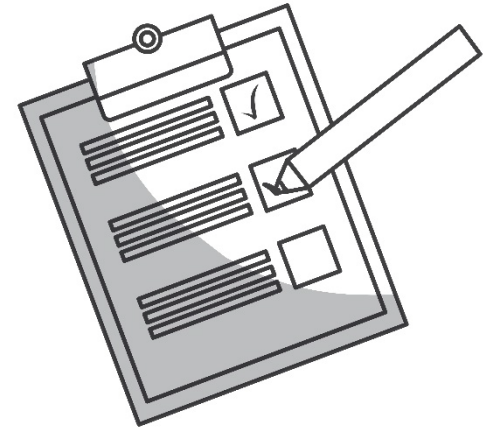


# Your Studies at the University of Passau



## Topics

- Studying in Passau – What do I have to expect?
- Curriculum, ECTS credits and Grades
- Modules and Lectures
- Timetable and Stud.IP
- Exams and how to register for the exams
- Additional services
- Additional information and support



Source: Colourbox.de

- Pro-active students working independently
- You are responsible for:
  - Your timetable
  - Registration deadlines (lectures, exams)
  - Organization of your studies, time management
  - House-keeping and finances
  - Part time jobs and leisure activities



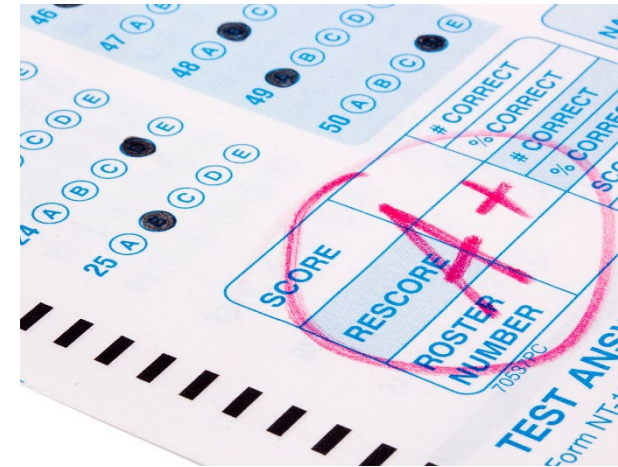
Copyright: Universität Passau

## 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/>

Calculate equivalents with the Modified Bavarian Formula:  
[https://en.wikipedia.org/wiki/Academic\\_grading\\_in\\_Germany](https://en.wikipedia.org/wiki/Academic_grading_in_Germany)



Source: Colourbox.de



## Semester cycle

- Winter term: October 1 – March 31
- Summer term: April 1 – September 30
- Lecture period:
  - Winter term: midst of October – beginning of February
  - Summer term: midst/end of April – midst/end of July
  - At the end of the lecture period: (written) exams
- afterwards: „holidays“ (term paper, preparation of exams, internships)
- Christmas holidays, public holidays during semester:  
<https://www.uni-passau.de/en/study/getting-organised/academic-calendar/>

Date(s)	Description
21 September to 16 October	<a href="#">Orientation Weeks for international students</a>
1 October	Semester begins
17 October	Teaching begins
early December	<a href="#">Application round</a> for summer semester 2016 starts
23 December	No teaching all day
24 December to 6 January	Christmas break
15 January	Application deadline for the following <a href="#">Master's programmes</a> starting in the summer semester: Business Administration; Business Computing; Computer Science; European Studies; Governance and Public Policy; International Cultural and Business Studies; Media and Communication; Semiotics of Culture and Texts; M.Ed. Teaching and Learning Processes
	Application deadline for the following <a href="#">undergraduate programmes</a> starting in the summer semester: Computer Science; European Studies; European Studies Major; Historical Cultural Studies; Internet Computing; Language and Text Sciences; Media and Communication; B.Ed. Secondary Education; <a href="#">Teacher Education Programmes</a>
16 to 27 January	<a href="#">Re-registration period</a> for summer semester 2016. Please note: students continuing their studies have to register at the beginning of each semester
31 January	Application deadline for aptitude test for Art Education (for teacher education programmes)
11 February	Teaching ends
February to mid-April	Matriculation period: please check your offer letter for the exact matriculation date
31 March	Semester ends

