

Administration of achievements in ZAK supplementary studies

Please note: Please contact ZAK directly to officially register for a supplementary course.

Adding ZAK supplementary studies to your study plan

You can select the ZAK supplementary studies in the area of additional accomplishments as modules of your study plan. Mandatory components will appear automatically in your study plan after you have selected the module, elective components must be selected separately in a second step as partial accomplishments.

Recording of ZAK achievements

The achievements reached in the ZAK Supplementary Studies - except for the internship within the framework of the Supplementary Studies on Culture and Society and the final oral examinations - can be recorded in the "ÜQ/SQ-Leistungen" (interdisciplinary qualifications) section.

You may record your ZAK achievement twice:

You can record your achievements in both the ÜQ/SQ-Leistungen and the supplementary studies (Begleitstudium). This allows you to formally complete the Supplementary Studies module and, if you wish, to have it indicated on your KIT certificate. If you would like to record the corresponding achievement twice - once as ÜQ/SQ-Leistung and once for the supplementary studies module - enter the ÜQ/SQ-Leistung first (or have it entered by the examination coordinator). This achievement will be given the label "ZAK" in the "Institution" column.

Subsequently, the achievement must be uploaded a second time by ZAK - this time with the label "ZAK-BS" in the "Institution" column - before you can record it yourself in the ZAK Supplementary Studies module. Please ask the ZAK study services (stg@zak.kit.edu) for a second upload of your achievement.

Recording in the ZAK Supplementary Studies exclusively:

You can enter the achievement with the label "ZAK" in the "Institution" column on your own in the Supplementary Studies module.

Internship and final oral examination:

Recording on your own is not possible for the internship within the framework of the Supplementary Studies on Culture and Society and for the final oral examinations. These achievements are recorded directly by ZAK.

Certification of ZAK supplementary studies achievements

Achievements in the ZAK supplementary studies are only indicated on the documents of the study program of which they were part: Achievements reached during the bachelor's program, for example, are only indicated in the additional examinations of the bachelor's program; achievements of the master's program are only indicated in the additional examinations of the master's program. All achievements reached in the Supplementary Studies will be listed in the final documents you will receive from ZAK.