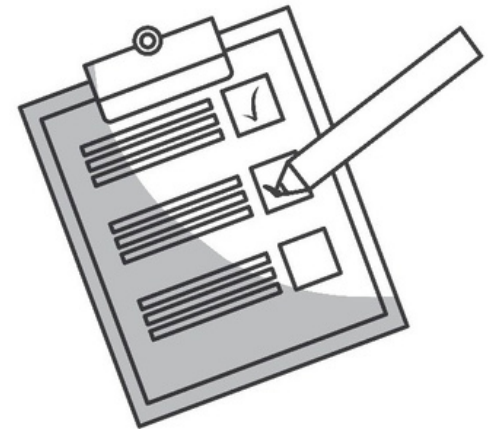


# Study Organization for degree-seeking students



## Topics

1. Studying in Passau –What do I have to expect?
2. Semester cycle
3. Important documents
4. ECTS credits and grades
5. Standard and maximum period of study
6. Modules and Lectures
7. Exams and how to register for the exams
8. The University's most important online platforms
9. Getting to know your fellow students
10. Additional information and support
11. Your questions



Source: Colourbox.de

- **Pro-active students working independently**
- **You are responsible for:**
  - the entire organization of your studies
    - timetable
    - registration for courses and exams
  - for your time management
    - studies
    - household
    - Job
    - leisure time
- **Self-discipline and motivation**
- **Development of career goals**



Copyright: Universität Passau

## Semester cycle

- Winter term: October 1 –March 31
- Summer term: April 1 –September 30

### Lecture period:

–**23 April 2025 –25 July 2025**

–Regular courses

### Lecture-free time:

–**Examination period:** up to **six weeks** after the end of lectures

–Afterwards “holidays”

–Internships, term papers etc.

– Academic calendar: <https://www.uni-passau.de/en/academic-calendar>



Source: Colourbox.de

## ECTS: European Credit Transfer System

- Awarded in every course of studies (except: Law)
- **1 ECTS credit means a workload of 30 hours**
  - 30 ECTS x 30 hsworkload = 900 hs/ semester
  - 900/40 hs= 22,5 weeks of full-time work per semester
- In order to complete your studies in time, you should receive an average of 30 ECTS credits every semester.
- For every passed exam you receive:
  - A grade
  - ECTS credits (independent of the grade)



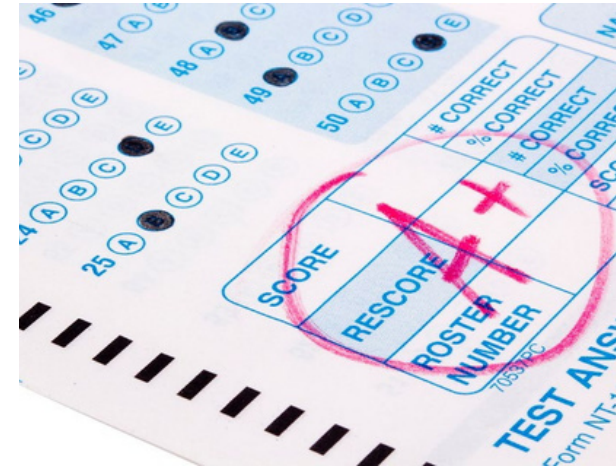
Source: Colourbox.de



## The German grading system

- In general: the smaller the number, the better
  - **Pass:** 1 („very good“) -4 („sufficient“)
  - **Fail:** 5 („inadequate“)
- Law: the bigger the number, the better
  - **Pass:**  
18 („very good“) - 4 („sufficient“)
  - **Fail:**  
3 („inadequate“) -0 („insufficient“)

<https://www.uni-passau.de/en/international/coming-to-passau/information-for-new-students/grading-scale/>