## 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

## 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



Source: Colourbox.de

**\* Take a look at the Study and examination regulations for degree specific information!!**

# Overview of the most important online platforms

Platform	Functions	Link
Campusportal	Change personal data Download certificates	<a href="https://campus.uni-passau.de">https://campus.uni-passau.de</a>
Stud.IP	Registration for courses View timetable Download files from courses	<a href="https://studip.uni-passau.de/">https://studip.uni-passau.de/</a>
HISQIS	Registration for examinations Overview of grades and exams done	<a href="https://qisserver.uni-passau.de/">https://qisserver.uni-passau.de/</a>
Ilias	Attend online courses	<a href="https://ilias.uni-passau.de">https://ilias.uni-passau.de</a>



## The Campusportal:

### The Campus Portal of the University of Passau

[Startseite](#)

[Bewerber/innen](#)

[Studierende](#)

#### Selection of a specific portal



##### Applicants

Please follow this link for applications and enrolments.



##### Students

You are already studying at the University of Passau, please register here.

Immatriculation, address changes and retrieve various certificates such as BAföG certificate, matriculation or semester certificate and parking permit.

<https://campus.uni-passau.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

## Which classes do I have to take? How many of them?

- You have to create the timetable on your own!
- Important documents:
  - First insights: Information sheet of the Academic Advice Service
  - **Study and examination regulations (Studien- und Prüfungsordnung), module catalogue (Modulkatalog) - both in German- and the Infosheet (also in English)**
  - In some cases there might be a diagram on the webpage of the course of studies
- Many courses of studies provide you with considerable freedom with regard to the classes you have to visit.
- Rule of thumb: 30 ECTS Credits every semester (that means you should visit 3-6 classes)

### DOWNLOADS

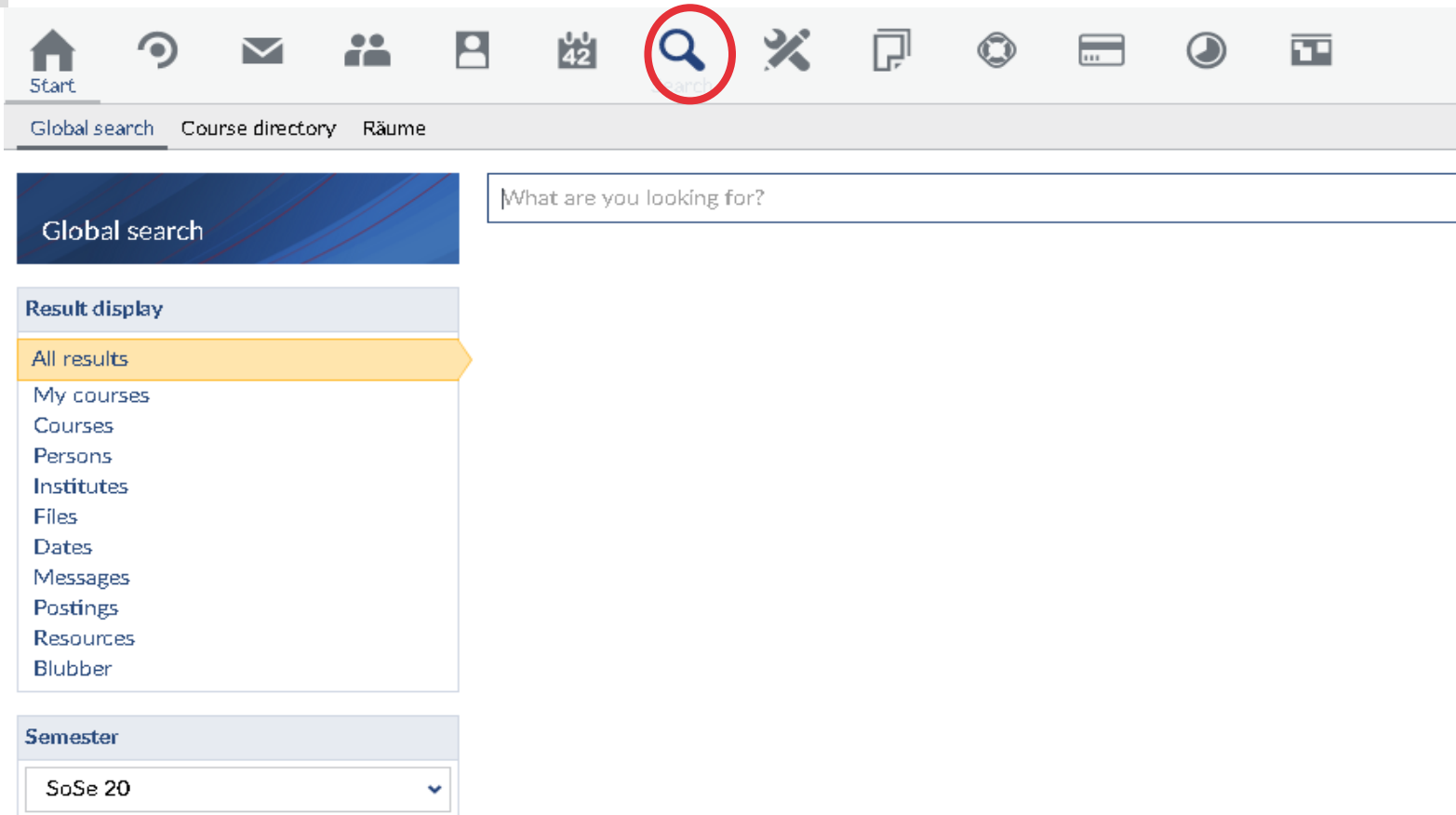
 [Infosheet from the Academic Advice Service](#) [Leaflet introducing the programme](#) [List of courses](#)[Study and examination regulations and module catalogue \(German\)](#)

