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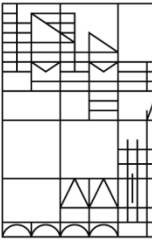
Università di Roma



Master's Programme in Economics

Student Handbook 2017

Universität
Konstanz



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1. Introduction

Dear new MSc Economics students,

A warm welcome to the Master's Programme in Economics at the Department of Economics of the University of Konstanz.

We are happy to have you 'on board'.



This Student Handbook might help you prepare your time in Konstanz and will hopefully answer many of the first questions you may have about the programme and practical issues.

Structure

Section 2: Includes information on the programme structure, modules and specialisations.

Section 3: Provides tips to plan your journey to Konstanz and to get around in the city.

Section 4: Includes information on various practical issues, from contact persons to accommodation questions and gender equality.

Section 5 Gives an outline of the methods courses of the MA programmes including some recommended preparatory readings so that you can refresh your knowledge and/or close potential knowledge gaps.

Section 6/7 Present useful information on exchange and ERASMUS opportunities as well as remarks on the internship services of the Department of Economics.

Helpful events for a “good start”

A handbook cannot, however, replace first-hand experience of new surroundings. The Department of Economics offers prep courses before, during and after the introductory week (“Einführungswoche”) between October 11th – 27th, 2017. **Experience from the previous years has shown that attendance at the prep courses is very helpful and important.** Many questions can be answered, so that students can tailor their study plans according to their preferences. Therefore, we especially recommend the following events:

1. Introductory week for new students

October 16th -20th, 2017

2. Preparation Courses in October 2017 (1st year Master's students)

Please see prep course [timetable](#).



General information about the University, the Department and Konstanz

The [Department of Economics](#) of the University of Konstanz enjoys an outstanding reputation in teaching and research. Its 26 full, junior and assistant professors from the fields of economics, business administration, econometrics, statistics, and business and economics education, over 60 doctoral researchers and guest professors from reputable universities worldwide provide an intellectually stimulating and productive environment for study and research. The [University of Konstanz](#) is one of only eleven universities nationwide with the formal status of a “University of Excellence”. Founded in 1966 as a research university, it is a role model for the integration of research into teaching. Its first-rate infrastructure includes an excellent 24-hour library, state-of-the-art computer facilities, a language institute offering a wide variety of foreign language courses and superb sports facilities.

The town of Constance, with its unique location on the banks of Lake Constance and the River Rhine and its proximity to the Alps, Austria, France, Liechtenstein and Switzerland, is the ideal location for combining study and leisure.

Double Degrees (Cooperation with: University of Essex, The University of Nottingham, University Tor Vergata and University Aix Marseille)

The Department of Economics offers five Double Degree options to the students of the Master's Programme in Economics. Through the programmes, a limited number of students from each university who are interested in having an internationally orientated and interdisciplinary course of studies will be given the possibility of spending a year in Germany and a year at the partner university. These students will obtain a Master's degree from each university.

We look forward to seeing you in Constance.

Yours sincerely



Prof. Dr. Volker Hahn
Director of the Master's Programme in Economics



2. Master's Programme in Economics

2.1 The Programme

Duration:	Four semesters (two years)
Language:	English
Accreditation:	120 ECTS (modules of one compulsory and five optional subject areas) which includes courses, seminars and the Master's thesis

The programme focuses on the use of economic theory and empirical methods as tools for understanding, modelling and evaluating real world economic issues. In the compulsory subject area **Quantitative Economics** students acquire advanced skills in economic theory and econometrics, which find application in a broad spectrum of economic issues covered in the programme's five subject areas.

2.2 Five Subject Areas

1. Quantitative Economics (compulsory)
2. Econometrics and Applied Economics
3. International Financial Economics
4. Macroeconomics and International Economics
5. Microeconomics and Decision Making
6. Public Economics.

2.3 Study Tracks

Three study tracks are offered, giving students the flexibility of customising their Master's studies in accordance with their own academic interests or career aspirations.

- **Track A** is the fast track to a PhD. Following the first year of the programme, students with an outstanding performance record and a strong interest in academic research can be admitted to our Doctoral Programme in Quantitative Economics and Finance and take courses towards their doctorate during their Master's studies.
- **Track B** enables students to sharpen their academic profile by majoring in one of the five optional subjects of the Master's programme.
- **Track C** is for students aiming for a general postgraduate education in economics. Students create their own programme of study from the wide range of modules available in the optional subject areas.

Please see MSc Economics [curriculum](#).



2.3 How to apply?

Please find [further information](#) on the webpage.

2.4 Dates Study Year 2017/18, University of Konstanz

2.4.1 Study Year 2017/18, First Semester

Welcome Programme for new Master's students	16/10/2017
Lectures begin:	23/10/2017
Lecture-free period:	22/12/17 – 07/01/18
Lectures end:	23/02/2018
Exam registration period:	23/01/18 – 29/01/18
Examination period I:	14/02/18 – 03/03/18
Exam registration period re-sit dates:	20/03/18 – 26/03/18
Examination period II:	04/04/18 – 21/04/18
Seminar registration period for Summer Semester 2018:	23/01/18 – 29/01/18

2.4.2 Study Year 2018, Second Semester

Lectures begin:	16/04/2018
Lectures end:	21/07/2018

2.5 First week of lectures in Konstanz

Please note that it is very important to attend the first week of lectures in both semesters at the University of Konstanz, since professors and lecturers use the first session of their courses to present the content and all the organisational details (when/how of presentations, term papers, etc.). You are not obliged to stay in every course you visit in the first week, but you can make a more and better informed choice after it.

The number of participants in each course is limited. If in the first week there are more students than places available, usually there is no need to worry about it, because during that week there are a lot of students that attend many courses and then select only those courses they like the most.

However, it may also be the case that the number of students attending a course is higher than the places available even after this. If this is the case, either a parallel course will be



organized or a ballot will be used to decide which students are allowed to enrol in the course.

The courses offered in the winter semester are available on the University webpage on the [LSF](#). There you can check the courses offered in the Department of Economics and all the other university departments. The website provides information about the number of credits, the language and the contents of each course ([Finding courses with the LSF-System](#)).

2.6 Glossary

It might be the case that some terms and abbreviations regarding studying may be new or unclear to you. We have therefore listed and explained the most important ones:

cr (credit points) / ECTS (European Credit Transfer System): Points given for the successful completion of a course. The number of points expresses both the significance of the course and the workload for the student.

c.t. (“cum tempore”): A course begins a quarter of an hour after the given time.

Kolloquium (colloquium): A form of tuition, which is not graded and is characterised by discussions between the lecturer and students about the subject matter prepared by the students. The colloquium is often employed for exam preparation.

Kurs (course): Enables more intensive cooperation between the lecturer and students in small groups. The participants prepare for the course by means of the recommended literature, which provides the basis for discussions between the lecturer and the students. Individual and group assignments may be given.

Modul (module): A unit of study comprising several courses, which build methodically upon one another or belong together regarding content.

