

Information for international students



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Summer semester 2024

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Welcome at the University of Passau!

As you begin your studies at the University of Passau, you are starting a new phase of your life. We would like to support you during your studies and provide you with some useful information and contact addresses in this brochure.

Just to clarify some terminology at the beginning: at the University, when we talk about **exchange students** then we mean those of you who are just spending one or two semesters here in Passau. **International degree-seeking students**, on the other hand, are those who wish to complete their entire course of studies at the University of Passau.

You can find more detailed information about **everyday life in Germany and Passau** in the [Welcome Guide](#) provided by the Welcome Centre.

Before you begin your studies

Making an application and German skills (information for **degree-seeking students**)

Depending on the country in which you obtained your qualifications and the degree programme you wish to study, [different conditions apply with regard to the application and enrolment process](#). Either you have to apply via the [Campusportal](#) of the University of Passau, e.g. if you can provide **an education entrance qualification from an EU or an EEA country**, or via [uni-assist](#), if you obtained **your university entrance qualification outside of the EU or the EEA**. We have compiled some [information on applications](#) for prospective international students, such as application deadlines and application documents.

Uni-assist is an external service provider which carries out a formal check of your application documents for the University of Passau. If you have any technical questions or experience any problems with the uni-assist application portal, please consult the [detailed FAQs](#) or **get into contact with uni-assist directly**.

You can read about whether your educational background to date entitles you to study for a degree programme in Germany in the [anabin database](#) provided by the Standing Conference of the Ministers of Education and Cultural Affairs. **On the basis of this database, uni-assist has created an [easy-to-use tool in German and English which allows you to check your higher education institution entrance entitlement](#).**

If your native language or educational language is not German, you must, depending on your programme, generally provide proof that you **have [German skills at Level B2 or C1 on the Common European Framework of Reference for Languages](#) or an equivalent**.

We also offer some [master's programmes taught in English](#).

If you wish to make an application for a master's programme, **language skills in additional languages** may also be required. Please read the information under 'Academic entry requirements' and 'Language requirements' on your desired [degree programme's profile page](#).

Enrolment/matriculation

Before starting your studies, you have to enrol at the [Student Registration Office](#).

You can complete the whole application and enrolment process **online**; however, when you submit your documents to the Student Registration Office, you must enclose either the **originals or officially certified copies**. You can send your documents by post or courier service, or simply drop them into the box in front of the offices of the Student Registration Office after your arrival in Passau. If these options are not available to you, please get in touch [by e-mail](#) to make an appointment for submission of your enrolment documents: registry@uni-passau.de

Visa and residence permit

If you do not come from an EU state, as a general rule you will require a [student visa](#) for your period of study at the University of Passau. Once you have arrived in Passau, you must apply for a [residence permit](#) at the Foreign Nationals Office (Rathaus Altes Zollamt, Rathausplatz 1, 94032 Passau).

For up-to-date information on how to apply for a residence permit as well as on the required documents please visit our [website on immigration formalities](#).

Life in Passau and the semester bus pass

The [University's accommodation service](#) helps **exchange students** to find a place to live in Passau.

International degree-seeking students can apply directly for a room in one of the four [halls of residence run by the Student Services Association](#) (Studentenwerk). However, as the number of rooms is limited, we ask you to also look around on the private housing market as early as possible.

Our web page gives you a [comprehensive overview of the halls of residence in Passau, private renting options and advice on the topic of accommodation](#) for international students. Once it has been validated, the CampusCard serves as a semester bus pass, allowing you to use the buses in Passau around the clock. Buses are a convenient way to travel to and from the University, particularly if your flat is located in a district that is further away from the city centre.

Scholarships/fellowships

For international students there are [various scholarships provided by the German Academic Exchange Service \(DAAD\)](#).

Those who have studied at German schools abroad can apply for a [BayBIDS scholarship](#) (page in German).

You can also find [more scholarship options](#) for international students on our website.

All students at the University of Passau can apply for a [Deutschlandstipendium scholarship](#) awarded by the University. Make sure you find out early on about the [various funding opportunities available to you](#).