In the detailed **Infosheet** you will find how many ECTS you need for each module group.

- Basic modules must be completed by all students.
- Module group: you have to choose 1 or 2 areas (always pay attention how many ECTS are required for each module group)

In the **module catalogue (Modulkatalog)** you can find the concrete courses and also information about prerequisites, contents and examination forms of the courses.

## Stud.IP – search a course



The image shows the Stud.IP search interface. At the top, there is a navigation bar with icons for Start, Home, Messages, Groups, Profile, Calendar, Search (highlighted with a red circle), Tools, Documents, Settings, and a menu icon. Below the navigation bar, there are tabs for 'Global search', 'Course directory', and 'Räume'. The 'Global search' tab is active. Below the tabs, there is a search bar with the placeholder text 'What are you looking for?'. To the left of the search bar, there is a sidebar with a 'Global search' header. Below the header, there is a 'Result display' section with a list of options: 'All results' (highlighted with an orange arrow), 'My courses', 'Courses', 'Persons', 'Institutes', 'Files', 'Dates', 'Messages', 'Postings', 'Resources', and 'Blubber'. Below the 'Result display' section, there is a 'Semester' section with a dropdown menu showing 'SoSe 20'.

Start

Global search Course directory Räume

Global search

Result display

All results

My courses

Courses

Persons

Institutes

Files

Dates

Messages

Postings

Resources

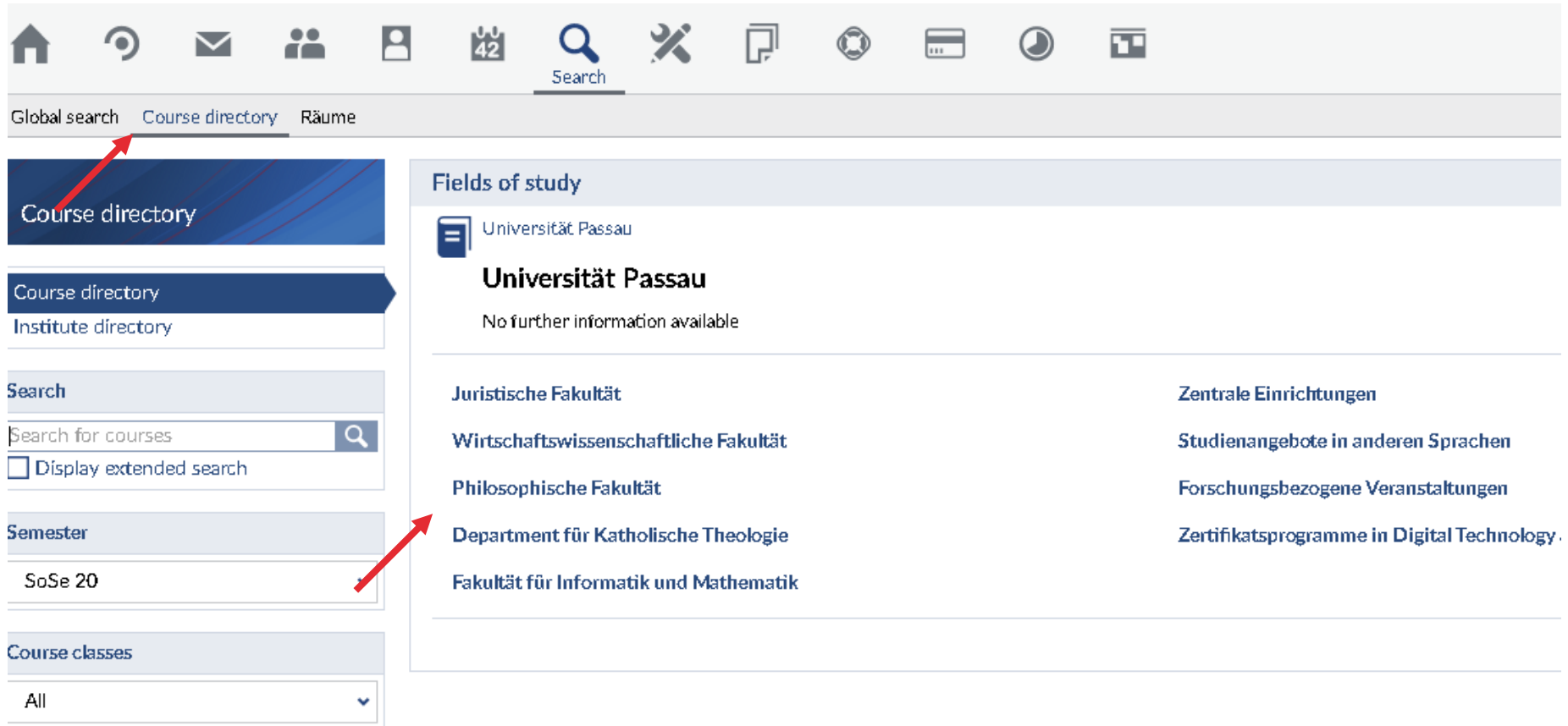
Blubber

Semester

SoSe 20

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

## Stud.IP – search a course



The screenshot shows the Stud.IP search interface. At the top is a navigation bar with icons for home, help, mail, users, profile, calendar, search, settings, documents, and a gear icon. Below the navigation bar are three tabs: 'Global search', 'Course directory' (highlighted with a red arrow), and 'Räume'. The left sidebar