Praktikum (internship): The aim of this tuition form is to acquire practical skills e.g. by conducting experiments in the natural sciences.

Semesterwochenstunden (SWS): The duration of a course in hours per week during the semester.

Seminar (seminar): Here, the lecturer and students work together on the subject matter. Generally, each participant presents a paper in class and also in written form. After the presentation, a discussion takes place building on the active involvement of each participant.

s.t. (“sine tempore”): A course begins at the given time.



Vorlesung (lecture): The classic teaching form at the University. A lecture is a talk by a professor or academic staff member on a particular subject that gives students an overview of that subject.

Übung/Tutorat (tutorial): These are generally offered as complementary classes for the lectures. In tutorials, students can revise in detail the subject matter of the lecture on the basis of concrete examples and practice certain skills under the instruction of the tutor.

The study plans (“Studienpläne”) and examination regulations (“Prüfungsordnungen”) are particularly important for students who are studying for a degree at the University of Konstanz.

The examination regulations define the examination requirements and the types of examination and detail the period in which the degree course must be completed.



3. Double Degree Students (updated 13.10.2017)

3.1 What is a double degree?

In a **Masters double degree** program a student consecutively studies at two different universities, often in different countries, completing two degrees in less time than it would take to earn them separately. At the end they earn two Masters degrees.

You study at your home university for one year and study for a second year in Konstanz, write a – sometimes co-supervised, sometimes solely supervised by one university - dissertation – and receive a Masters degree from your ‘home’ university and one from Konstanz.* You can find out [here](#) when you can study at which location. The Masters in Konstanz takes two years; we recognize all coursework from your home university, and it only takes you one more year to finish the Konstanz Masters.

* for students from Essex and Nottingham: you skip the Masters dissertation at the end of your year and can make good use of the third term to do an internship or travel.

And best of all: **you are exempt from tuition fees in Konstanz.** You do pay an [administration fee](#) every semester.

Reasons to consider a double degree with Konstanz:

If there is at least one 'YES' to a question below, you may be the right person for a double degree.

- Are you thinking of a PhD but are not quite ready yet to apply?
- Are you thinking of possibly applying for a PhD in Germany? Most are conducted completely in English, many scholarships to apply for and often a job at the department to support you?
- For students from the UK: are you thinking of applying for a PhD in a country that usually requires two Masters years?
- Do you want to delve deeper into an area of specialization such as Behavioural Economics, Econometrics or Financial Economics?
- Do you want to specialize in Konstanz? These [five specializations](#) are available – not all of them are always possible due to the combination of mandatory modules – so talk to us:
 1. Econometrics and Applied Economics
 2. International Financial Economics
 3. Macroeconomics and International Economics
 4. Microeconomics and Decision Making
 5. Public Economics



3.2 General Information

3.2.1 Application – Rolling admissions from Dec 15th to the deadline April 15th (Nottingham: March 24th)

You will be nominated to Konstanz by the coordinator at your home university (see 'Double Degree specific contacts'). So one of the first things is to sit down with her/him and have an initial conversation. After s/he has agreed to nominate you, s/he will send an email to Konstanz. If we make the decision to accept you, you will receive an email from Konstanz, asking you to fill out an online application form so that we can capture all your information and documents. And if we are not able to accept you, we will of course also notify you. After you have filled out the application form the Office of Admissions will generate an official acceptance notification that will be sent to you in an email and is accepted at all visa-processing institutions (if you have to apply for a visa). This will be sent to you no earlier than around mid June.

3.2.2 Steps after your Acceptance

1. You will be asked in an email to enter your information into an official application database and upload a current BSc transcript (if available), the degree award (if available) and your CV.
2. Read the Fresher's Handbook diligently. 😊
3. Course registration:
 - You do not need to pre-register for any of the lectures.
 - You will need to register for **the one seminar** you are required to take in Konstanz. You are advised to take it in your first semester in Konstanz. The seminars for the first semester will be announced in June (often 3rd week, and one week ONLY). You will have to choose and register for the seminar. You go to the individual professor's webpages and follow the application instructions. You will be notified of the registration dates and sent the application form **in an email**.

3.2.3 Housing

Konstanz is not able to guarantee a room in student housing but it is highly recommended that you apply, using the application form you will receive directly from the international office after you have been accepted into the programme. You only have a chance as long as you apply on time. If there is no space the international office and the department will attempt to assist students to obtain, at students' own expenses, off-campus accommodation within reasonable access to the campus, e.g. by public transport. We will provide further reasonable assistance, within our discretion and our capabilities.

You can have a look at the student housing options right [here](#).

YOUR Application Deadline for Housing



The application can only be accepted if the fully completed Application Form has been received in the International Office in an email to international.incoming@uni-konstanz.de by **June 15th (status October 2017)**. Please enclose the **proof of bank transfer** with your application. **At the same time** the deposit (550 Euros in June 2017; subject to slight increases) must have been received by this deadline.

If you decide to not come to Konstanz and you were allocated a room in student housing, you will be refunded the deposit – the 50Euros will not be refunded.

Please note that it is extremely difficult to find private accommodation in Konstanz. If you want to look for private accommodation, please see here:

- www.vierwaen.de
- www.wg-gesucht.de
- www.studenten-wg.de
- <https://www.airbnb.de/>
- <https://www.seezeit.com/Community/pages/Wohnraumboerse/index.jsp%3bjsessionid=B9C39B0256BC821B0EDF6759EDBA0CBD>
- Facebook ‘Wohnen in Konstanz’
- Accommodation Portal Konstanz: <http://www.konstanz-unterkunft.de/>

3.2.3 Cost of Living in Konstanz

Please calculate on spending app. 700 Euros in Konstanz each month. [Here](#) is an outline of costs that might help you with your budget. And see information [here](#) about our fantastic student cafeteria and its prices:

3.2.4 Health Insurance while in Konstanz

1. Students from **EU/EEA countries** and **Switzerland** are insured through their **European Health Insurance Card (EHIC)**. Please bring the original card with you to Konstanz.
2. All exchange students from **non-EU states** are required to enroll in a **German Health Insurance** (app. 80 Euros per month), regardless of whether they have health insurance back home or through their home university. Since you will only enroll in the insurance after your arrival in Konstanz, we kindly ask you to enroll in a travel insurance for your first few days in Konstanz. The International Office will assist you in enrolling in a German health insurance when you arrive.

3.2.5 Want to know more?

A. Before applying, after you have been admitted and during your first year of studies there are a number of ways you can get more information on the double degree with the University with Konstanz:

1. Locate students from Konstanz on your campus – if you can’t find them, send us an email ... and we will gladly put you in touch.



2. Be on the lookout for recruiting sessions from staff of Konstanz usually in the fall or spring of each year. They will be advertised to you by email.
3. In fall there usually are webinars on our MSc – [here](#) is an example from November 2017.
4. Write an email to the Master Program Coordinator to set up an appointment with the coordinator. This can also happen via skype.

