

# Study Organization for degree-seeking students

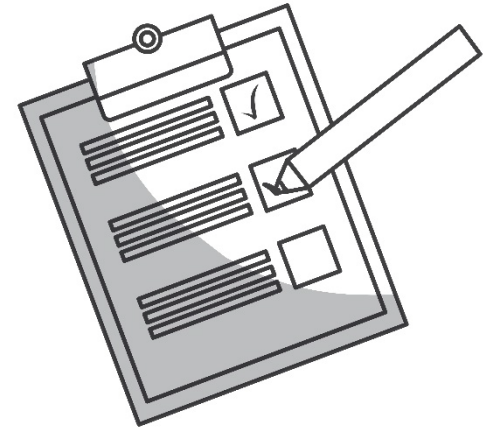


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Referat VI/2 - International Support Service  
Annika Stöwer, Nele Dettmann & Naomi Baumgarten  
Summer Semester 2024

## 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**



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## Semester cycle

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

### Lecture period:

- **April 15<sup>th</sup>, 2024 – July 19<sup>th</sup>, 2024**
- Regular courses
- Lecture free-days: 21<sup>st</sup> May and 31<sup>st</sup> May

### Lecture-free time:

- **Examination period:** up to **six weeks** after the end of lectures
  - Afterwards “holidays”
  - Internships, term papers etc.
  - Christmas holiday: 24 Dec – 06 Jan
- Academic calendar: <https://www.uni-passau.de/en/academic-calendar/>



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
  - Type of examination performance

## M.A. Development Studies



Degree awarded	Master of Arts (M.A.)
Duration and credits	4 semesters; 120 ECTS credits
Starts in	October (winter semester)
Language of instruction	English

### About the programme

The M.A. Development Studies programme enables students to develop the advanced knowledge, analytical skills, and conceptual frameworks required to understand and navigate the complexities of economic and social development.


Students enrolled in the programme gain insights into the economic, social, ethical, and cultural contexts and constraints of development. The programme provides outstanding opportunities to put theory into practice through international field research, with a strong focus on integrating quantitative and qualitative methods.


The programme addresses the worldwide need for experts in the expanding field of development research as well as for project managers in international development cooperation.


### FOLLOW US




### DOWNLOADS


 [Infosheet from the Academic Advice Service](#)

 [Subject-specific study and examination regulations for the M.A. Development Studies \(English\)](#)

 [Module catalogue \(English\)](#)

Overview over all [Study and examination regulations and module catalogue](#) (website in German, English versions available)

 [Leaflet introducing the programme](#)

 [Information for international students](#)

### USEFUL LINKS

[Exam information](#)

## ECTS: European Credit Transfer System

- Awarded in every course of studies (except: Law)
- **1 ECTS credit means a workload of 30 hours**
  - $30 \text{ ECTS} \times 30 \text{ hs workload} = 900 \text{ hs/ semester}$
  - $900/40 \text{ hs} = 22,5 \text{ weeks of full-time work per semester}$
- 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)

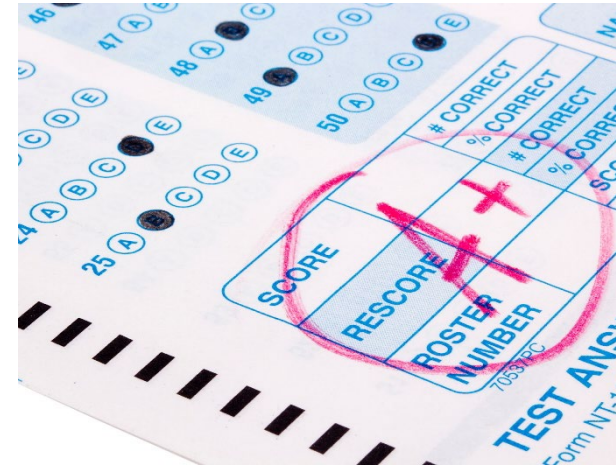


Source: Colourbox.de

## 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

## 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, e.g.\*:

- 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 → **Leaflet!**
- **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



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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), ...