contains a 'Course directory' section with a red arrow pointing to the 'Course directory' link, and a 'Semester' section with 'SoSe 20' selected (also highlighted with a red arrow). The main content area is titled 'Fields of study' and displays the 'Universität Passau' logo and name, followed by the text 'No further information available'. Below this, there are two columns of links: the left column lists 'Juristische Fakultät', 'Wirtschaftswissenschaftliche Fakultät', 'Philosophische Fakultät', 'Department für Katholische Theologie', and 'Fakultät für Informatik und Mathematik'; the right column lists 'Zentrale Einrichtungen', 'Studienangebote in anderen Sprachen', 'Forschungsbezogene Veranstaltungen', and 'Zertifikatsprogramme in Digital Technology'.

Global search **Course directory** Räume

Course directory

Course directory  
Institute directory

Search

Search for courses

☐ Display extended search

Semester

SoSe 20

Course classes

All

Fields of study

Universität Passau

**Universität Passau**

No further information available

Juristische Fakultät

Wirtschaftswissenschaftliche Fakultät

Philosophische Fakultät

Department für Katholische Theologie

Fakultät für Informatik und Mathematik

Zentrale Einrichtungen

Studienangebote in anderen Sprachen




Forschungsbezogene Veranstaltungen

Zertifikatsprogramme in Digital Technology

## Modules within the course of studies

39108 Exercises: Betriebliches Rechnungswesen für...

### Actions

-  Print
-  Go to course
-  Reserve only in the timetable

### Share

-  Copy link to this course

### General information

Subtitle	(Wdh.-Übung)
Course number	39108
Semester	SoSe 20
Current number of participants	146
expected number of participants	170
Home institute	<a href="#">Lehreinheit für ABWL</a>
Courses type	Exercises in category Teaching
Next date	Thu , 23.04.2020 08:00 - 10:00, Room: <a href="#">(PHIL) HS 1</a>
Type/Form	
Literatur	Wedell, H./Dilling, A.A.: Grundlagen des Rechnungswesens, 15., überarbeitete Auflage,
ECTS points	5