At the start of the degree programme

Important up-to-date information on the start of your first semester at the University of Passau will be issued here: www.uni-passau.de/en/getting-started/

International Students' Orientation Weeks

We warmly invite you to participate in the [Orientation Weeks hosted by the International Office](#) and the iStudi Coach before you start your first semester. These start four weeks before the start of lectures in the winter semester and two weeks before the start of lectures in the summer semester. You will receive all the important information about **organising your studies** there, as well as help with **applying for your residence permit**. You can get to know new people on trips and at group events.

Orientation Week (O-Woche)

A week before lectures start, an [Orientation Week takes place for all students](#), i.e. for German and international degree-seeking students. (If you participate in the Orientation Weeks for international students, this week is integrated in the programme.)

During the Orientation Week, you will receive, for example, help with **timetable preparation** and you can participate in tours of the library and university. For the purpose of timetable preparation, the **PDF Infosheet of the Academic Advice Service** and the **module catalogue** at the [programme web page](#) are very useful.

As an international degree-seeking student you should definitely participate in the Orientation Week!

CampusCard

Once you have arrived in Passau, you need to apply for your [CampusCard](#). This serves as a student ID card and has many more functions: you need it, for example, to make payments in the canteen, for copying and printing and it grants you access to various buildings, e.g. the Sports Centre. You also need the CampusCard if you wish to use the buses in Passau.

Placement test for foreign languages and subject-specific language programmes (FFA)

The [Language Centre](#) at the University of Passau offers the following languages: Chinese, Czech, English, French, German as a foreign language, Indonesian, Italian, Portuguese, Polish, Russian, Spanish and Thai, as well as Turkish as an additional language.

You can also learn most of these languages in a subject-specific context. In the [subject-specific language programmes \(FFA\)](#), you will not only learn legal terminology, for example, but you will also learn about the relevant legal system. The FFA is offered for the **subjects of law, economics, cultural studies, teacher education and computer science**. You can also find out more in the [FFA information document](#) (in German).

If you have prior knowledge of a foreign language which you wish to study, you must participate in a [language placement test](#). The result of the language test determines your placement in the language courses. With the exception of English, all language courses are offered from beginner's level.

Many placement tests are conducted online. The [placement test dates](#) are usually during the Orientation Week. If you have existing language skills for a language for which no placement tests are carried out, please arrange a face-to-face consultation with the [relevant language lecturer](#) well in advance of the start of the language course.

Course catalogue and Stud.IP

Even before you have enrolled at the University of Passau, you can view courses which are on offer for your programme in the [course catalogue](#).

Once you have enrolled, you will have access to [Stud.IP](#). Stud.IP is a system that provides online support for courses taught face to face. It allows you to search and register for courses, create your timetable and retrieve teaching materials and news about your courses, among other things. Your ZIM username and password, which you need to sign in to the IT systems, will be sent to you once you have completed enrolment. If you need help with Stud.IP visit www.hilfe.uni-passau.de/en/studip

To find and register for your **courses**, go to [Stud.IP](#). Click on 'Search' (the looking-glass symbol), then 'Course directory'. Select 'Courses' in the category 'View' and select your degree programme in the alphabetical order. In this way, you will find the modules of your degree programme as well as all the related courses offered in your programme in the current semester.

During the Orientation Week and on the [ZIM website](#) you will be given an introduction to the IT systems of the University of Passau by the Centre for Information Technology and Media Services (ZIM).

If you have any more questions, you can also consult the [Academic Advice Service](#). You can get advice by e-mail (advice@uni-passau.de) or arrange a **consultation appointment** by telephone: +49 851 509 1154.

Note for master's students: please log in to Stud.IP once you have your passcode and register for your courses. Lots of seminars fill up quickly.

University e-mail address: please set up forwarding from your University e-mail address to your personal e-mail account so you receive important notifications from the University. Please read your [e-mails](#) regularly.

Academic calendar

Check the [academic calendar](#) for teaching dates and other important dates during the semester. Please note that the **semester break** is the part of each semester during which there is no teaching; however, for administrative purposes the semester break still counts as being within the respective semester. Most **module examinations** take place during the first weeks of the semester break. For lots of degree programmes, you will need to write papers and complete internships during the lecture-free period.