B. Our buddies are here to support YOU

They are students who will have done their first year in Konstanz and are very eager to help you with all matters regarding everyday life, advising both on administrative as well as leisure time matter, such as:

- First support after arrival
- First contact person with all problems and questions which may arise
- Support during module selection and creation of the timetable
- Support with registration for the exams in the modules
- Academic counselling during the semester
- Support with exams
- Support with free-time if desired

You will automatically be assigned a buddy in September.

C. We are delighted to set up a skype session with the director or the program or any other professor. All you do is send an email to international.wiwi@uni-konstanz.de -- and will be in touch with you.

D. Usually in the beginning of October we will organize a 'Masters Hut' where all new Masters students will spend a weekend in a hut in the mountains – accompanied by second year Masters who know their way around – and there is ample time to get to know how things work in Konstanz. You will be sent an invite to sign up.

3.2.6 Timeline

Autumn in your home university: Time to decide, to talk to others and to have a first meeting with the person responsible at your university

December 15 to April 15 (March 24 for Nottingham): Application period and rolling admissions - at the latest two weeks after sending in the completed application and a current transcript (the recommendation from the responsible professor will be sent directly to Konstanz), we will notify you of our admission's decision.

April/May: Decide whether you want to attend the "[GO-Konstanz](#)" - [German Intensive Language Course with Orientation Program](#) and sign up for it. It fills up VERY quickly.

June 15th: Housing application deadline (before applying decide whether to attend the "GO-Konstanz" - German Intensive Language Course with Orientation Program)



Mid June: Sign up for your seminar in Konstanz – **Look at the double degree specific academic information for details. You will receive an email asking you to sign up for it!**

July/August:

Familiarize yourself with studying here. The [International Office](#) has these two very useful brochures: [Checklists For Getting Started](#) and [Useful Information for studying at the University of Konstanz](#)

September: receive an email from the department about the weekend in the mountains (it usually takes place within the first two week of October, so during the preparation course) and sign up.

September: Attend the "GO-Konstanz" - German Intensive Language Course with Orientation Program IF YOU SIGNED UP FOR IT.

October: strongly recommended: attend the presemester programme: Preparatory course in Maths and Econometrics – you will receive information about this programme after acceptance. Also attend a weekend in the mountains, make friends, learn all the insider information about the year to come - take one more deep breath, write to friends and family that you are 'ready for a year in Germany' - and then attend the Beginner's Week in the department the week before classes start and come to the informal meeting with the Head of the department, some other professors and admin staff. All information will be sent to you in emails.

October: If you did not attend the September course, you have to attend the OriPro – the Orientation Programme in order to get all the formalities out of the way: registration with the city, all administrative aspects at the university etc.

3.2.7 Arrival

Things to take care of upon arrival

1. You are asked to stop by the Office of Admissions (D439) to show official documents (Bachelor certificate). As soon as you have your official Master's certificate, please also show this.
2. Recognition of classes taken at your home university: within the first 3 weeks after begin of classes, students are requested to stop by the international coordinator of the department in F263 with
 - an unofficial overview of all classes taken and marked
 - the Application for Recognition of Courses which you find in the Factsheet on YOUR webpage – see 3.3, 3.4 or 3.5. Fill out the first page one only.

3.2.8 Double Degree specific contacts

Contact in Konstanz

Coordinator of the Master's Program: Ms Svenja Andresen (Svenja.Andresen@uni-konstanz.de)



For all contacts at your home universities, see the factsheets below.

3.3 For students from the University of Essex, The University of Nottingham, University Tor Vergata and University Aix Marseille

Please find information on the study structure, the application for recognition of course, the dissertation and the grade conversion on the [double degree website](#).

4. Arriving in Konstanz

4.1 By Plane and Train

- For information on train connections in Germany, see: www.bahn.de
- Information on train connections in Switzerland is available from: www.sbb.ch.
- For train and bus connections in Baden-Württemberg, see: www.efa-bw.de.
- For local buses in Konstanz, see: [Stadtwerke Konstanz](#)

4.1.1 Via Zurich/Switzerland

The perhaps easiest way to get to Konstanz is to take the direct train from Zurich/Zurich Airport to Konstanz. Trains depart every half an hour and the trip takes about 1 hour 20 minutes. From the city-centre and the airport itself there are direct connections or connections involving one change. A second-class ticket costs about CHF 30, regardless whether you catch a direct or indirect connection. You can buy your ticket online or at the airport using either Euros or Swiss francs.

4.1.2 Via Friedrichshafen

Flying to Friedrichshafen is another possibility. From there, take the IRE train (InterRegioExpress) from Friedrichshafen Airport to Singen/Basel and change trains in Radolfzell, where there is a direct connection to Konstanz. Trains depart about every 2 hours and the journey takes about 1 hour 40 minutes. The fare is about € 20.

By bus: from Friedrichshafen Airport take the bus Friedrichshafen – Konstanz, which runs about 8 times a day. The journey takes about 1 hour 30 minutes and costs about € 7.

4.1.3 Via Stuttgart

From Stuttgart Airport: take the S-Bahn (suburban train) to Stuttgart Hauptbahnhof (Central Train Station). Trains depart about every hour to Singen, where you change trains for Konstanz. The journey takes about 3 hours (with the ICE train, 2 hours 15 minutes). The fare is about € 35 and with the ICE train, about € 40.



4.1.4 *Via Frankfurt am Main*

From Frankfurt Airport/Fernbahnhof (Long-Distance Train Station) trains depart hourly to Konstanz. It is necessary to change trains in Stuttgart/Singen or Baden-Baden or Offenburg). The journey takes about 4.5 hours and the fare is about € 80.

4.1.5 *Bahncard*

If you are going to travel frequently by train in Germany you may be interested in buying the Bahncard, a special card that offers 25 or 50 per-cent discounts in train fares and lasts for a year. You can buy it at Konstanz main station at the DB counter as soon as you have an address in Germany. There are different options with different prices depending on the discount rate you prefer. You can also buy the Swiss train card at the SBB counter at Konstanz main station, which offers a 50% discount in train fares. Moreover, there are some special offers for group travelling (from 1-5 persons) in the Baden-Wurtttemberg region (http://www.bahn.de/regional/view/regionen/bawue/freizeit/bawue_ticket.shtml).

4.2 **Travelling in Konstanz**

4.2.1 *Students' Travel Card*

The “Studi-Ticket” is a student travel card at a special price of € 48. It is valid for one semester (1st October-31st March or 1st April-30th September) and can be used on all Konstanz bus lines, the “Seehas” train between Konstanz and Wollmatingen, and the ferries between Konstanz and Meersburg (with the card, your bike is also free of charge on the ferries). To use the travel card, you need to present your student identity card with the current proof of enrolment and a photo identification together with the travel card. In addition, your student identity number must be written on the student travel card. The “Studi-Ticket” is available from the Seezeit Shop in the foyer of the University and at the kiosk in front of the Seerhein Centre.

If you are attending the September orientation course you will need to buy a monthly ticket. This costs around 30 Euros and can be used in all Konstanz bus lines, but does not include the ferries between Konstanz and Meersburg.