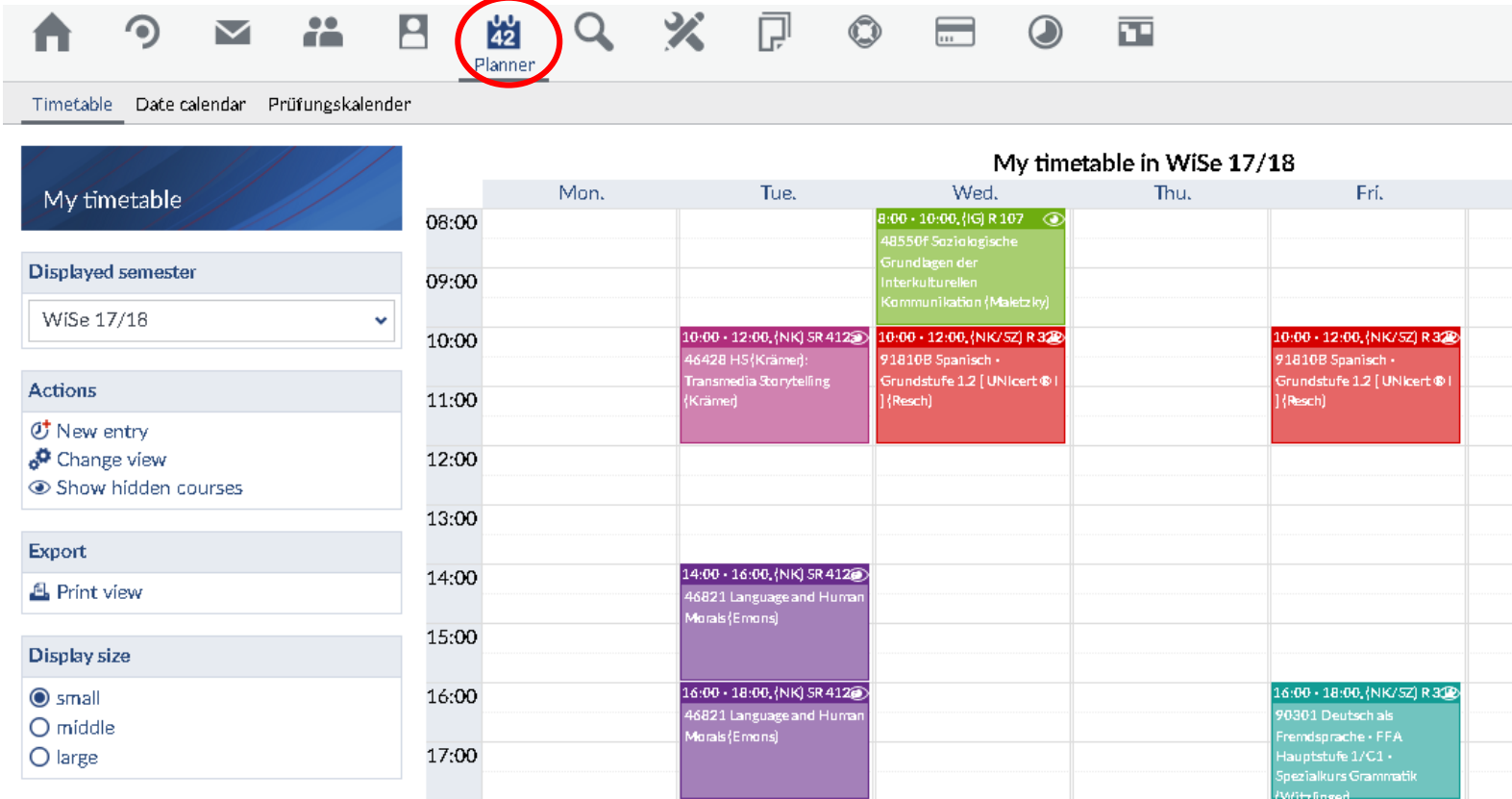
### lecturer

Tanja Steinhuber

Example: Bachelor International Cultural and Business Studies



## Stud.IP – How to manage your timetable



**My timetable**

Displayed semester: WiSe 17/18

Actions:

- New entry
- Change view
- Show hidden courses

Export:

- Print view

Display size:

- ☒ small
- ☐ middle
- ☐ large

**My timetable in WiSe 17/18**

	Mon.	Tue.	Wed.	Thu.	Fri.
08:00			8:00 - 10:00, (IG) R 107 48550f Soziologische Grundlagen der Interkulturellen Kommunikation (Maletzky)		
09:00					
10:00		10:00 - 12:00, (NK) SR 412 46428 HS (Krämer): Transmedia Storytelling (Krämer)	10:00 - 12:00, (NK/SZ) R 3 91810B Spanisch - Grundstufe 1.2 [ UNicer ☺ ] (Resch)		10:00 - 12:00, (NK/SZ) R 3 91810B Spanisch - Grundstufe 1.2 [ UNicer ☺ ] (Resch)
11:00					
12:00					
13:00					
14:00		14:00 - 16:00, (NK) SR 412 46821 Language and Human Morals (Emons)			
15:00					
16:00		16:00 - 18:00, (NK) SR 412 46821 Language and Human Morals (Emons)			16:00 - 18:00, (NK/SZ) R 3 90301 Deutsch als Fremdsprache - FFA Hauptstufe 1/C1 - Spezialkurs Grammatik (Witzling)
17:00					

If the registration to the course was successful, the course will automatically appear in the timetable. It is also possible to add events yourself.

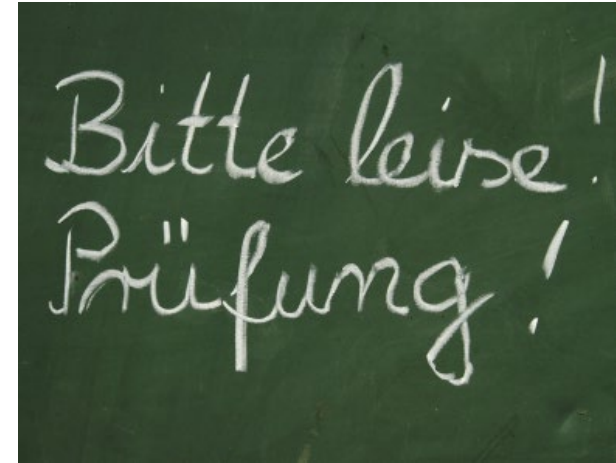
- Lecture (V/VL): takes place in lecture hall, many participants, little room for discussion
- Basic course (GK): similar to a lecture, scheduled for the first semesters
- Scientific exercise (WÜ): types are varying, very often based on discussions and exercises, structure may resemble to a lecture or a (Pro-) seminar
- Advanced scientific exercise (WÜF): prior experience; specific requirements to attend
- Exercise class/Tutorial (Ü/T): accompanies/supports the lecture or the basic course, in many cases students serve as lecturers
- (Pro-)seminar (PS/S): small groups, time for discussions, presentations, work in groups
- Advanced seminar (HS): similar to a (Pro-) seminar, yet few participants, topics are more specific and in general more ECTS are awarded (=> higher workload)
- „Kompaktseminar“ (KS): offered by the Center for Careers and Competencies (ZKK), in general: 1 or 2 days during a weekend
- In Addition: Master Class (MC), Oberseminar (OS), ...



Copyright: Universität Passau

## 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!
- In general: Use HISQIS for registration or to sign off. In some cases you may register at the office of the chair.

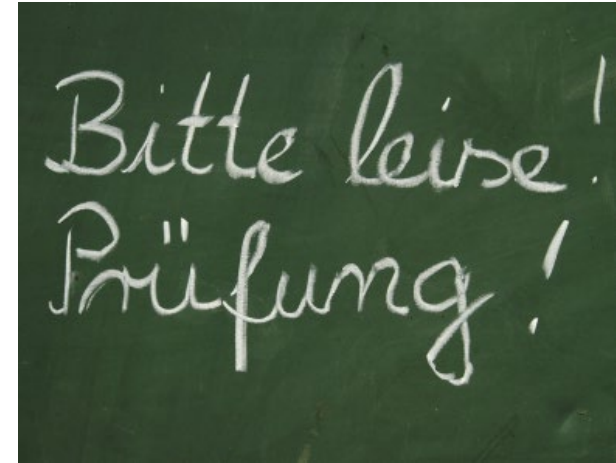


Dates for registration and cancellation:

[https://www.uni-passau.de/en/examinations-office/semester-related-information/ /](https://www.uni-passau.de/en/examinations-office/semester-related-information/)

## How to repeat an exam

- You may repeat an exam at least for one time\*.
- Periods to repeat exams differ according to your degree programme. Talk to your lecturers/ read instructions on Stud.IP/HISQIS
- You may be allowed to repeat an exam voluntarily\*. In case you can't sit an exam due to an illness: Submit the certificate at the Examinations Office (Prüfungssekretariat) **before** the exam!
  - In such a case you will have to sit the exam at the next date possible! (Please take a look at the FAQ on the webpage of the examination office)



\*Please find all the relevant rules in the study and examination regulations!!