Source: Colourbox.de

- **Leaflet introducing the programme**

Summary of all important regulations  
Module overview

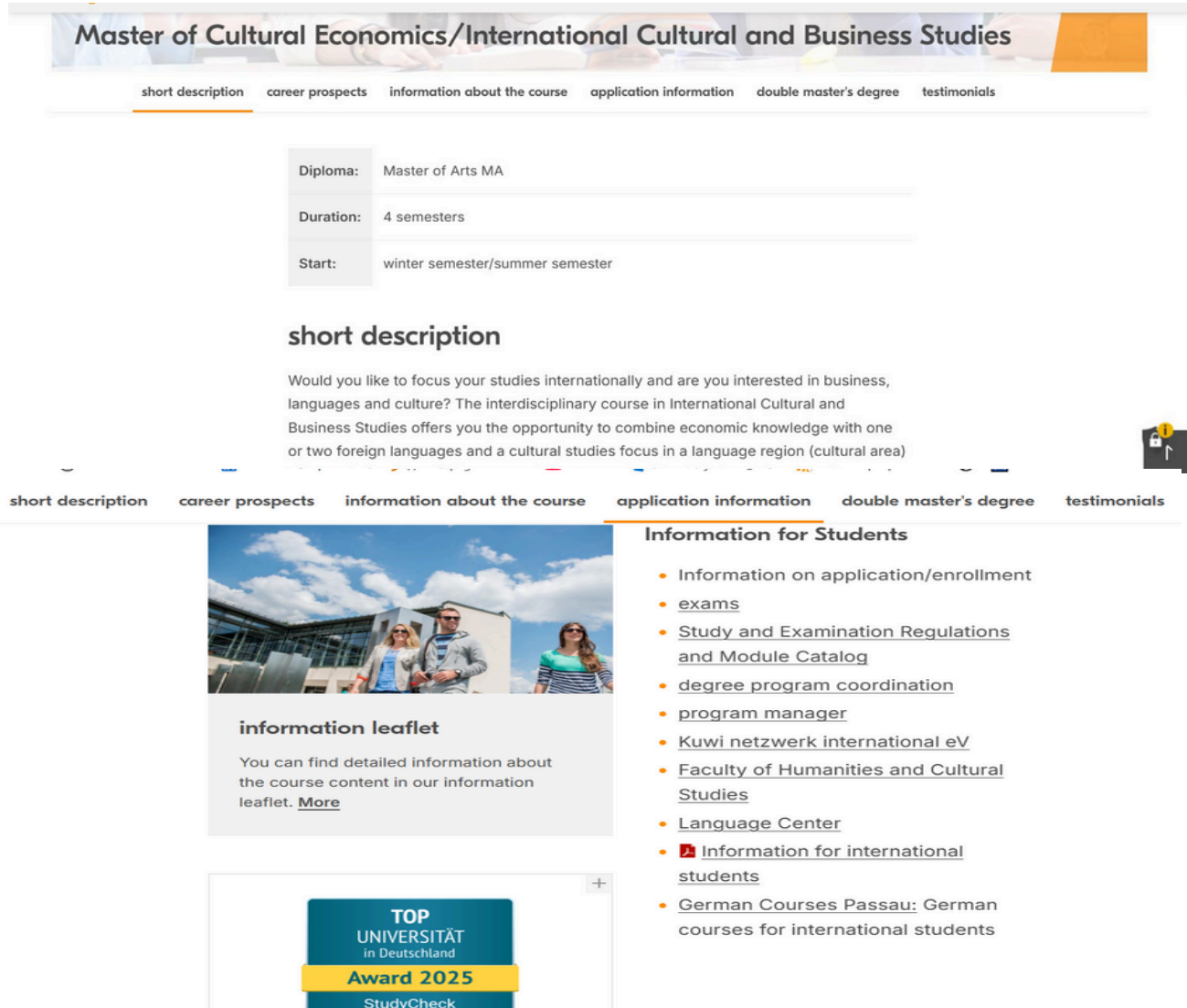
- **General study and examination regulations**

Legal regulations for your course of study  
General studies and examination regulations  
Specialized courses and examination regulations

- **Module description**

Description of the content of the modules

Requirements and Type of examination performance



**Master of Cultural Economics/International Cultural and Business Studies**

short description | career prospects | information about the course | application information | double master's degree | testimonials

**Diploma:** Master of Arts MA

**Duration:** 4 semesters

**Start:** winter semester/summer semester

**short description**

Would you like to focus your studies internationally and are you interested in business, languages and culture? The interdisciplinary course in International Cultural and Business Studies offers you the opportunity to combine economic knowledge with one or two foreign languages and a cultural studies focus in a language region (cultural area)

short description | career prospects | information about the course | application information | double master's degree | testimonials

**Information for Students**

- Information on application/enrollment
- [exams](#)
- [Study and Examination Regulations and Module Catalog](#)
- [degree program coordination](#)
- [program manager](#)
- [Kuwi netzwerk international eV](#)
- [Faculty of Humanities and Cultural Studies](#)
- [Language Center](#)
- [Information for international students](#)
- [German Courses Passau: German courses for international students](#)

**information leaflet**

You can find detailed information about the course content in our information leaflet. [More](#)

**TOP**  
UNIVERSITÄT  
in Deutschland  
**Award 2025**  
StudyCheck

## Standard duration, maximum programme duration

- **Standard duration** (Regelstudiendauer):  
The amount of time you need to complete your studies in general
  - Bachelor: 6 semesters
  - Master: 4 semesters
- **Maximum duration** (Höchststudiendauer):  
The amount of time you may need at most to complete your studies,
  - Bachelor: 8 semesters
  - Master: 6 semesters
- In some courses there are **additional deadlines** up to which you have to prove a certain number of ECTS
- **Please seek advice in good time, if you will exceed the standard period of study!**