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- **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: WÜF):**  
prior experience; specific requirements to attend

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



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## „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: 2<sup>nd</sup> April 2024, 12 o'clock** (first come, first served!)



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## 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!**

<https://www.sprachenzentrum.uni-passau.de/en/course-registrations/>

Chinese, Ancient Greek, Indonesian, Latin, Polish,  
Portuguese, Russian, Thai, Czech, Turkish  
Monday, **April 8** at 10 AM Thursday, **April 11** at 11:59 PM

Additional information:

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

### Prior knowledge: Placement test

Computer-based online test (no registration necessary):

Language	Test dates for the summer semester 2024
English	April 9, 2024 10:00 a.m. - April 11, 2024 22:00
French	April 9, 2024 10:00 a.m. - April 11, 2024 22:00
German	April 9, 2024 11:00 a.m. - April 11, 2024 22:00
Italian	April 9, 2024 11:00 a.m. - April 11, 2024 22:00
Spanish	April 9, 2024 11:00 a.m. - April 11, 2024 22:00

Registration for the courses till Thursday, **April 11 at 11:59 PM**

### 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.

Or classification by language certificate (not Abitur!)

E-mail to: [wolfgang.killer@uni-passau.de](mailto:wolfgang.killer@uni-passau.de)



**How each individual course takes place is announced in Stud.IP!**

## Face-to-face

- The course takes place in the lecture hall/seminar room.
- There is **possibly** an online broadcast or recording for students who cannot be there (= hybrid).

## Hybrid

- You can follow the course online or in person. The teachers are responsible for the specific design.

## Online

- The course takes place completely online.
- Synchronic = live at a specified time via Zoom, mostly weekly.
- Asynchronic = recorded teaching units that are uploaded to Stud.IP or ILIAS and that can be accessed there; sometimes feature some live dates

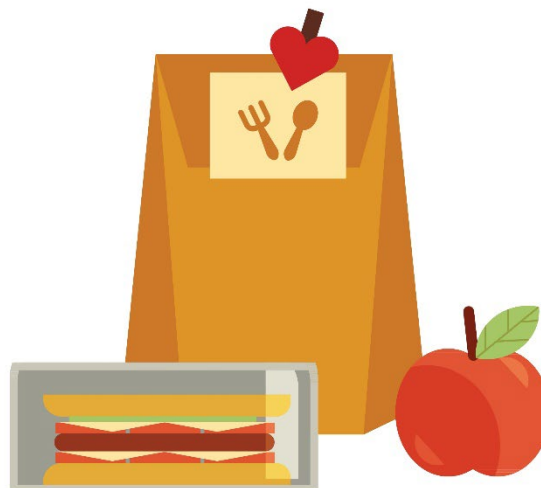
(Attention: add irregular appointments to your calendar!)

- The exam may still take place in person.
- Special case: VHB (= Virtual University of Bavaria)  
<https://kurse.vhb.org/VHBPORTAL/kursprogramm/kursprogramm.jsp?Search=true&Period=77>

**→ Your schedule for the first semester is emerging during the Orientation Week!**

# *A quick break*

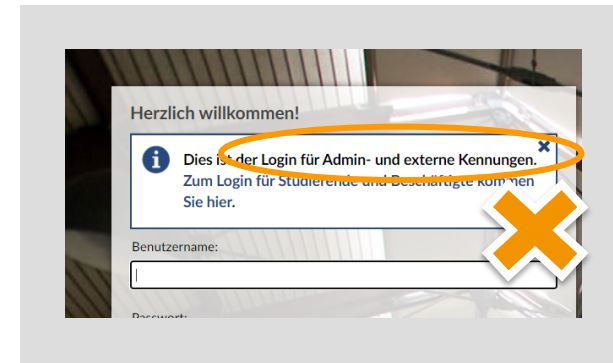
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## Stud.IP

- 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)**
  - 4<sup>th</sup> April 2024 at 10:00 a.m.
  - 10<sup>th</sup> April 2024 at 2:00 p.m.