## How to register for the exams using HISQIS

Startseite | Abmelden | Frau Agata Gluffrida | Sie sind angemeldet als: gluffr01 | in der Rolle: Student |

Sie sind hier: [Startseite](#) | [Prüfungsverwaltung](#) | [Prüfungsan- und -abmeldung](#)

- ▶ Allgemeine Verwaltung
- ▶ Studiumsverwaltung
- ▶ **Prüfungsverwaltung**
- Abmelden
- Navigation ausblenden

### Wichtige Informationen zur Anmeldung. Bitte sorgfältig lesen!

Beachten Sie bitte die für Sie geltenden Anmelde- bzw. Rücktrittsfristen des [Prüfungssekretariats](#).

Kontrollieren Sie bitte Ihre An- bzw. Abmeldung über [Angemeldete Prüfungen mit Modulzuordnung](#)

Bei Unstimmigkeiten wenden Sie sich bitte sofort an die Mitarbeiter(innen) des [Prüfungssekretariats](#).

Wichtig: Erst wenn Sie diesen Hinweis durch Anklicken des unten stehenden Feldes akzeptiert haben, können Sie mit Ihren gewünschten Aktionen fortfahren. Klicken Sie dazu mit der linken Maustaste auf den "Weiter"-Button und wählen anschließend die entsprechende Karteikarte aus.

Bedingungen akzeptieren

☐ Ich akzeptiere

Weiter

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

## Registration using HISQIS

- Important: 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 HISQIS.
- 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: ASK!

### 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  
            └─ Version SS 2011  
                └─ Masternote  
                    └─ Modulgruppe A: Kernmodule  
                        └─ Theoretisch-methodisches Kernmodul  
                            └─ 150101 | V und WÜ Interkulturelle Komm