4.2.2 *Bus Tickets*

- Single ticket: € 2.30 (from the bus driver or the ticket machines).
- Day ticket: € 4.30 (can be bought at the ticket machines). This is perhaps the cheapest way to get around Konstanz occasionally, if you do not want to buy the “Studi-Ticket”.
- Multiple trip ticket (“Mehrfahrtenkarte”): € 12.60 for 6 trips (can be bought at the ticket machines).



- Multiple trip booklet (“Mehrfahrtenblock”): € 37 for 20 trips (can be bought at the ticket machines or at the Seezeit shop at the university).
- Environmental tickets (“Umwelttickets”): week ticket: € 18, month ticket: € 43 (can be bought at the Seezeit shop at the university).

You can find more information, e.g. the bus and ferry time tables, at the following page: <http://stadtwerke.konstanz.de/en/mobility/bus.html>.

4.2.3 Travelling from the Train Station (Hauptbahnhof) to the Student Residences

- Sonnenbühl Ost, Jakob-Burckhardt-Str. 35, 78464 Konstanz,
- Sonnenbühl West I, Werner-Sombart-Str. 37, 78464 Konstanz,
- Sonnenbühl West II single apartments, Werner-Sombart-Str. 37, 78464 Konstanz:

Take bus number 9A or 9B or 14 from bus stop “Bahnhof” to bus stop “Jakob-Burckhardt-Straße”. West I and West II are next to the bus stop, Sonnenbühl Ost is about 5 minutes’ walk away.

- Europahaus, Rheingutstr. 40, 78462 Konstanz:

Take any bus at the bus stop “Bahnhof” to “Sternenplatz”, change for the other side of the road and take bus number 9A to bus stop “Gartenstraße”, then its an about 10 minutes’ walk. You can also walk from the Bahnhof to the Europahaus and Paradies student residences and it takes around 15 minutes.

4.2.4 Travelling from the Train Station (Hauptbahnhof) to the University

Take bus number 9A or 9B, bus stop “Bahnhof” to bus stop “Universität”. Buses run every 15 minutes until 8.00 p.m., after 8.00 p.m. every 30 minutes, and stop in front of the University’s main entrance. There are limited services on Saturdays. On Sundays and public holidays, bus number 9 does not run.

4.2.5 Taxi

There is a taxi rank in front of the station or “Seeteufel” (Tel. 07531-44944), the price according to the distance of your journey will approximately be € 10 - 15.

4.2.6 Bike

Konstanz is a quite biker-friendly town, and the region around Lake Constance provides an ideal setting for short and long trips with your bike. So bring your bike with you, or buy a bike at one of the bike stores in Konstanz, at one of the regular auctions of the police, or



consult the boards at the university. Be aware: Early birds might have better chances to find a good bike for a reasonable price than those who start their search mid-October.

If you got a flat tyre or other problems with your bike, the students' counsel (AStA) runs a self-help bicycle workshop ("Fahrradselbsthilfewerkstatt") at the university campus. The workshop is a facility of the AStA, from students for students.

Assistants and tools are available for free repairs. For further information see <http://www.uni-konstanz.de/fahrradwerkstatt/>.

Besides the "Fahrradselbsthilfewerkstatt" there is also a bike rental at the university. Here you can rent a bike for yourself and your guests for 1€ per day (deposit: 50€ per bike). For every student 60 rental days are permitted. Bookings have to be made online at <http://www.bike.uni-konstanz.de/en/uni-rent-a-bike/booking/>.

Attention: You should secure your bike with a strong bike lock; otherwise your bike might be stolen!

4.3 Accommodation on Arrival in Konstanz

If you obtain a place in a student residence, but are unable to arrive during opening hours, you need to make arrangements for alternative temporary accommodation. You have the following options:

4.3.1 Hostels around Konstanz

Deutsche Jugendherberge (DJH)

Zur Allmannshöhe 16

D-78464 Konstanz

Tel.: +49 (0)7531 32260

Fax: +49 (0)7531 31163

E-Mail: info@jugendherberge-konstanz.de

For further information see: www.jugendherberge-konstanz.de

Note:

- A valid international youth hostel card is required. Youth hostel cards can be bought at the youth hostel and cost € 12.50 (up to 26 years), € 21 (from 27 years).



- Prices: € 24 (to 26 years)/€ 29.50 (from 27 years) for the first night (including breakfast), each additional night (including breakfast) costs € 20.70 to 26 years, from 27 years of age pay an extra € 6 per night.
- Getting there: bus number 4, bus stop “Bahnhof” to bus stop “Jugendherberge”.

Kreuzlingen Youth Hostel. Located in the Swiss zone but closer to the city centre.

Promenadenstrasse 7, 8280, Kreuzlingen (TC)

Tel.: +41 71 688 26 63

Fax: +41 71 688 47 61

E-mail: kreuzlingen@youthhostel.ch

For further information see: <http://www.youthhostel.ch/en/hostels/kreuzlingen>

Note:

- A valid international youth hostel card is required. Youth hostel cards can be bought at the youth hostel and cost CHF 22.- for Students (immatriculation confirmation needed)
- Getting there: The best way is to take the bus number 8 from the main train station Kreuzlingen to the stop ‘Kreuzlingen Hafen’ and walk south-east from there (~300 m). You can also take the regional train from the Konstanz main station to Kreuzlingen Hafen station and walk to the Hostel.
- Prices from 32.20 CHF/26.18 including breakfast.

4.3.2 Hotels

There are numerous hotels within walking distance of the train station (prices per day for a single room with breakfast in the least expensive category):

Hotel Barbarossa

Obermarkt 8-12

D-78462 Konstanz

Tel.: +49 (0)7531 12899-0

Fax: +49 (0)7531 12899-700

E-Mail: wiedemann@barbarossa-hotel.com



Internet: www.barbarossa-hotel.com

€ 50-70

Hotel-Pension Gretel

Zollernstr. 6

D-78462 Konstanz

Tel.: +49 (0)7531 455825

Fax.: +49 (0)7531 991254

E-Mail: rezeption@hotel-gretel.de

Internet: www.hotel-gretel.de

€ 35-45

Hotel Goldener Sternen

Bodanplatz 1

D-78462 Konstanz

Tel.: +49 (0)7531 25228

Fax: +49 (0)7531 21673

E-Mail: hotel-goldener-sternen@t-online.de

Internet: www.hotel-goldener-sternen.de

€ 45-75

For further hotel information you can go the Tourist Information, which is located directly next to the train station in the city centre:

Tourist Information Konstanz

Bahnhofplatz 13

D-78462 Konstanz

Tel.: +49 (0)7531 900-133030



Fax: +49 (0)7531 900-133060

E-Mail: info@ti.konstanz.de

Internet: www.konstanz.de/tourismus



5. Practical Information

5.1 Contacts and Addresses

Before and after the start of your Master's programme, many things have to be organized and many questions are likely to arise. Don't hesitate to ask the responsible persons at the university, the Department of Economics, or the town offices!

