. Ihre Fragen zum Studienstart an der Universität Konstanz
2. Bachelor of Science Informatik / Information Engineering
3. Master Computer and Information Science
4. Lehramt Informatik / Nebenfach

https://ilias.uni-konstanz.de/ilias/goto_ilias_uni_crs_995071.html
Departmental study advisory service

Dr. Martin Brunner
Department Administrator & Student Advisor BA
Martin.Brunner@uni-konstanz.de
Room: PZ 808

Maria Hesse
Erasmus Coordinator & Master’s programme coordinator
erasmus.inf@uni-Konstanz.de
Room: PZ 805

Eva Dutt & Mihaela Elsner
Examination Office
mastercis.inf@uni-konstanz.de
Room: PZ 807

International Office
Amaia Epalza
International degree-seeking students
degree.students@uni-konstanz.de
Room: A 623
Departmental study advisory service

Some good last advice:

- Stay informed:
  - Read the newsletter of the University
  - Read your study and examination regulations
  - Read the departmental information and reminder E-Mails on different study-related topics
  - Read carefully official letters you receive from the University e.g. thesis registration confirmation etc.
  - Visit our website
- Make use of our consulting hours and Ilias forum
- Mind registration and submission deadlines, they are binding!
- Of course: Enjoy your studies no matter what!

https://ilias.uni-konstanz.de/ilias/goto_ilias_uni_crs_995071.html

Contact study advisor:
mastercis.inf@uni-konstanz.de
Services at the University
Services at the University

Central advice and services along the student’s life cycle

Advice and services

On this page you will find an overview of all advice and services that can be used as a student or as prospective students. Whether you are considering a change of subject or simply select your timetable – here you will find answers to your questions.

WHO WILL HELP WITH ANY QUESTIONS AND REQUESTS?

- Information about the coronavirus
- Get in Contact
- Contact point in case of discrimination
- Advisory service guide (in German)
- Support and points of contact to address problems, conflicts, discrimination
- Advisory Network (in German)

BEFORE YOU STUDY

- Central Student Advisory Service (ZStB)
- Student Service Centre (SSZ)
- Guide for new students
- Application and enrolment
- Departmental student advisory service
- Guided Tour for Study Orientation

www.uni-konstanz.de/en/study/advice-and-services/
## Services at the University

### Study portals

| **ZEuS** – Central enrolment and student portal of the University of Konstanz |
| Courses with course catalogue, exam management, online application for a study programme, internship and jobs |

| **ILIAS** |
| Central learning portal of the University of Konstanz |

| **StudIS examinations** |
| Overviews of completed and booked results for study programmes that are not (yet) administered in ZEuS (→ seeportlet on your homepage in ZEuS) |

| **Module guides** |
| Description of study programme courses and their learning objectives |

| **Communication, Information, Media Centre (KIM)** |
| Central IT and library services |

www.uni-konstanz.de/en/study/while-you-study/study-portals/
Financial issues

Services at the University

Finances

So you can fully concentrate on your studies, it is of key importance to have your finances in order. Here is an overview of the costs involved with studying and how you can finance your studies.

**TUITION FEES**

- Tuition fees for international students and for second degree studies
- Vocational Bachelor's Programme Motor Neurorehabilitation
- Vocational Master's Programme Advanced Safety Sciences for Medicines (Course Fees)
- Graduate Study Programme in Law LLM.
- Vocational Master's Programme Psychology with a Concentration in Forensic Psychology
- Past general tuition fees

**FEES**

- General overview
- Administrative fees
- Student body fee
- Cost of living
- Student services fee (Seezeit)
- Administrative fees
At last our student council

Fachschaft (student council) introduces itself

Discord:
https://discord.com/invite/uzXpc9u

www.fachschaft.inf.uni-konstanz.de/
Questions?
Universität Konstanz

We wish you all the best for your master’s studies