Programme structure and course credits

Syllabus and credits (ECTS credits)

In order to complete your programme within the standard period of study, you should aim to obtain **approximately 30 ECTS credits every semester**. For bachelor's programmes, this generally corresponds to six courses per semester and three to six courses per semester for master's programmes.

You can find a **description of the course content** in the [module catalogue](#) (mainly in German).

The student committees will help you with **creating a timetable** during the [Orientation Week](#).

Information for exchange students: if you have any questions, please contact Ms Stefanie Dallmeier at the International Office: Innstr. 41, Administration Building, room 108, phone: +49 851 509 1165, e-mail: stefanie.dallmeier@uni-passau.de

Information for double-degree students: please consult the relevant PDF infosheet of the Academic Advice Service for information about your programme. You can find this on the [study options page](#) under 'double degree options' (in German).

Examinations Office

There are various types of assessments, e.g.:

- Written exams: these examinations generally take place in the semester break
- Oral presentations: during the semester
- Written assignments: often during the semester break, sometimes also during the lecture period
- Oral examinations: usually at the end of the semester

You can check which type of examination is intended for your course in the [module catalogue](#) for your programme (mainly in German). You must register for all examinations, generally via the [Campus Portal](#). This does not take place automatically with the course registration at the start of the semester. You must register separately [during a specific registration period](#) in the course of the semester:

Sometimes you also have to register in person for examinations at the office of the professor in question. You can find out more in the course description in Stud.IP.

If you cannot or do not wish to complete the examination, you can deregister again at a specified point in time. This also generally takes place via the Campus Portal.

The registration and deregistration periods for the examinations are published on [the Examinations Office website](#).

If you have any questions, you can also [contact the Examinations Office](#) on an individual basis.

Regulations on duration of study

Each programme has a **standard period of study** in which you can usually complete the programme. There is also a **maximum period of study** that you should not exceed otherwise you will have failed the programme and there is also the risk of de-registration. Please consult the Academic Advice Service's PDF infosheet at the [programme web page](#) for information on this.

If you have any difficulties completing your programme within the standard period of study, please **obtain advice in good time** from the [Academic Advice Service](#) or your [Programme Adviser](#).

Special regulations apply to the following degree programmes:

- **Master's in Artificial Intelligence Engineering, Master's in Computer Science** as well as **Master's in Computational Mathematics**: in these programmes, you need to have achieved **30 ECTS credits after two semesters**. Otherwise, you will be de-registered from the programme.
- **Bachelor's in Computer Science, Internet Computing and Mathematics**: in these programmes, you need to have achieved **40 ECTS credits after four semesters**. Otherwise, you will be de-registered from the programme.
- **Bachelor's in Business Administration and Economics, Information Systems and Digital Transformation in Business and Society**: in these programmes, you need to have achieved **40 ECTS credits after three semesters**. Otherwise, you will be de-registered from the programme.
- In the long-cycle **Law** programme concluding with a state-examination, you must have passed the **preliminary examination after five semesters**.

If you are studying in Passau with a **residence permit**, please note that **changing your degree programme after more than three semesters may affect this residence title**. Please [contact](#) the iStudi Coach, Ms Luise Haack, for advice.

Illness

If you are **unwell on the day of the examination**, you must decide before the written examination starts if you are too ill to take the examination. In this case, you require a **doctor's certificate**. If your illness begins **during the written examination**, you require a [certificate from the medical officer](#) (page in German).

In both cases you must submit an **application for inability to complete an examination due to illness** as early as possible. You should submit the form and medical certificate to the Examinations Office as described in the **information sheet on inability to attend examinations**. Please make sure you follow the instructions in the information sheet. You can find the application form and the information sheet on the [Examinations Office website](#).