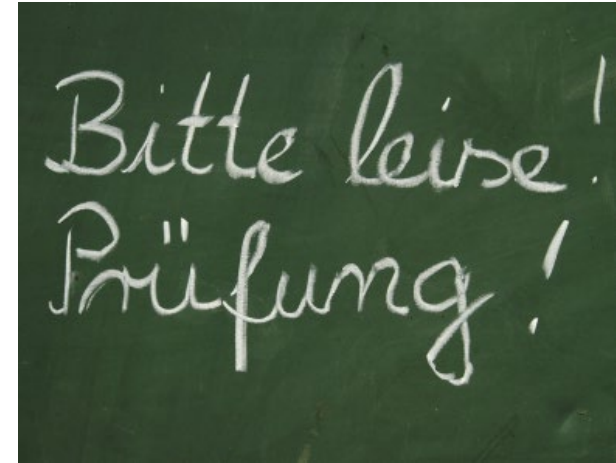
[Orientation Week • The University of Passau \(uni-passau.de\)](https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students/)



**Technical assistance:**  
[www.hilfe.uni-passau.de/](https://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 Portal** 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**

- 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)





## Campus Portal

- Registration and deregistration for exams and overview of grades
- Be careful about the examination number (Prüfungsnummer)!
  - You can find it in Stud.IP in the field “fields of study”
  - Sometimes it is also included in the module catalogue
  - The examination number in Stud.IP has to match the number in CampusPortal.
  - Also make sure to select the correct examiner!
- Examination numbers vary between the different versions of the study regulations:
  - Choose the current version at the start of your studies

**If you are not sure what you are doing, please ask the Examinations Office.**

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

### Studienbereiche

Universität Passau  
└─ Philosophische Fakultät  
    └─ Master  
        └─ International Cultural and Business Studies - Kulturw  
            └─ Version WS 2014  
                └─ Masternote  
                    └─ Modulgruppe A: Kernmodule  
                        └─ Theoretisch-methodische Kernmodule  
                            └─ 651102 | V Interkulturelle Kommunikation

PNr.	Veranstaltungen
651100	Theoretisch-methodisches Kernmodul
651101	V Interkulturelles Management
651102	V Interkulturelle Kommunikation und Kulturvergleich
651103	WÜ Wissenschaftspropädeutikum für Graduierte

## 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](https://www.uni-passau.de/studium/waehrend-des-studiums/pruefungsmanagement/hilfe-rund-um-exa/schulungsvideos)
- Administration:
  - You can print out your enrolment certificate, BAföG student 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



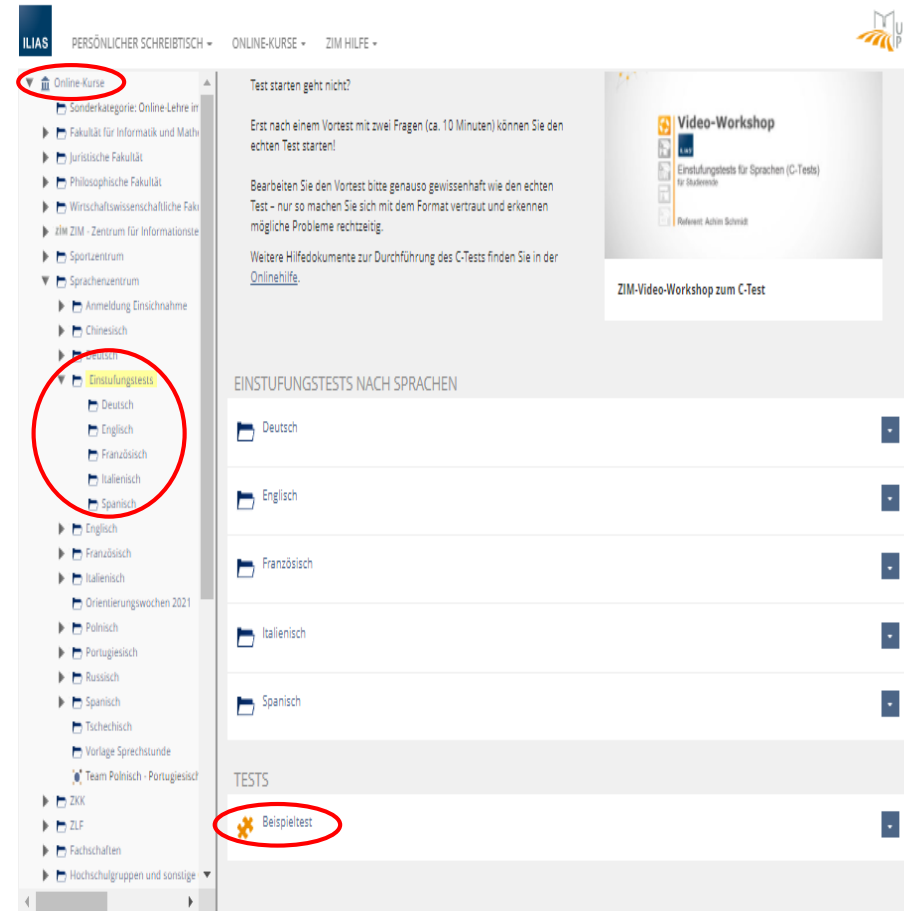
[Help portal](#)

