Step-by-step manual
ZEuS application-portal
University of Konstanz

Department of Computer and Information Science
# Index

## ZEuS Manual

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First Step to apply: register at University of Konstanz.
2. Add a request

To start your application please select the study programme „Computer and Information Science“. Please mind:

1j stands for: one year programme (60 ECTS) → Master Computer and Inf Sc 1j H 3 (PO 2015)

2j stands for: two year programme (120 ECTS) → Master Computer and Inf Sc 2j H 3 (PO 2015)
3. Entrance qualification

Please enter your higher education entrance qualification. Please enter the grade of your entrance qualification here. It should be between 1 and 4.0. If you do not know your grade please enter 0.8 (unknown).

<table>
<thead>
<tr>
<th>* Acquired in</th>
<th>Abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Type of Entrance Qualification</td>
<td>for all types of university and for all academic disciplines</td>
</tr>
<tr>
<td>* Average grade</td>
<td>1.3</td>
</tr>
</tbody>
</table>

Choose any grade between 1.0 to 4.0

Possible date format: dd/mm/yy, dd/mm/yyyy, ddmjjj, ddmjjjj

* Date of acquisition 02/08/2011

* Country Indonesia

Request for a compensation of disadvantage concerning the waiting time

Here you can make a request to amend your waiting time. In case you are applying for a master's programme, no details are required here.

- Yes
- No

Please fill in the average grade of your entrance qualification (High school). A grade conversion is not possible. Therefore use any grade from the German grading system: 1.0; 1.1 etc. – 4.0). Regarding the waiting time, please select the item “no”.
4. German university background

What did you study before?

* Please specify the number of semesters you have studied at German Universities and further specify the semesters, if you have already completed a Studies Programme at a German university. Your studies are considered as completed only if a certificate is available and can be sent before the end of the application period.

* The number of semesters studied so far

* Studies completed?  
  ○ Yes
  ○ No

These questions refer to your university background in Germany, if you haven’t visited a German university answer with “no” and continue with application process.

Service completed?

* Please specify if you have completed a service (for example a military service, a civilian service, a European Voluntary Service). If you have completed a service, you are favored over other applicants who would be ranked equally but haven't completed a service. In case you are applying for a master's programme, no details are required here.

* Have you already completed military or alternative service?  
  ○ Yes
  ○ No

Please answer this question with „no“ if you are from a country outside the EU, no matter if you've completed military service in your home country.
5. **University attendance up to now (1/2)**

This refers to your previous university career:
Follow the image example if you are still enrolled at a university. If not type in “no” in the second gap.
6. University attendance up to now (2/2)

<table>
<thead>
<tr>
<th>University attendance up to now (Master Computer and Inf Sc 2j H 3 (PO 2015))</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study programme degree</strong></td>
</tr>
<tr>
<td><strong>1. subject</strong></td>
</tr>
<tr>
<td><strong>2. subject</strong></td>
</tr>
<tr>
<td><strong>3. subject</strong></td>
</tr>
<tr>
<td><strong>Type of study program</strong></td>
</tr>
</tbody>
</table>

Please mind: The Zeus-Portal does not distinguish between Bachelor of Science, Bachelor of Engineering, Bachelor of Technologies etc.
7. Parallel studies

Online Application

Parallel studies (Computer and Information Science 4 Semester)

If you are currently enrolled at another university, do you intend to simultaneously start another study program at the University of Konstanz?

Parallel studies? [No]

Please select “no” if you do not intend to start another study programme others than Computer and Information Science at the University of Konstanz.
8. Results of your GRE test

Applicants with a non-Bologna-degree MUST PASS the GRE test with a minimum of 155 points in each section. (Verbal Reasoning and Quantitative Reasoning)

Institutional Code: **Institution Code (DI): 7174**
9. Proof of English language skills

Please select any English proficiency proof as mentioned in our admission requirements and type in your test result:

- www.informatik.uni-konstanz.de/en/interestedparties/master-of-science/admission-requirements/

The first two points are not relevant for you.
10. Examination claim

Please select the item „no“ in case you haven’t lost the right to take examination in another relevant Master’s programme.
11. Right to take examinations

Do you have the right to take examinations in this subject? (Master Computer and Inf Sc 2j H 3 (PO 2015))

Have you lost the right to take examinations in the study programme you are applying for (or a comparable programme) because you can either no longer re-sit a failed examination or have lost the right to take examinations? (Does § 60 para. 2, sentence 2 of the “Landeshochschulgesetz” (LHG, state law on education) apply?)

* Have you lost the right to take examinations in this subject?
  - no

If so, for which study programme?

Please answer this question with “no” in case you haven’t lost the right to take examination in another Master’s programme in Computer and Information Science.
12. Missing degree certificate

Academic performance assessments not yet completed (Master Computer and Inf Sc 2j H 3 (PO 2015))

Please make a statement on the assessed coursework or examinations you have not yet completed.

🌟 You may apply for a master’s programme even if you have not yet been able to complete all of your bachelor’s degree study requirements or academic performance assessments.

* Do you still have study requirements or academic performance assessments to complete?

Yes

Delete Academic performance assessments not yet completed

If you have completed all your study and exam achievements except for having received your BA degree certificate then please select „no“. If not, then select „yes“.
13. Completed courses but missing results

Academic performance assessments not yet completed (Master Computer and Inf Sc 1j H 3 (PO 2015))

Please make a statement on the assessed coursework or examinations you have not yet completed.

🌟 You may apply for a master’s programme even if you have not yet been able to complete all of your bachelor’s degree study requirements or academic performance assessments.

* Do you still have study requirements or academic performance assessments to complete?  
   
No

Delete Academic performance assessments not yet completed

In case some exam achievements are still open please answer with “yes”.
14. Final grade of your bachelor degree

Final grade of your Bachelor degree or your assessed coursework or examinations up to this point (Master Computer and Inf Sc 2j H 3 (PO 2015))

Final grade of your Bachelor degree with a standard duration of study of at least three years or your assessed coursework or examinations up to this point.

Please enter the final grade for your higher education degree here. If you are still waiting for assessment results, please enter your current average grade and enter 8.0 in the field for your higher education final grade.

Please fill in your final or provisional final grade if converted to the German grading system. (1.0; 1.1 etc. – 4.0). If you don’t know your German converted grade, please enter 8.0 in the field.
15. Existing employment

We would recommend to select “no”.
If you work please consider:
All non European student enrolled at a German university are allowed to work up to 120 full (8h/day) days or 240 half days (4h/day) per year.
16. Studying while being a parent

Studying while being a parent (Master Computer and Inf Sc 2) H 3 (PO 2015))

The University of Konstanz is a family-friendly university. Information and advice for students with children can be found on the internet pages of our Family Affairs Division website under "Studying with children". We want to make studying while being a parent as easy as possible for you and to provide you with all relevant information.

If you have children and would like us to send you this information, please indicate the number of children you have in the corresponding age bracket:

🌟 0-3 years old
   0-3 years old 0

🌟 4-6 years old
   4-6 years old 0

🌟 older than 6 years
   older than 6 years 0

Delete Studying while being a parent

Studying with children:

17. University of Konstanz Student-ID number

Please select both times “no” if you are not currently enrolled at the University of Konstanz. Otherwise please fill in you Student-ID number.
18. Submit a request

Confirm statements and submit application request

I hereby confirm that the data entered □ is correct.

Submit request

To finish your application you have to confirm your data and to submit your request.

A so called “application to admission form” will be generated after submission. Please print it out and follow the instructions!