5.1.1 Internet Links

- [Homepage of the University of Konstanz](#)
- [Homepage of the Department of Economics](#)
- [Student-Service-Centre Konstanz \(SSZ\)](#)
- [International Office Konstanz](#)
- [Course Catalogues](#)
- [Language Institute of the University of Konstanz](#)
- [Student Accommodation Konstanz](#)
- [Region and the Town of Konstanz](#)
- [Homepage of the University of Essex](#)
- [Homepage of the University of Nottingham](#)
- [City of Essex](#); [City of Nottingham](#)

5.1.2 Mailing Lists

The Department of Economics (administration, professors, and students) share important and interesting information by the use of a common mailing list "[StudFBWiWi](#)". You are strongly advised to subscribe to the list, especially because important information on courses or examination dates is shared here. Please register at:

<https://mailman.uni-konstanz.de/mailman/listinfo/studfbwiwi>



5.1.3 At the University of Konstanz

Department of Economics

Universität Konstanz
Coordinator Master's Programmes
Svenja Andresen (room F 260)
D-78457 Konstanz
Tel.: +49 (0)7531 88-3452
Fax: +49 (0)7531 88-5193
E-Mail: econ.msc@uni-konstanz.de

Opening Hours: Tue/Thu 10-12 am

University of Essex

Department of Economics
University of Essex
Wivenhoe Park
Colchester
Essex CO4 3SQ
Tel.: (0)1206 872728
Fax: (0)1206 872724
E-Mail: clairec@essex.ac.uk

International Office

Universität Konstanz
Auslandsreferat/International Office
Alexandra Frasch
D-78457 Konstanz
Tel.: +49 (0)7531 88-5344
E-Mail: alexandra.frasch@uni-konstanz.de

Student Services Konstanz (for student accommodation)

Student-Service-Centre

Universität Konstanz
Student-Service-Center (SSZ)
D - 78457 Konstanz
Tel.: +49 (0)7531 / 88-3636
Fax: +49 (0)7531 / 88-4138
E-Mail: ssz@uni-konstanz.de

Opening Hours: Mon-Thu 9.30am – 2pm,
Fri 9.30 am – 1 pm

Registrar's Office

Universität Konstanz
Studentische Abteilung
Lora Schlothauer (room D 439)
D-78457 Konstanz
Tel.: +49 (0)7531 88-2468
Fax: +49 (0)7531 88-4138
E-Mail: interstudis@uni-konstanz.de

Student Council (Dep. Economics)

Universität Konstanz
Fachschaft Wirtschaftswissenschaften
Room F265
D-78464 Konstanz
Tel.: +49 (0)7531 88-3674
E-Mail: fachschaft.wiwi@uni-konstanz.de

The Language Institute, Konstanz



Seezeit Studentenwerk Bodensee	Universität Konstanz
Wohnheimverwaltung, Universitätsstr. 10	Sprachlehrinstitut
D-78464 Konstanz	D-78457 Konstanz
Tel.: +49 (0)7531 88-3951	Tel.: +49 (0)7531 88-2419 (Secretary)
Fax: +49 (0)7531 88-3972	Fax: +49 (0)7531 88-3775
E-Mail: studentisches.wohnen@seezeit.com	E-Mail: info-sprachlehrinstitut@uni-konstanz.de
Internet: www.seezeit.com/Wohnen	Internet: www.uni-konstanz.de/ZE/SLI

5.1.4 In town

Resident Registration Office

Bürgerbüro

Untere Laube 24

D-78462 Konstanz

Tel.: +49 (0)7531 900-800

Fax: +49 (0)7531 900-378

E-Mail: buengerbuero@stadt.konstanz.de

Office for Foreigners' Affairs

Ausländerbehörde

Untere Laube 24, D-78462 Konstanz

Fax: +49 (0)7531 900-706

E-Mail:

auslaenderamt@stadt.konstanz.de

5.2 Accommodation

Accommodation in Konstanz is neither cheap nor easy to find. You are therefore strongly advised to deal with this issue as early as possible.

5.2.1 Private Accommodation

Most of the 12.000 students at the University of Konstanz live in private rooms or shared apartments in the City of Konstanz. Being in Konstanz does not only considerably improve your chances of finding a nice room, but also gives you the possibility to get in touch with likeable roommates. In fact, roommates looking for a new partner usually want to meet him/her in advance, so being in Konstanz is a requirement for obtaining a room.



You are therefore strongly advised to check room offers at webpages like www.vierwaen.de, www.wg-gesucht.de or www.studenten-wg.de at the beginning of August. Or check the accommodation offers on the announcements boards across the University campus. If possible, you should come to Konstanz for a few days in mid-August to mid-September to find a place to stay. In short, the sooner you begin the search the more chances you have to find an appropriate room.

5.2.2 Student Residences in Konstanz

If you do not want to search for private accommodation in Konstanz, there are a number of student residences offered by the Student Service (Seezeit Studentenwerk). Students wishing to live in a student residence need to apply by filling in the form “Application for Housing” (“Antrag auf Aufnahme in ein Studentenwohnheim”). The form can be found here: <http://www.seezeit.com/Wohnen>. But be aware: the number of applications is much higher than the number of rooms offered! You should therefore apply as early as possible.

Applications and all other questions should only be sent to the address given on the application form. The E-Mail address of the accommodation office is: studentisches.wohnen@seezeit.com

An application can only be accepted if the completely filled in application form and the deposit of € 500 arrive at the latest by:

Winter Semester: 15th June

Summer Semester: 15th January

It is important to point out that an early application does not guarantee getting a room. Therefore, it is strongly recommended to apply as early as possible but also to consider a private accommodation if you do not receive the reservation confirmation before August. If you are in Konstanz do not hesitate to personally contact the Seezeit staff in order to speed up the process.

Important: You can only move into your student residence on weekdays, i.e. Monday to Friday, and only at the times stated on your confirmation of reservation! Students arriving at other times need to arrange temporary accommodation for themselves!

Bedlinen can be borrowed for a fee of € 15 from the Accommodation Office for as long as you are in rented accommodation. You can also bring your own bedlinen or buy some in Konstanz.



There are some private residences where you can apply:

Albertus-Magnus-Haus.

Rheingutstraße 36, D-78462, Konstanz

Tel.: +49 7531/2001 ext. 0

E-mail: amh-kn@fh-konstanz.de

Internet: www.amh.fh-konstanz.de

Thomas-Blarer-Haus.

Rheingutstraße 32, D-78462, Konstanz.

Tel.: +49 7531/25085

Email: tbh@htwg-konstanz.de

Internet: <http://www.tbh.fh-konstanz.de/>

Chérisy-Kaserne.

Schürmann-Horster-Weg 3 D-78467 Konstanz

Tel.: +49 07531.5938-0

Internet: <http://www.cherisy.de/>

Jägerkaserne

Bleicherstr. 10, D-78462 Konstanz

Tel.: +49 07531 / 455560

E-mail: degen@hausverwaltung-kn.de

Internet: www.hausverwaltung-kn.de

All students of the University of Konstanz must pay a social contribution each semester to the Student Services (“Studentenwerk”), which currently amounts to € 150/semester. This contribution supports the work of the Student Services and facilities such as the student residences, the refectory and cafeteria, various advice centres and the kindergarten. Payment of this contribution is a **prerequisite** for registering at the University. The payment must be transferred from a bank account. The admission number stated on the letter of admission must be given when transferring the social contribution.