Source: Colourbox.de

## Programme advisers:

<https://www.uni-passau.de/en/programme-advisers/>



## Lecture (Vorlesung: V/VL)

- Takes place in lecture hall
- Is mostly given by professors
- Students listen and take notes
- Questions can be asked
- No participant restriction and no compulsory attendance
- Type of exam: written exam
- Law: "Basic course"

## Basic course (Grundkurs: GK)

- Similar to a lecture
- Introductory event
- Often smaller groups (not: law)
- Possible types of examination: presentation, written exam



Copyright: Universität Passau

- **Tutorial (Tutorium: TU)/ Exercise class (Übung: Ü)**
  - Accompanies/supports the lecture or the basic course
  - In many cases students serve as lecturers
  - Exercises and repetition of the material from the lecture
  - Smaller groups
  - (Voluntary) homework with preparation and postprocessing
- **Scientific exercise (Wissenschaftliche Übung: WÜ):**  
types are varying, very often based on discussions and exercises, structure may resemble to a lecture or a (Pro-) seminar
- **Advanced scientific exercise (Wissenschaftliche Übung für Fortgeschrittene: WUF):**  
prior experience; specific requirements to attend

**We strongly recommend that you actively participate in exercise classes!**



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## Seminar (Seminar: S)

- **Proseminar (Proseminar: PS):** during the first semesters
  - **Advanced seminar (Hauptseminar: HS):** during higher semesters and in Master courses
  - Small groups and group work
  - Limited topics, new topics every semester
  - Oral participation, discussions are welcome
  - Type of examination: presentation, term paper (possibly written exam in proseminars)
- 
- **In addition:** Master Class (MC), Oberseminar(OS), ...



Copyright: Universität Passau

## „Kompaktseminar“ (KS):

- Free courses from the **Center for Careers and Competencies** (<https://www.uni-passau.de/en/zkk/>)
- Examples:
  - Rhetoric and presentation
  - Time and self management
  - IT courses (Excel, PowerPoint, Photoshop, ...)
- Block events often on the weekend (1-2 days)
- Small groups
- **Registration via Stud.IP**
- **Registration start: 02/04/2025, 12 o'clock** (first come, first served!)
- From 12 to 17 April, the theme week “First Things First “-registration started already.



Copyright: Universität Passau

## Language Centre –Sprachenzentrum

- 15 languages to choose from
- Integrated into many courses of study
- All students can also take language courses voluntarily and for free (1-2 courses simultaneously are manageable)
- Oral participation, homework
- Usually compulsory attendance
- Exam: written exam, possibly oral exam

**No prior knowledge:**      **Note the registration dates!**

Chinese, Ancient Greek, Indonesian, Latin, Polish,  
Portuguese, Russian, Thai, Czech, Turkish  
Monday, April 14, 2025, 10:00 a.m. to Thursday, April 17,  
2025, 11:59 p.m.

**Prior knowledge:** Placement test

Computer-based online test (no registration necessary):

Places will be allocated **on April 17, 2025 at 11:59 p.m.**

For **English** language courses:

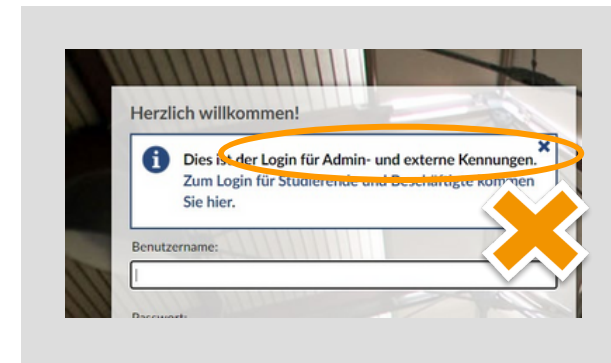
Placement tests are divided into the following three subject areas: **Law, Cultural studies & Business and economics**  
Students of the Faculty of Computer Science and Mathematics or of a Teacher Education Programme should take the **English for Cultural Studies** test.

Additional info-<https://www.sprachenzentrum.uni-passau.de/sprachkurse/anmeldung-zu-den-sprachkursen-im-sommersemester-2025>



