

Foreign Languages Website - Taking classes at the University of Konstanz PDF

Procedure for HTWG Konstanz - University of Applied Sciences students who wish to attend courses, including language courses, at the University of Konstanz and vice versa.

This reciprocal agreement between the University of Konstanz / HTWG Konstanz - University of Applied Sciences is regulated as described below and is based on the Appendix to the Cooperation Agreement between the University of Konstanz and the HTWG Konstanz from October 26, 2011

The following is a process description for students taking courses at the other institute of higher learning and the recognition of academic performance and exams.

I. Description of HTWG Konstanz - University of Applied Sciences students taking courses at the University of Konstanz and the recognition of their academic performance and exams:

1. A HTWG Konstanz student is interested in taking an elective, Extracurricular Studies program, language or other course at the University of Konstanz.
2. The HTWG Konstanz student contacts the University of Konstanz instructor at the start of the semester regarding the specific course and clarifies their participation including registering for the exam and how the exam will be administered.
3.
 - a) The HTWG Konstanz student contacts the responsible head of the Examination Committee (PA) at the HTWG Konstanz at the beginning of the semester to obtain their signed approval that the student can receive credit for the course they intend to take. The Office of Student Affairs (Studentische Abteilung) has a form that students can use for this purpose.
 - b) The HTWG Konstanz student registers the exam results including the signature of the responsible head of the Examination Committee (PA) at the HTWG Konstanz Central Examination Office (ZPA) during the exam registration period.
4. If the student fulfils the requirements to pass the course, the University of Konstanz instructor prepares a certificate for the student.
5. The HTWG Konstanz student turns the certificate in at the HTWG Konstanz Central Examination Office (ZPA). The ZPA then enters the exam results into the exam administration system.
6. The ZPA office at the HTWG Konstanz maintains a list of the current recognition of courses between the HTWG Konstanz and the University of Konstanz.

For questions about this procedure at the HTWG Konstanz, please contact: Manfred Schnell, Head of Student Affairs: schnell@htwg-konstanz.de, Tel. 206-103; Armin Kurtz, Head of Central Examination Office: armin.kurtz@htwg-konstanz.de, Tel. 206-108.

At the University of Konstanz, please contact: Andrea Ruhland, Head of the "Electronic Test Administration" (andrea.ruhland@uni-konstanz.de, Tel. 88-2300) and Edelgard Matzner, Head of the Central Examination Office (edelgard.matzner@uni-konstanz.de, Tel. 88-3114).

Procedure for University of Konstanz students attending courses, including language courses at the HTWG Konstanz - University of Applied Sciences, and vice versa.

This reciprocal agreement between the University of Konstanz / HTWG Konstanz - University of Applied Sciences is regulated as described below and is based on the Appendix to the Cooperation Agreement between the University of Konstanz and the HTWG Konstanz from October 26, 2011

The following is a process description of students taking courses at the other institute of higher learning and the recognition of academic performance and exams.

II. Description of University of Konstanz students taking courses at the HTWG Konstanz - University of Applied Sciences and the recognition of their academic performance and exams:

1.

A University of Konstanz student is interested in taking an elective, Extracurricular Studies program, language or other course at the HTWG Konstanz - University of Applied Sciences.

2.

The University of Konstanz student contacts the instructor at the HTWG Konstanz - University of Applied Sciences the start of the semester regarding the specific course and clarifies their participation including registering for the exam and how the exam will be administered.

3.

The University of Konstanz student contacts the university's responsible academic advising department (SFB) at the start of the semester and clarifies their participation as either exam or non-exam based for their transcript.

4.

If the student fulfils the requirements to pass the course, the HTWG Konstanz instructor prepares a certificate for the student. The Central Examination Office (ZPA) at the HTWG Konstanz also receives a copy. (The form for extra-curricular foreign language courses can be obtained from Mrs. Restle or Mrs. Failer in Room M308.)

5. The University of Konstanz student turns in their course certificate to the responsible academic advising office (SFB) at the University of Konstanz.

6. The ZPA office at the HTWG Konstanz maintains a list of the current recognition of courses between the HTWG Konstanz and the University of Konstanz.

For questions about this procedure at the HTWG Konstanz, please contact: Manfred Schnell, Head of Student Affairs: schnell@htwg-konstanz.de, Tel. 206-103; Armin Kurtz, Head of Central Examination Office: armin.kurtz@htwg-konstanz.de, Tel. 206-108.

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