As bank transfers within the EU are free of charge, we recommend students from EU countries to transfer the social contribution before arrival. The payment, as mentioned, is obligatory for registration at the University.

Bank account:

Universitätskasse Konstanz

BW-Bank Konstanz

Purpose of payment: admission number (see the transfer form)

IBAN: DE 92 6005 0101 7486 50 12 74

BIC/SWIFT: SOLA DE ST

5.3 Mensa Card & Copy Card, Konstanz

The student service (Seezeit Studentenwerk) offers daily meals, beverages and snacks at the University Mensa. As an enrolled student, you can get a Chipcard (deposit: € 7) and benefit from reduced student prices.

The opening hours during the semester are: Mon-Thu 7.45am-6.30pm, Fri 7.45am-5pm, and during the lecture-free period: Mon-Thu 7.45am-5pm Fri 7.45am-3pm.

An inexpensive lunch and evening meal are available at the following times:

Mon-Fri 11:15-13:30: "Stammessen", "Wahlessen", "Eintopf"

Mon-Fri 11:15-14:30: "Themenpark"

Mon-Thu 17:00-18:15: evening meal (only during the semester).

Prices for students:

"Stammessen" (set meal): EUR 2.65

"Wahlessen" (meal with choices): EUR 2.90

"Eintopf" (stew): EUR 2.10

Vegetarian: EUR 2.90

"Themenpark" ("theme park"): prices according to weight or the price of the day.

Further information can be found at: <http://www.seezeit.com/EN/Essen/>.

You can also use your Mensa Card as copy card for the printers and copying machines in the library (see www.ub.uni-konstanz.de/a-z/k-l/kopierer.html, only in German).



Although you use the same chip card, be aware that there are different loading terminals for the Mensa and the library copying machines. The money you load on the card at the library can only be used for the printers, not for meals at the Mensa, and vice versa.

5.4 Library

The Library (“Bibliothek der Universität Konstanz”, www.ub.uni-konstanz.de/) is the central institution for documentary research at the University of Konstanz. The Library is open 24-hours a day on weekdays and from 9am-11pm on the weekend. As an enrolled master’s student, you can borrow books or other media using your student’s ID card.

The entire collection, a mixture of lending and non-circulating material (consisting of more than two million volumes), is systematically arranged and accessible to the public in open-stacks. Besides the books you can also find hundreds of work places with and without PCs, W-Lan internet access for research with your mobile computer, multi-media work spaces, direct access to electronic full texts and millions of journal articles, daily and weekly domestic and foreign newspapers, as well as printer and copy machines. These extensive facilities together with the services provided by the library staff were honoured with the award of Germany’s “Library of the Year 2010”.

Be aware that some parts of the library are under renovation. Therefore, it can sometimes be difficult to find a free place to study, especially during exam periods. Konstanz students can also use the Fachhochschule library, which is very convenient if you live near the city centre or in Europahaus and Paradies student residences. Konstanz university students can connect to the Internet in the Fachhochschule library by using the VPN remote connection settings of the University of Konstanz.

5.5 University E-Mail-Address

Following registration at the University, each student automatically receives a personal E-Mail address with 1000mb storing capacity. You do not need to use the address, but the administration uses this email address to communicate with you; therefore the Department of Economics urges you to activate and check the mail account regularly. You can activate the account on your own, following the instructions you receive with your official enrolment letter, or ask for help at the User Help Desk of the Computer Centre (“Beratung des Rechenzentrums”): Room V 517. The help desk provides assistance to students who have any kind of software related problem or do not know how to set up the university w-lan or VPN (remote access) settings. Be aware that there is a special schedule for Mac users. Opening hours: Mon-Fri 2pm-5pm. Telephone advice: Mon-Thu 9am-3.30pm, Fri 9am-12am. Tel.: +49 (0)7531 88-3919. E-Mail: support@uni-konstanz.de. Information is also available on the Internet under: <http://www.rz.uni-konstanz.de/index.php?id=rz&L=1>.



5.6 Sports in Konstanz

A wide variety of sport activities are open to all students and staff of the University. Various sport activities are free of charge on presentation of the student or staff identity card, exceptions are stated. Most activities take place at the University's sports facilities. At the beginning of each semester, the complete sports programme is published online. Registration and payment can only be carried out via the Internet. Further information is available from the University Sports Office ("Hochschulsport"): Room G 206. Tel.: 88-2590. Office hours: Mon-Fri 9:00-11:30. E-Mail: HSP@uni-konstanz.de. It can also be found on the Hochschulsport website: www.uni-konstanz.de/hochschulsport. Be aware that popular courses tend to be filled within a short space of time. Therefore, if you want to do any sport we advise you to register the day and time that the registration process begins (usually at 12 o'clock noon).

5.7 Equal Opportunities at the University of Konstanz

The University of Konstanz in general and the Department of Economics in particular treat equal opportunities and gender equality very serious. The University Senate has set up the Equal Opportunities Council as a commission that comprises female researchers and students. The Council is committed to promoting the careers of female academics and gender studies. Workshops, such as rhetoric courses, information for junior researchers and diverse career planning seminars are regularly offered to female students, doctoral candidates and postdoctoral researchers.

Further important fields of the Equal Opportunities Council are advice and information on financial assistance for female students and researchers, combining studying or a career with a family, the project "Family-Oriented University" and the improvement of the safety of women at the University, including advice and assistance in cases of sexual harassment. A brochure about the Equal Opportunities Council is published each semester and is available from the Council. For further information contact Ms. Marion Woelki, Room E 604. Tel.: 88-2032, E-Mail: gleichstellungsrat@uni-konstanz.de. Office hours: Mon 10am-12am, Tue 2pm-4pm. During the holidays: Mon 10am-12am or by appointment. For further information see <http://www.uni-konstanz.de/frauenrat> (in German).



5.8 German as a Foreign Language

All the courses of the MSc Economics are taught in English. It is nevertheless strongly recommended to all foreign students that they improve their language skills: It not only broadens their future career options, but also helps them to integrate and feel comfortable in Konstanz and the whole region. Also be aware that some university procedures such as online course registration are only offered in German. Because of this, students are strongly advised to enrol in the September Language course .

5.8.1 *Language Courses and Orientation Programmes before Lectures Start*

Especially for students with a rather basic proficiency in German, it is very helpful to attend a one- or two-month language course in Germany before starting your studies. The University of Konstanz therefore offers a September Course 2015 and a March Course 2016 (a four-week intensive course in German as a foreign language with an orientation programme, see special announcement). Besides learning German the course also gives students the opportunity to meet with other international students that will spend one or two semesters in Konstanz.