## Stud.IP

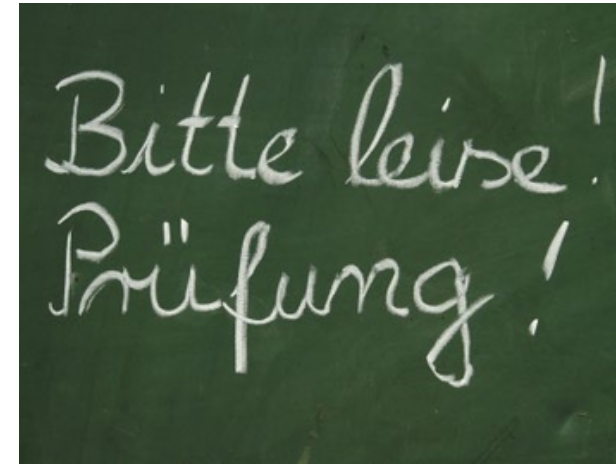
- Find and **register for modules**, including seminars, workshops and tutorials
- Set up your personal timetable
- Access learning materials and news updates for your modules
- **Apply for Campuscard:** <https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students/>
- **Introductory events to IT services during the Orientation Weeks! (in English & online via Zoom)**  
(Dates t.b.a)



**Technical assistance:**  
[www.hilfe.uni-passau.de/](http://www.hilfe.uni-passau.de/)

## Exams during your studies

- Types of Exams
  - „**Klausuren**“: written exams, at the end of the lecture period
  - „**Referate**“: oral presentations, during the semester
  - „**Hausarbeiten**“: essays/papers, usually but not always written during the semester breaks
  - „**Mündliche Prüfungen**“: oral examinations, usually at the end of the lecture period
- Period of exams (especially written exams): 2 weeks in advance of the end of the lecture period until 3 weeks after the end of the lecture period.
- You will have to register for every exam!
- Use **Campus Porta** for registration or to sign off.



Dates for registration and cancellation:

<https://www.uni-passau.de/en/examinations-office/semester-related-information>

**Academic adjustments** are special dispensations that compensate for disadvantages brought about by a candidate's disability or chronic or mental illness, some examples:

- Extra time for oral and written examinations, deadline extensions for term papers, theses and dissertations
- Examination in a separate room with a separate invigilator
- Change of exam type: oral exam instead of written exam or vice versa; individual examination instead of group examination
- Extension of the period of study
- Use of technical aids
- Study assistance in the form of a student assistant (reading texts aloud, taking notes in class, text entry into a computer system)

**More information and advice from the Student Disabilities Officer, Dr. Ulrike Bunge:**

[www.uni-passau.de/en/disability-support/academic-adjustments](http://www.uni-passau.de/en/disability-support/academic-adjustments)



## Campusportal

- Management of exams:
  - Registration/ sign off exams
  - Transcripts of Records
  - Manuals: Videoanleitungen  
[www.uni-passau.de/studium/waehrend-des-studiums/pruefungsmanagement/hilfe-rund-um-exa/schulungsvideos](http://www.uni-passau.de/studium/waehrend-des-studiums/pruefungsmanagement/hilfe-rund-um-exa/schulungsvideos)
- Administration:
  - You can print out your enrolment certificate, BAföGstudent loan certificate, confirmation of past enrolment periods certificate and your parking permit.
  - Change of personal details or address

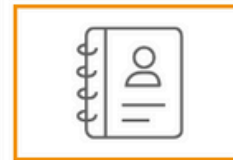
<https://campus.uni-passau.de>

### Campus Portal of the University of Passau

Startseite

Bewerber/innen

#### Applicant portal selection



[application portal](#)

Please follow this link for applications

#### Further links for university members



[Help portal](#)