Relevant topics around IT and Media Management

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



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

**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/)

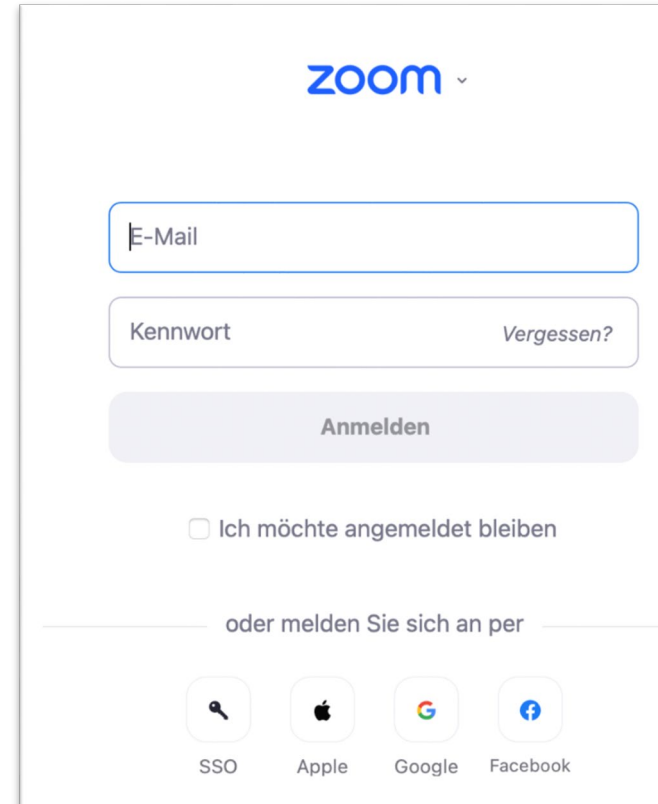
## Zoom Meetings

- Platform used by the University of Passau for online meetings and teaching
- Consultation hours might take place via Zoom too
- Students can also host meetings (e.g. study groups, exchange)

<https://uni-passau.zoom.us>

### Sign in – login with SSO

Login is possible with your student credentials!

The image shows the Zoom login page. At the top is the Zoom logo. Below it is a form with two input fields: 'E-Mail' and 'Kennwort' (Password). To the right of the password field is a link that says 'Vergessen?' (Forgot?). Below the fields is a large button labeled 'Anmelden' (Login). Underneath the button is a checkbox with the text 'Ich möchte angemeldet bleiben' (I want to stay logged in). Below this is a horizontal line with the text 'oder melden Sie sich an per' (or sign in via) in the center. At the bottom are four circular icons for different login methods: SSO (Single Sign-On), Apple, Google, and Facebook.