Moreover, before lectures begin in the winter semester an October Orientation 2015 is offered. This orientation programme does not include language courses, but information meetings and assessment tests for German language courses during the lecture periods.

5.8.2 *Language Courses during the Semester*

The Language Institute (“Sprachlehrinstitut” – SLI), Section “German as a Foreign Language” (“Deutsch als Fremdsprache” – DaF), offers a rich programme for international students wishing to improve and broaden their German language skills. These courses should not replace, but complement your programme of study at the University of Konstanz.

Courses are offered at the following levels: “Grundstufe II/III” (Basic Level II/III), “Mittelstufe I/II” (Intermediate Level) and “Oberstufe” (Advanced Level), i.e. A2-C2 according to the Common European Framework of Reference for Languages of the European Council. Students are allocated to courses following an assessment test.

The Language Institute does **not** offer courses for beginners (“Grundstufe I”/A1) (Basic Level I/A1). Students with no or little knowledge of German are therefore strongly advised to take part in the September or March intensive language courses, in order to further develop their German knowledge in the “Grundstufe” courses (basic level courses) offered during the semester.



For further information on courses offered in German as a Foreign Language, please contact:

Mr. Rothenhäusler, E-Mail: Rainer.Rothenhaeusler@uni-konstanz.de

Internet: www.uni-konstanz.de/ZE/SLI

German courses are also offered by other institutions besides the university, such as the Humboldt Institut (www.humboldt-institut.org) and the Sprachendienst Institute (www.sprachendienst-konstanz.de).

5.8.3 Tandem

Learning foreign languages with Tandem is offered by the Language Institute (“Sprachlehrinstitut”). The idea is simple: two students, each with a different mother tongue, get together to learn each other’s language, working alternately in one of the two languages. For information and to apply for a Tandem partnership, please contact the Tandem Team: Tandem@uni-konstanz.de.

5.9 Health Insurance and Registration at the City Council

There are two bureaucratic procedures that all students have complete during their first weeks in Konstanz. First, all international students must have health insurance cover. Before enrolling, degree seeking students from EU/EUA countries and Switzerland must present the European Health Insurance Card (EHIC) to a German statutory health insurance company and receive a confirmation of freedom to choose a health insurance fund (this is a free procedure and students do not have to pay any money for it) Students from non-EU/EEA countries are obliged to take out a German health insurance. Students under 30 years of age can register with a German statutory health insurance company for €70 per month. Students who have reached their 30th birthday must take out a private health insurance.

Second, students must register themselves in the Resident Registration Office. Students enrolled in the September orientation course can also register at the university (see orientation programme schedule for details).

Resident Registration Office: Untere Laube 24, D-78462 Konstanz

Fax: +49 (0) 75 31/900-378

E-mail: buergerburo@stadt.konstanz.de



5.10 Opening a Bank Account

Students are advised to open a bank account at a German bank and in some cases (students who live in student residences) it is compulsory to do so. The Deutsche Bank and Sparkasse Bodensee offer free bank accounts for students. Both banks have offices in front of the main train station in Konstanz. To open a bank account students must present the following documents at the bank: a passport or EU ID and their acceptance letter from the University of Konstanz.

Opening a Bank Account is a good first step when moving in to Konstanz. The majority of the formalities you have to do upon your arrival (getting a phone, insurance, etc.) request a German bank account so they can automatically take the payments from it. This is the easiest, most convenient way to start any contract.

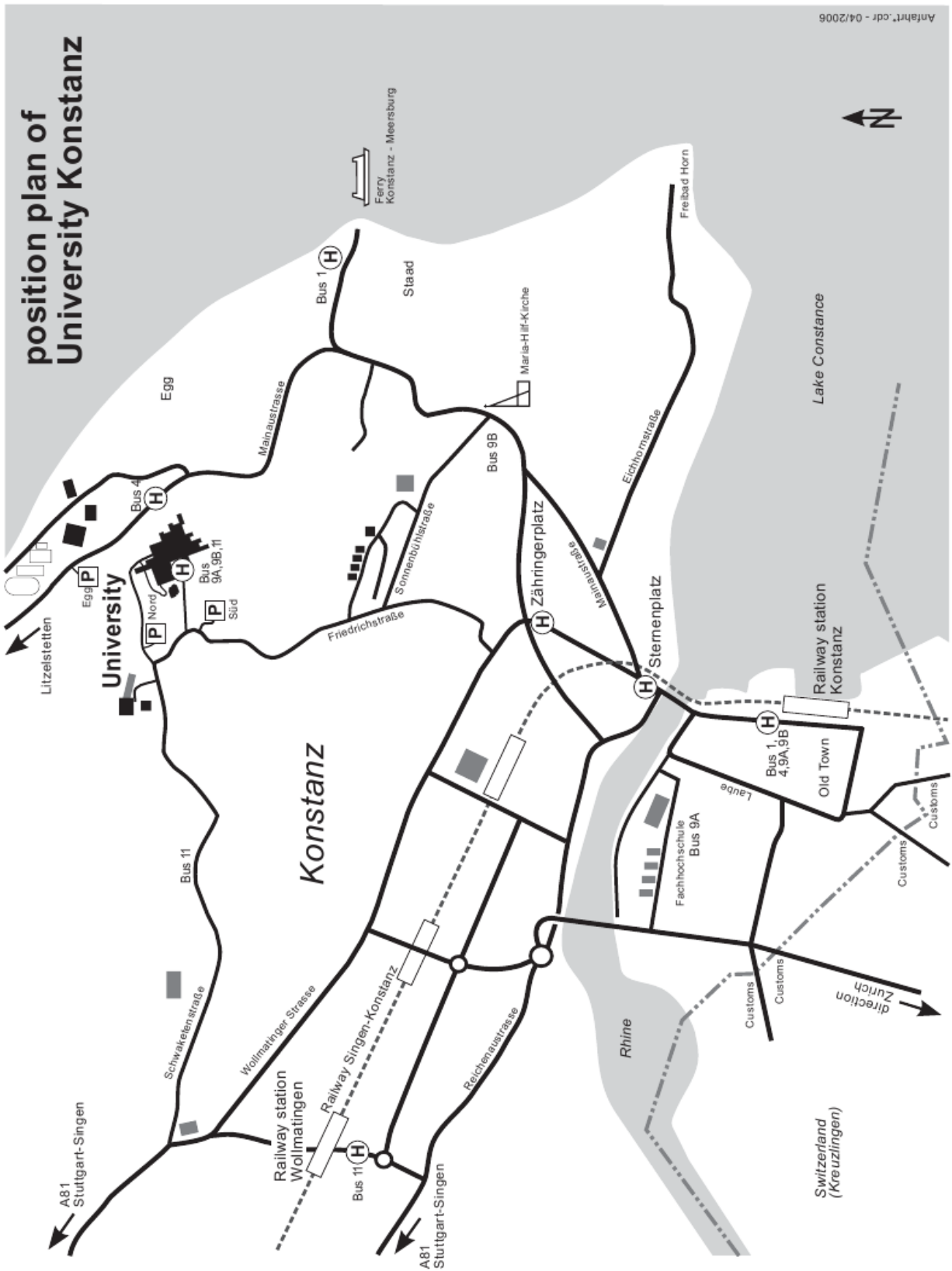
5.11 Buying a cell phone

There are plenty of shops in the city centre or in LAGO mall where students can buy a cell phone. However, students should note that German cell phone contracts usually have a minimum contract period of 24 months. Because of this, if you are planning to stay in Konstanz only for a year you should buy a prepaid cell phone card.