Relevant topics around IT and Media Management

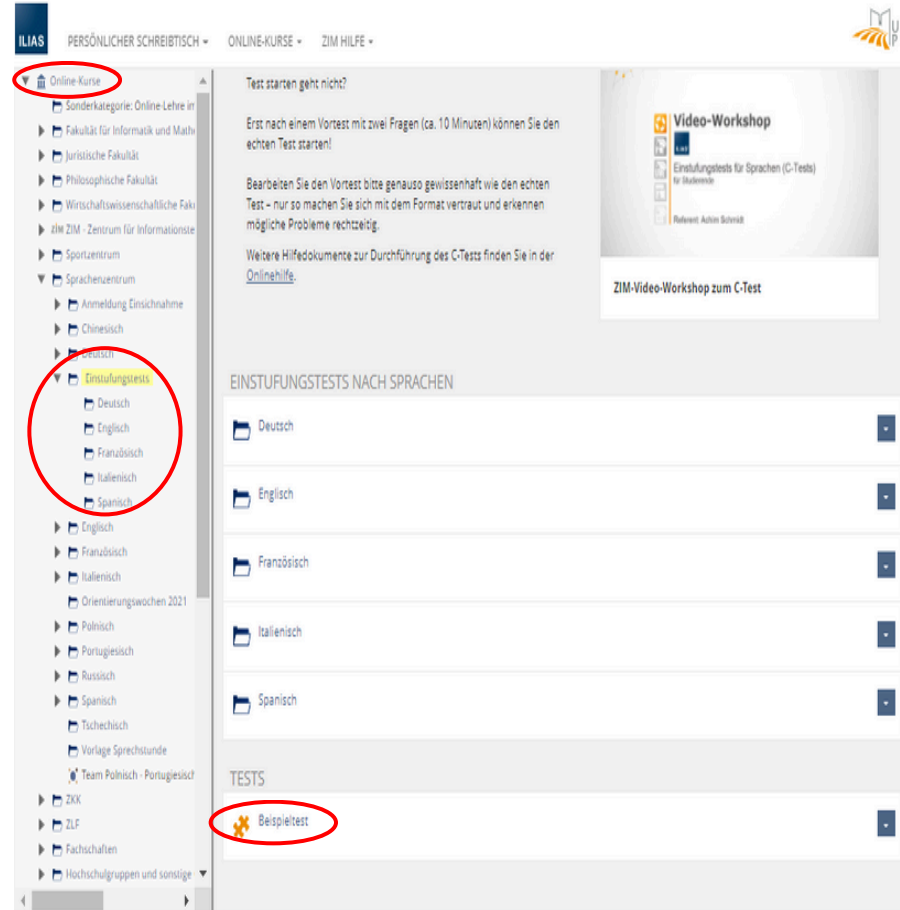
**Technical assistance:**

[www.hilfe.uni-passau.de/](http://www.hilfe.uni-passau.de/)

## ILIAS

- Learning platform for virtual teaching
- Conduct C-Tests (placement tests):  
[www.hilfe.uni-passau.de/ilias-hilfe/c-tests/](http://www.hilfe.uni-passau.de/ilias-hilfe/c-tests/)
- Possibly lecture recordings
- Also for the iStudi Pass

<https://ilias.uni-passau.de>



ILIAS    PERSÖNLICHER SCHREIBTISCH    ONLINE-KURSE    ZIM HILFE

Online-Kurse

- Sonderkategorie: Online-Lehre in
- Fakultät für Informatik und Math
- Juristische Fakultät
- Philosophische Fakultät
- Wirtschaftswissenschaftliche Fak
- ZIM - Zentrum für Informationste
- Sportzentrum
- Sprachenzentrum
- Anmeldung Einschnahme
- Chinesisch
- Englisch
- **Einstufungstests**
- Deutsch
- Englisch
- Französisch
- Italienisch
- Spanisch
- Englisch
- Französisch
- Italienisch
- Orientierungswochen 2021
- Polnisch
- Portugiesisch
- Russisch
- Spanisch
- Tschechisch
- Vorlage Sprechstunde
- Team Polnisch - Portugiesisch
- ZIK
- ZLF
- Fachschaften
- Hochschulgruppen und sonstige

Test starten geht nicht?

Erst nach einem Vortest mit zwei Fragen (ca. 10 Minuten) können Sie den echten Test starten!

Bearbeiten Sie den Vortest bitte genauso gewissenhaft wie den echten Test – nur so machen Sie sich mit dem Format vertraut und erkennen mögliche Probleme rechtzeitig.

Weitere Hilfedokumente zur Durchführung des C-Tests finden Sie in der [Onlinehilfe](#).

**Video-Workshop**  
Einstufungstests für Sprachen (C-Tests)  
für Bachelor  
Referent Adam Schmitt

ZIM-Video-Workshop zum C-Test

EINSTUFUNGSTESTS NACH SPRACHEN

- Deutsch
- Englisch
- Französisch
- Italienisch
- Spanisch

TESTS

- **Beispieltest**

**Technical assistance:**  
[www.hilfe.uni-passau.de](http://www.hilfe.uni-passau.de)



## Outlook

- Your student Email address
- You will receive here all the official communications of the University of Passau
- **Check your Emails regularly** or set up redirection to private Email address!
- Tip: communicate with officials from the university with this email address

(Instructions by the ZIM during the Orientation Weeks)

<https://email.uni-passau.de>



Benutzername:

muster01

Kennwort:

\*\*\*\*\*

 Anmelden

### **Username:**

Student Email-address, e.g.  
*user01@ads.uni-passau.de*  
Password: ZIM Password

**Technical assistance:**  
[www.hilfe.uni-passau.de/](http://www.hilfe.uni-passau.de/)

# Orientation Weeks of the Student Committees



<https://www.uni-passau.de/en/orientation-week/>

- Events:
- Group and individual schedule consultation
- Placement tests for language courses
- Support in registration for courses and workshops
- Guided tours, rallies (on campus and in the city), social events

Which students?	When?	Stud.IP
International students	7-20 April 2025	T.b.a
Faculty of Computer Science and Mathematics Also: Teaching subjects Mathematics and/or Informatics	T.b.a	244 and 5000 (Calculator introduction)
Faculty of Humanities and Cultural Studies	14 -27 April 2025	102024
Faculty of Social and Educational Sciences (Teaching among others)	14 -27 April 2025	23501
Teacher education programmes (additionally for all school types)	T.b.a	090424
School of Business, Economics and Information Systems	22 -25 April 2025	29010
Faculty of Law	15 April 2025	Zoom Meet