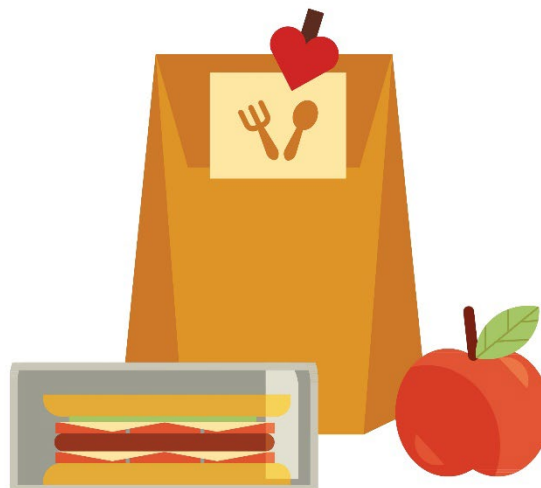
**Technical assistance:**

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



# *A quick break*

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# Orientation Weeks of the Student Committees



- Events: <https://www.uni-passau.de/en/orientation-week/>
- 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	April 2-14, 2024	992024
Faculty of Computer Science and Mathematics Also: Teaching subjects Mathematics and/or Informatics	April 8-12, 2024	244 and 5000 (Calculator introduction)
Faculty of Humanities and Cultural Studies	April 8-13, 2024	080424
Faculty of Social and Educational Sciences (Teaching among others)	April 8-14, 2024	23501
Teacher education programmes (additionally for all school types)	April 8-12, 2024	090424
School of Business, Economics and Information Systems	April 8-13, 2024	29010
Faculty of Law	April 8-13, 2024	-----

# 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 April 8, 2024 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/>

**See other services and programmes here:**

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

## 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
  - **Library training held in English: central library foyer, 04 April, 2024 at 9 a.m.**



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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/>



## 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, room 235 NK

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

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

- **Humanities and Cultural Sciences (GeKu)**

Innstr. 40, room 235 NK

E-Mail: [fachschaft-philo@uni-passau.de](mailto:fachschaft-philo@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>

