

Study Abroad Checklist for M.Sc. SEDS

Step 1

Pick an **exchange program** – Erasmus+ or Overseas Exchange.

Step 2

Research and pick a **partner university** and a **partner department** within that university. This should be an informed decision based on, above all, the academic offer of the university. Please note that, depending on the exchange agreement that the University of Konstanz has with the university, you might be enrolled at a specific department (for example, Political Science) and expected to select your courses from their offer. Feel free to get in touch with the exchange coordinators or student advisors at that university to ask about the possibility of choosing courses from different departments. Oftentimes it's allowed, but some rules might apply.

If you have questions about **getting the courses recognized** towards your SEDS degree in Konstanz, please don't hesitate to send us course descriptions by E-Mail (erasmus.polver@uni-konstanz.de) for pre-approval. Whereas "Introduction to Computational Methods for the Social Sciences" as well as the Module "Foundations of Data Science" should be completed in Konstanz, the rest of the modules that make up the SEDS degree up until the final thesis, are suitable for recognition from abroad.

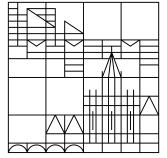
Step 3

Submit your **application** for an exchange placement by the correct deadline (February 1 for Erasmus+, varying for overseas programs) at the department holding the agreement (Politics and Public Administration, Economics, Computer Science or the International Office).

You are allowed to submit parallel applications, but we ask you to indicate your priority so that we can offer spots to as many students as possible.

Step 4

Once you have been accepted for a spot by one of the departments or the International Office and have confirmed it, you will be **nominated** at the partner university. The partner university will then get in touch with you to explain the **application/enrollment** process there. You will have to complete that by the deadline set by the partner university. It's recommended to research the website of the partner university even before they contact you so that you don't accidentally miss a deadline.



Step 5

Your sending department together with the International Office will inform you about the exact formalities needed on our end. Part of the preparation process is selecting your courses at the partner university. If you're going on an Erasmus+ exchange, this will be documented on your Learning Agreement.

If you would like to **get your courses recognized** towards your degree, please send the course descriptions for **pre-approval** to erasmus.polver@uni-konstanz.de before filling out the Learning Agreement. We will give you feedback on the recognition options. The pre-approval and the Learning Agreement do not yet bind you to get the courses recognized for your degree. They are just there to document the options. You are still free to decide on the final recognition after your return from the exchange.

If you would just like to take additional courses out of personal interest at the partner university without getting them recognized in Konstanz, there is no need for pre-approval.

Step 6

Once you have completed your courses abroad and the partner university has issued a Transcript of Records, you can officially request to get the courses recognized by filling out the respective form here:

<https://www.polver.uni-konstanz.de/international/outgoing/erasmus/anerkennung/anerkennungonline0/>