## University library

- Wikipedia ≠ Library Compiled literature for lectures and seminars
- Literature research via the „**Passauer Suchportal**“  
<https://literatursuche.ub.uni-passau.de/>
- **Quoting „correctly“** is absolutely mandatory when working/writing scientifically  
-Be aware of plagiarism!
- Copier, scanner, printer & work stations Information events and training courses in the library



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Additional information:

<https://www.ub.uni-passau.de/en>

**Virtual tour of the library:**

<https://www.ub.uni-passau.de/en/learning-working/reading-rooms/zb-reading-room/>

## The Online Self-Learning Course

The course was designed with the help of international students, who shared their personal experience starting at the University of Passau.

The goal was to learn about the "oh, I wish I had known that beforehand" - moments, so that we can provide you with exactly that information right from the start.

Aiming for easier accessibility as well as independency of time and place, we decided for an asynchronous self-learning online course format, that can provide exactly that.

### Goals of the course:

- Create awareness for the cultural diversity of communication
- Rhetoric and behavioral training
- Training in academic writing

**More information:** <https://www.uni-passau.de/en/orientation/science-communication-in-germany/>

**Access to the course:** [https://ilias.uni-passau.de/ilias/goto.php?target=crs\\_211366&client\\_id=intelec](https://ilias.uni-passau.de/ilias/goto.php?target=crs_211366&client_id=intelec)

### Contents of the course

**Module 1:** Cultural Orientation

**Module 2:** Orientation at the University

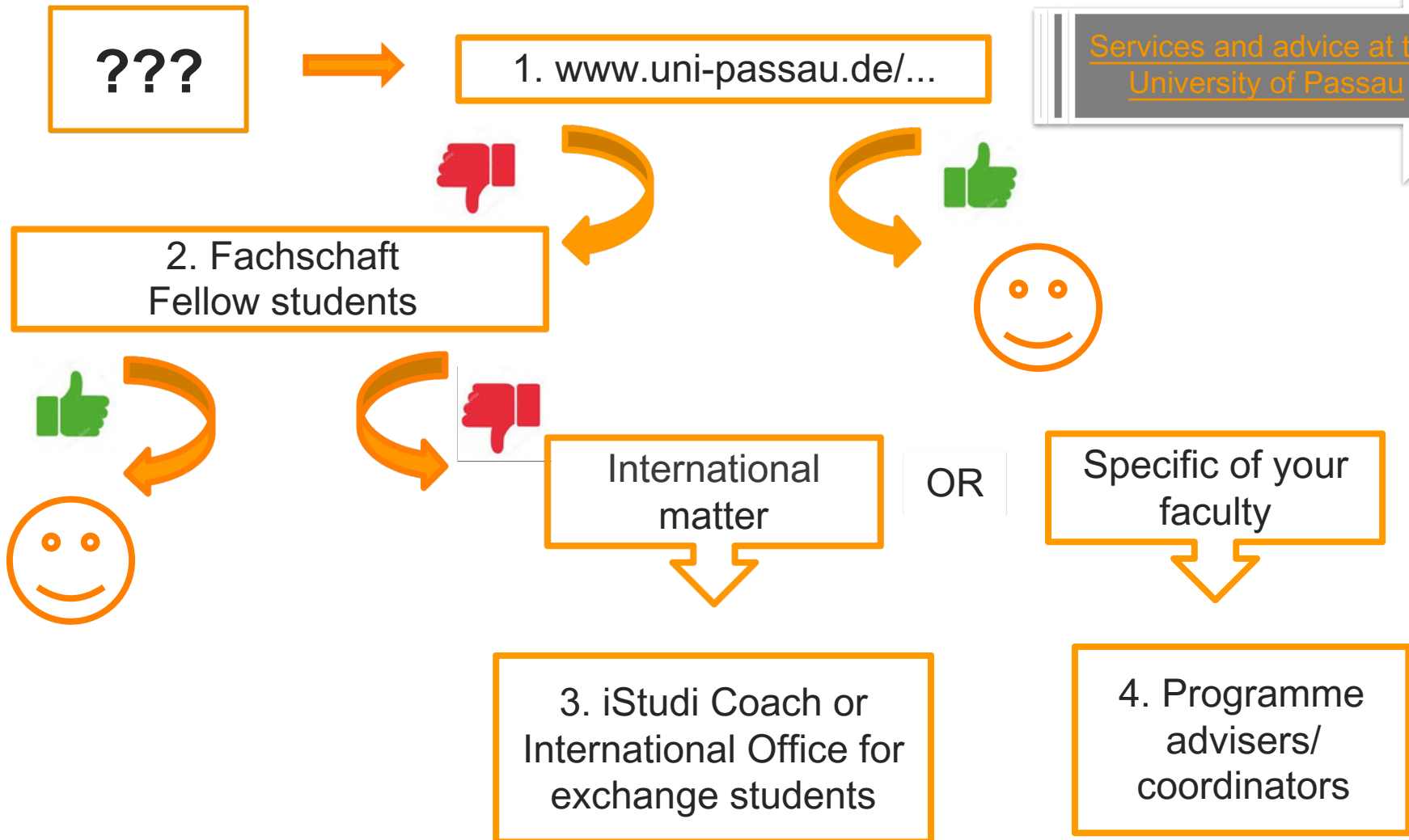
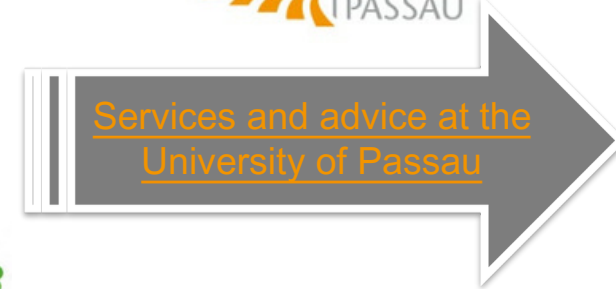
**Module 3:** Every day student life