## **Programme coordinators 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**

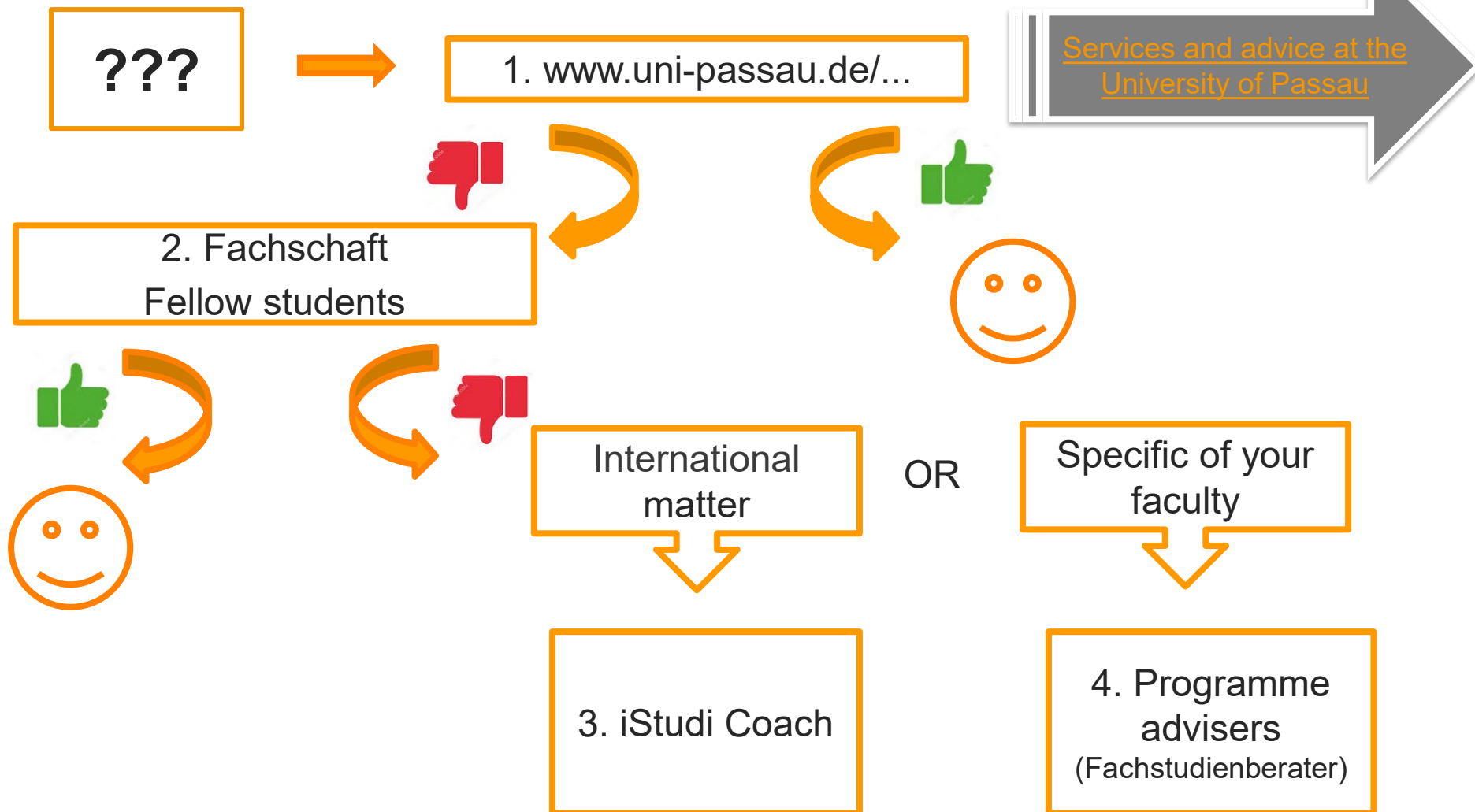
*iStudi Coach*

- 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>



# Who should I contact if I have questions?



## 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-beratung@stwno.de](mailto:psychologische-beratung@stwno.de)

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

- **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

## 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

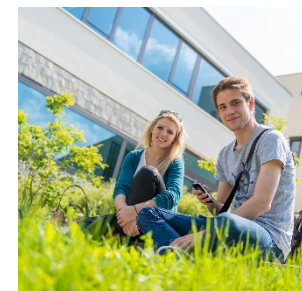
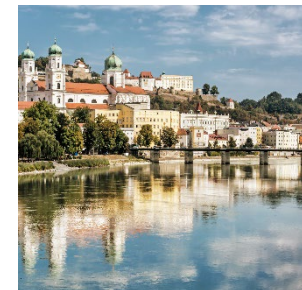
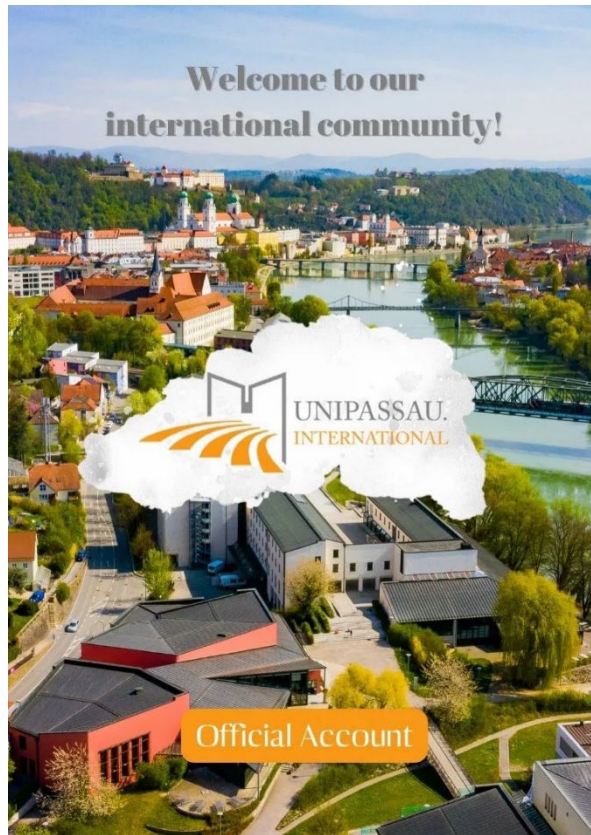
Participation in the course is creditable for the [iStudi Pass](#) (Module C or E).

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



# Thank you for your attention!

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