If you **fall ill for a longer period of time** during the semester, it may be expedient for you to take leave of absence for the whole semester. Leave of absence must be requested from the Student Registration Office (using the Leave of Absence Request Form), and you will need a certificate from a registered doctor stating that you are unable to study and sit exams in the current semester. You are not allowed to backdate the application for a leave semester once the relevant semester has ended. For the Leave of Absence Request Form and further information, visit the [Student Registration Office's webpages](#). Please feel free to contact the [Representative for Students with Disabilities and Chronic Conditions](#) Dr Ulrike Bunge, Innstr. 41 (Administration), room 114, e-mail: ulrike.bunge@uni-passau.de, phone: +49 851 509 1151

Exam access arrangements

If you wish to apply for exam access arrangements due to a chronic or physical illness (e.g. extension of the processing time, separate examination room), please consult the [Representative for Students with Disabilities and Chronic Conditions](#): Dr Ulrike Bunge, Innstr. 41 (Administration), room 114, e-mail: ulrike.bunge@uni-passau.de, phone: +49 851 509 1151.

You can find information about exam access arrangements on the [Examinations Office website](#).

Important links before and during your studies

- **Detailed information about the programmes (PDF infosheet of the Academic advice Service)**

www.uni-passau.de/en/degrees

- **Degree financing and costs**

What costs should I expect?

www.uni-passau.de/en/costs-and-funding

- **Admissions procedure**

This page guides you through the application process: www.uni-passau.de/en/apply

- **Visa and residence permit**

You must apply for your visa at the German Embassy in your home country. Contact the Foreign Nationals Office in Passau for your residence permit.

www.uni-passau.de/en/immigration-formalities

- **Health insurance**

Health insurance is required for enrolment and for life in Germany. Different rules apply depending on your home country. We recommend that you obtain statutory health insurance as cheap private health insurance often does not cover all services, e.g. psychotherapy.

www.uni-passau.de/en/international/coming-to-passau/getting-settled/health-insurance

- **Accommodation options**

Information about looking for a room: www.uni-passau.de/en/housing

- **German language courses before you start your studies**

Academic German Year / Semester, summer courses: www.gcp.uni-passau.de/en

- **International Students' Orientation Weeks**

Begin mid-September for the winter semester and end of March/beginning of April for the summer semester. Please register online.

www.uni-passau.de/en/orientation

- **Orientation Week organised by the student committees for all students**

Help with preparing a timetable, support from experienced students on the programme, social events

www.uni-passau.de/en/orientation-week

- **Language courses during your studies (German and other languages)**

The Language Centre offers a wide selection of courses in German and lots of other foreign languages. The courses are free of charge for all students.

www.sprachenzentrum.uni-passau.de/en/language-courses

- **Study and examination regulations; module catalogues**

Information about examinations, theses, module catalogues etc. (these documents are also available in English for programmes taught in English)

www.uni-passau.de/en/study-and-examination-regulations/ (mainly in German)

Your contacts

- **International Office**

The [International Office](#) helps you find accommodation, provides advice on scholarships and study abroad options and is an important point of contact, particularly for students from partner universities and exchange students.

E-mail: international@uni-passau.de

- **Buddy scheme**

Passau students help you get off to a good start with your studies. Please [register](#) if you would like to be involved.

- **iStudi Coach**

The [iStudi Coach](#) (iStudi stands for international students) advises enrolled students on day-to-day questions about their studies, career orientation and questions about Passau and its inhabitants. With the iStudi Pass you will receive optimum preparation for getting started in your career in the city and region of Passau.

Contact: Luise Haack

E-mail: iStudicoach@uni-passau.de

- **International tutor**

[Cultural programme for international students](#), organised by the Student Services Association (Studentenwerk) for Lower Bavaria/Upper Palatinate (in German)

E-mail: schropp.c@stwno.de

- **Representatives of the Student Parliament for international students**

The [representatives of the Student Parliament](#) for international students are there to answer all your questions about getting started with your studies and student life in Passau.

- **Academic Advice Service**

The [Academic Advice Service](#) helps you choose your degree programme and answers questions you may have about the application process. During your studies, we will help you with a planned change of programme or subject or if you wish to break off your studies. Contact us in person, by phone or e-mail to make an appointment.

E-mail: advice@uni-passau.de

- **Programme adviser**

If you have any specific questions about your programme (e.g. options for in-depth study, choosing a focus area and changing this focus area, integration of periods spent abroad and practical periods, recognition questions, transition to master's programmes), please contact the [Programme Adviser](#) responsible for your programme:

- **Student committees**

From a student perspective, the [student committee](#) in your faculty will be happy to help you. The student committees organise the Orientation Week at the start of your studies, represent student interests in governing bodies relating to higher education policy and organise numerous leisure activities.