**Module 4:** Dealing with literature

**Module 5:** Writing a term paper

Participation in the course is creditable for the iStudi Pass (Module C or E). **More information:** <https://www.uni-passau.de/en/orientation/science-communication-in-germany>

# Who should I contact if I have questions?





## Student committees -Fachschaften

- **Law**  
Innstr. 39, room 028 JUR  
E-Mail: [fachschaft-jura@uni-passau.de](mailto:fachschaft-jura@uni-passau.de)  
<https://www.jura.uni-passau.de/fachschaft-jura/>
- **Business and Economics**  
Innstr. 27, room 025 WIWI  
E-Mail: [fs-wiwi@uni-passau.de](mailto:fs-wiwi@uni-passau.de)  
<https://www.wiwi.uni-passau.de/fachschaft-wiwi/>
- **Computer Science and Mathematics**  
Innstr. 33, room 244 IM  
E-Mail: [fsinfo@fim.uni-passau.de](mailto:fsinfo@fim.uni-passau.de)  
<https://fsinfo.fim.uni-passau.de/>
- **Social and Educational Sciences(SoBi)**  
Innstr. 40, room235 NK  
E-Mail: [fachschaft-philosophie@uni-passau.de](mailto:fachschaft-philosophie@uni-passau.de)  
<https://www.sobi.uni-passau.de/en/>
- **Humanities and Cultural Sciences (GeKu)**  
Innstr. 40, room235 NK  
E-Mail: [fachschaft-philosophie@uni-passau.de](mailto:fachschaft-philosophie@uni-passau.de)  
<https://www.geku.uni-passau.de/en/>

## **Programme advisers - Fachstudienberater**

Contact the programme advisers if you have in-depth questions about your programme of study

<https://www.uni-passau.de/en/programme-advisers>

## **Programmecoordinators of the Faculty of Social and Educational Science and the Faculty of Humanities and Cultural Studies (Studiengangskoordinatoren)**

- Academic Counseling
- Administrative proceedings: approval of grades received during the stay at a foreign university, preparation of your stay abroad, approval of internships etc.

<https://www.sobi.uni-passau.de/fakultaetsorganisation/studiengangskoordination>

## **International Coordinator at the Faculty of Computer Science and Mathematics**

<http://www.fim.uni-passau.de/en/international/>

## Student Registration Office and Examinations Office

### **Student Registration Office - Studierendensekretariat**

- Application, Enrolment, Change of study programme
- Campus Card, study documents
- Admission requirements, language requirements

<https://www.uni-passau.de/en/student-registration-office/>

### **Examinations Office -Prüfungssekretariat**

- Registration for Exams
- Questions with regard to the examination regulations
- Approval of examinations
- Management of examinations

<https://www.uni-passau.de/en/examinations-office>

## Academic Advice Service (Studienberatung)

- Change of degree programme
- Double degree programmes
- Withdrawing from a programme
- Transition from bachelor's to master's study
- Studying with disabilities and chronic illnesses

**Contact person for degree seeking  
international students: Mrs. Tanja Rieger**

Innstr. 41, VW; Rooms 114 - 116

Tel.: +49 (0)851 509-1154

E-Mail: [advice@uni-passau.de](mailto:advice@uni-passau.de)

<https://www.uni-passau.de/en/academic-advice/>

## International Office

- International Orientation Weeks
- Scholarships for international students
- Visa issues
- Support when looking for accommodation
- Exchange programmes when going abroad during your studies