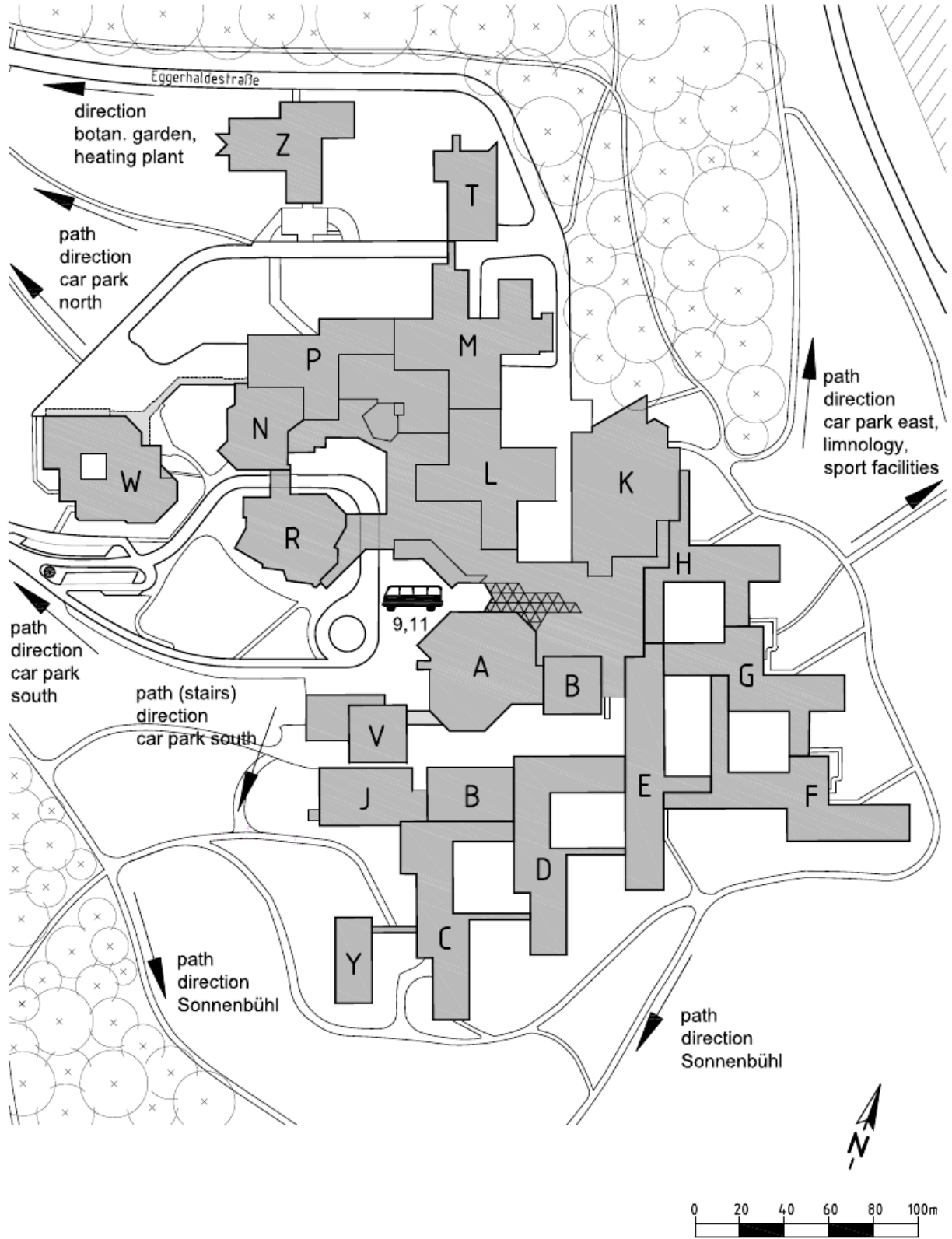
Please note: If your residence permit is not at least valid for 24 months, the phone companies will unlikely provide you any contract of such length if you are requesting a new phone with it. The best thing is then to bring your own phone and to buy a contract to get a sim card.



Annex 1: Map of Konstanz



Annex 2: Konstanz University Map



A 5	Studio Theatre, Gallery, Bank, Book Shop, Stationary Shop, Copy Shop, Campus Café, Mail Room	H 2	Department of Literature
A 6	Audimax (Main Lecture Theatre)	J	University Library Extension
A 7	Audimax, Lecture Halls A 701-704		
B 4	Information Centre of the Library Main Entrance of the Library	K 2	University Archive
		K 3	Seezeit Student Services, Accommodation Office, Music Rehearsal Rooms, Psychotherapeutic Advice Centre
C 3	School of Law Institute for Empirical Research in the Field of Law	K 4	Seezeit Student Services – Administration, Social Advice, Restaurant Arche
C 4	University Administration - Office Material, Keys, Room Allocation	K6	Refectory/Cafeteria (Menseria)
D 2	Department of Information and Computer Science - Information Science	L 5	Storeroom Chemicals + Glass Apparatus, Photo Laboratory, Printers
		L 8	Department of Chemistry
D 3	Department of Politics and Management	M 5	House Services/Mail Room
		M 6	Department of Biology
D 4	Student Administration, Examination Office AStA (Students' Union), Lost Property, House Services	N 6	Library / Natural Sciences
D 6	Department of History and Sociology - Sports Science - Educational Science	P 6	Department of Physics
		R	Lecture Halls of the Natural Sciences
E2	Department of Information and Computer Science - Computer Science	S	Sports Hall, Gymnasium, Sports Grounds, Water Sports Facilities (Egg)
E 6	University Archive/Management Staff Council, Equal Opportunities Council	T	Animal Research Unit
E 7	Language Institute	U	Department of Biology - Limnology Institute (Egg)
F 2	Department of Economics	V 2	Computer Centre – PC Room
F 3	Faculty of Humanities Department of History and Sociology - History	V 3	Computer Centre – PC Room
		V 5	Computer Centre – Course Registration, User Advice
F 4	Department of Mathematics and Statistics	V 7	Cashier's Office
F 5	Department of Psychology Department of History and Sociology - Sociology	V 8	International Office
		V 9	University Management
G 1	Department of Linguistics	W	Scientific Workshops
G 2	University Sports		
G 4	Central Student Advisory Service, Career Service, Mentoring Programme, University Team, Doctor, First Aid Attendant, Safety Engineer	X	Laboratory Buildings I-V (Sonnenbühl)
G6	Department of Philosophy	Z	Research Laboratories of Various Departments