- **Student Registration Office**

Enrolment, confirmation, holiday semester, de-registration and withdrawal, semester fees, changing your course, CampusCard. Please note the opening hours specified on the [website!](#)

E-mail: registry@uni-passau.de

- **Examinations Office**

Registration deadlines for written examinations, right to view written examinations, credit transfers, management of study and examination performance, questions about examination regulations
Please check for the correct [contact person](#) for your degree programme. You can also receive individual advice if you require this. Innstr. 41 (Administration Building, 2nd floor), 94032 Passau.

- **Centre for Information Technology and Media Services (ZIM)**

If you have questions about Wi-Fi access, Stud.IP or your e-mail account, you can [get help](#) here.

- **Future: Careers and Competencies (ZKK)**

Information and advice about [internships \(including scholarships for internships abroad\), application preparation and free seminars on key competencies and IT courses](#)

- **University Library**

[Library tours, opening hours, information about catalogue holdings](#) and [online literature research](#)

- **Welfare Advice (Sozialberatung) of the Student Services Association (Studentenwerk)**

Information about the canteen, halls of residence, [social counselling](#), studying as a parent, cultural support

Contact: Carina Schropp

E-mail: schropp.c@stwno.de

- **Psychological Counselling Service**

Individual counselling and support services, e.g. with problems with getting used to life in Passau, with the demands of your studies and with all personal, family or performance-related problems

[Contact at the University](#): Maria Zessin and Dr. Lisa Huber-Flammersfeld

Email: psychologische.beratung@uni-passau.de

[Contact at the Student Services Association](#) (Studentenwerk): Annika Dehmel and Martina Nigl

E-mail: dehmel.a@stwno.de or nigl.m@stwno.de

- **Advice for students with disabilities or chronic illnesses**

If you have a [physical or mental disability or suffer from chronic illness](#), you may be able to apply for an exam access arrangement (e.g. additional time for written examinations or similar).

Dr Ulrike Bunge

E-mail: ulrike.bunge@uni-passau.de

- **AEGEE: Intercambio, bike hire, trips, ERASMUS**

[AEGEE](#) is active for international students for the entire semester and not just during the Orientation Weeks.

- **Student Representatives' Council (AStA)**

The [General Student Union \(AStA\)](#) represents student interests and is a point of contact for if you are experiencing problems during your studies. It also organises a very wide range of events to make every-day life as a student interesting and varied.

- **National Code of Conduct for German Universities Regarding International Students**

As a signatory to the [Code of Conduct](#), the University of Passau is committed to providing adequate support and advice to its international students and ensuring a successful completion of their studies.

- **Diversity and Gender Equality**

The [executive support unit Diversity and Gender Equality](#) is committed to improving equal opportunities at the University of Passau and actively promotes equal opportunities, the compatibility of family and studying and diversity on campus.

- **Family Service**

[Information about childcare services](#) at the University of Passau, in the city of Passau and in the region. If you are studying in Passau and have a child, please ensure you secure a childcare place at nursery school or school very early.

Extracurricular activities and student groups

- **Recreational sports**

Registration for courses takes place online via the [Sports Centre's](#) booking system. University members can use the sports facilities for recreational purposes after paying the **recreational sports fee**.

- **Student societies**

There are lots of [student groups](#) with various focal points: theatre, music, film, politics, social activities and much more:

- **International alumni programme**

[Association of former Passau students](#), exchange of experiences between former and current students, in particular with regard to professional life.

- **Cultural office and cultural events on campus**

[Events](#) from the fields of music, theatre, literature, film and much more; rehearsal spaces for musicians and bands.

- **Catholic Student Community Passau (KSG)**

The [KSG](#) is open to students of all denominations. Counselling and pastoral care, 'Gmoa' student pub, musical activities. (page in German)

- **Evangelical Student Community Passau (ESG)**

The [ESG](#) offers promotion of exchange between students via presentations and discussion sessions on a very wide range of topics, as well as additional events.

- **Leisure and sports in Passau**

tourism.passau.de/leisure-sports/