Stefanie Dallmeier  
Room VW 108  
Tel.: +49 851 509-1165  
E-mail: [Exchangestudents@uni-passau.de](mailto:Exchangestudents@uni-passau.de)  
Office hours: 08:30 a.m. - 12:00 noon

## iStudi Coach

The iStudi Coach is the contact person for **international (Double) Degree-seeking students**

with regard to the following topics:

- Individual advice
- Career Orientation Programme: **iStudi Pass**
- Application document -checks
- Various events on how to apply for a job in Germany



**Luise Haack**  
***iStudi Coach***

- Tel.: +49 (0)851 509-1173
- E-Mail: [istudicoach@uni-passau.de](mailto:istudicoach@uni-passau.de)
- Appointments via Stud.IP

<https://www.uni-passau.de/en/iStudi>



## Additional Consulting Offers

### Psychological Counselling Service

University of Passau

**Dr. Lisa Huber-Flammersfeld**

**E-Mail:** [lisa.huber-flammersfeld@uni-passau.de](mailto:lisa.huber-flammersfeld@uni-passau.de)

**Maria Zessin**

**E-Mail:** [maria.zessin@uni-passau.de](mailto:maria.zessin@uni-passau.de)

<https://www.uni-passau.de/en/psychological-counselling>

### Psychological Counselling Service

Studentenwerk Niederbayern/Oberpfalz

Psych. Martina Nigl Dipl. Psych. Johanna

Zechmeister E-Mail: [psychologische-](mailto:psychologische-beratung@stwno.de)

[beratung@stwno.de](mailto:beratung@stwno.de)

<https://stwno.de/en/counseling/psychological-counseling>

# Getting to know your fellow students!

- **Sports Centre at the University of Passau**  
([www.sportzentrum.uni-passau.de/hochschulsport/](http://www.sportzentrum.uni-passau.de/hochschulsport/))  
Registration: starting Monday, October 7<sup>th</sup> at 9 a.m.
- **Student clubs and societies**  
(<https://www.uni-passau.de/en/clubs-societies>)
- **Cultural groups** (cultural funding from the Studentenwerk) (<https://stwno.de/en/>)
- **Associations in Passau**  
(<https://www.passau.de/LebeninPassau/Kultur/KulturelleVereine.aspx>)



## Buddy Programms

### **The Buddy Scheme (Patenprogramm)**

E-Mail: [hiwi.auslandsamt@uni-passau.de](mailto:hiwi.auslandsamt@uni-passau.de)

<https://www.uni-passau.de/en/international/coming-to-passau/getting-settled/buddy-scheme/>

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**See other services and programms here:**

<https://www.uni-passau.de/en/refugee-programme>

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- **What?:** A career orientation programme to prepare for the German job market
- **For whom?:** International degree-seeking students
- **How?:** You complete various modules designed to develop your skills
- **When?:** From now on!

## Module A



Job seeking & applications

## Module B



Company networking

## Module C



Intercultural skills

## Module D



German language skills

## Module E



Degree success

## Module F

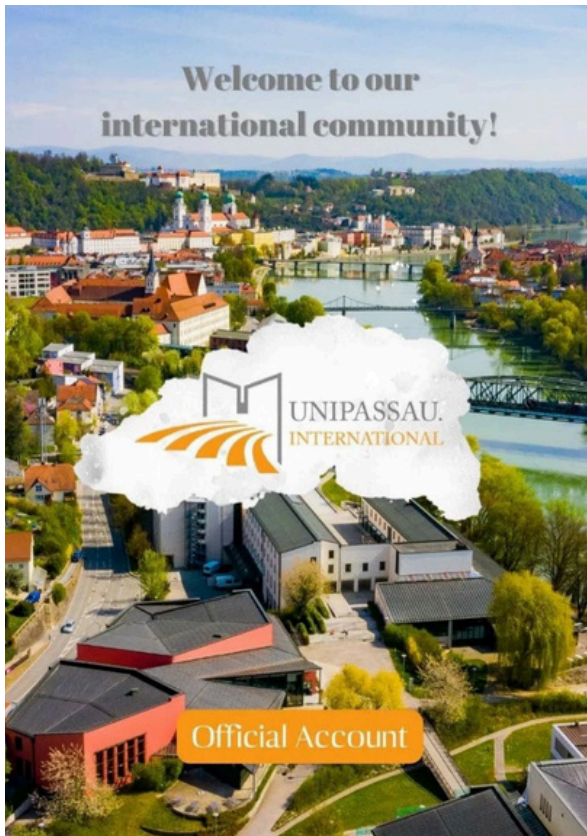


Volunteering



*Thank you for your attention!*

Follow us on Instagram: [UniPassau International](#)



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