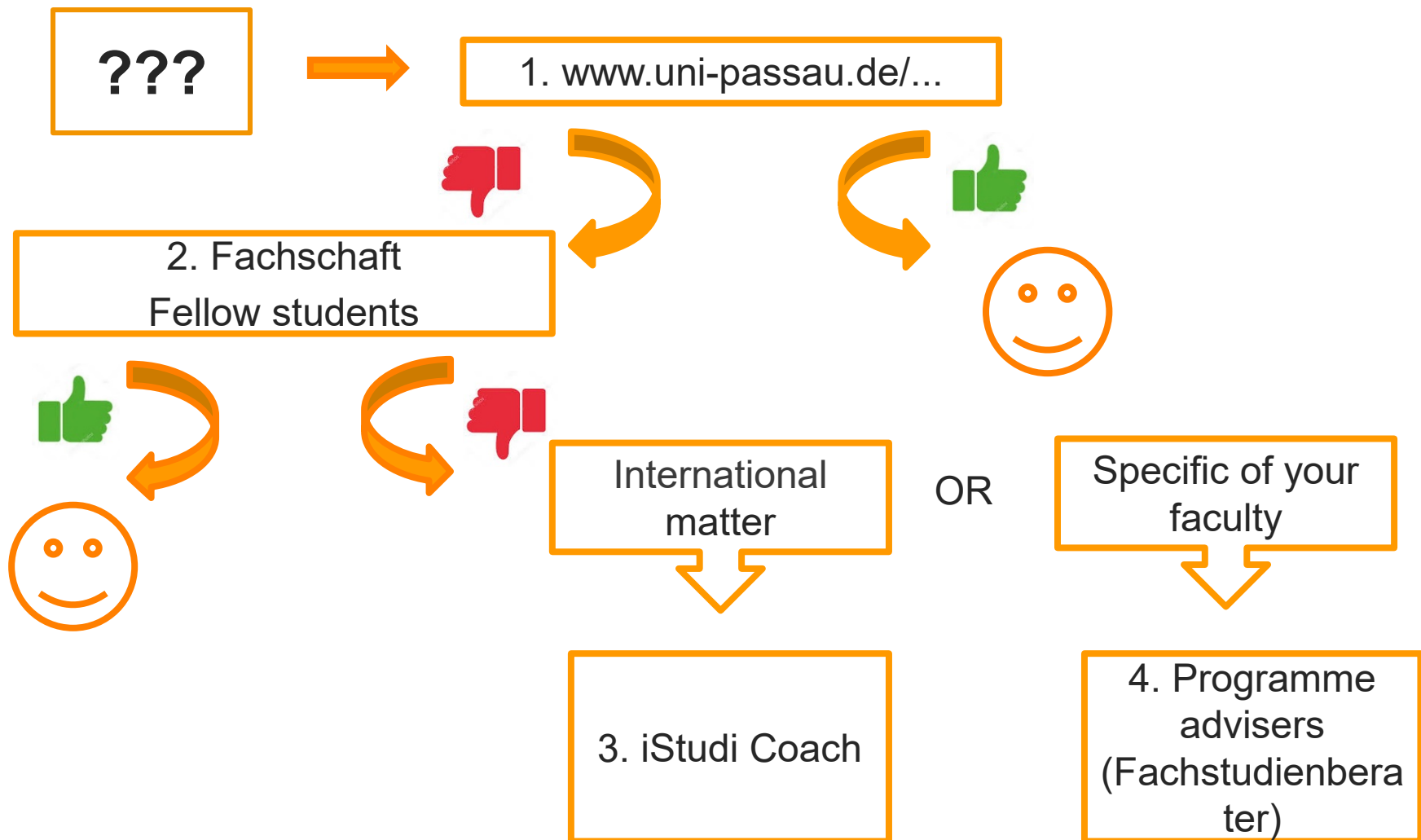
PNr.	Veranstaltungen
651100	Theoretisch-methodisches Kernmodul
651101	V Interkulturelles Management
651102	V Interkulturelle Kommunikation und Kulturvergleich
651103	WÜ Wissenschaftspropädeutikum für Graduierte



In order to counteract the further spread of the coronavirus as consistently as possible, the University of Passau has decided to restrict some of its services and offers virtual consultation hours. Please keep yourself up-to-date here:

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

# Who should I contact if I have questions?





### Foreign languages – Sprachenzentrum (1/2)

- 14 languages to choose from: Chinese, German as a foreign language, English, French, Bahasa Indonesia, Italian, Polish, Portuguese, Russian, Spanish, Thai, Czech, Vietnamese, Turkish
- Foreign languages are compulsory in many courses of study. Yet you can also choose them voluntarily.
- In both cases, whether you get ECTS points awarded for it or not, depends on your study regulation. → Ask at the Fachschaft or Sprachenzentrum for details.
- Subject-specific language classes (“FFA”) available for Economics, Law, Cultural Science, Computer Science; selected languages only
- Level C2 may be reached in many languages



Source: Colourbox.de

Additional information:

<http://www.sprachenzentrum.uni-passau.de/>

### Foreign languages – Sprachenzentrum (2/2)

- Placement tests are obligatory for the following languages, in case you have prior knowledge not obtained at the University of Passau.
- Latest tomorrow, April 16:
  - Mandatory placement tests for some languages
  - Mandatory registration for all languages

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



Source: Colourbox.de

Information on registration and placement:

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

## Centre for Careers and Competencies ZKK (1/2)

- Block seminars, often during weekends
- Extensive offer of seminars, free of charge for students e. g. computer- tutorials (like Excel, SPSS), rhetoric, time-management, effective reading, ...
- Some in English: e.g. Authentic Leadership, Management of International Projects
- Some specifically for internationals: e.g. Research and academic paper writing
- Registration at the start of the lecture period via Stud.IP, possible from April 20



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Additional information

<http://www.uni-passau.de/zkk/>

## Centre for Careers and Competencies ZKK (2/2)

- Support and advice while searching for internships
- iStudi Pass: Career Orientation programme for international students
- Lecture “Working in Germany – your successful application”
- Workshops on CVs, cover letters and job interviews
- Support while searching for your first job (Application documents etc.)
- Annual campus fair with renowned companies in November
- Various talks and meet & greet events with companies and former students



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### Additional information

<http://www.uni-passau.de/zkk/>

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

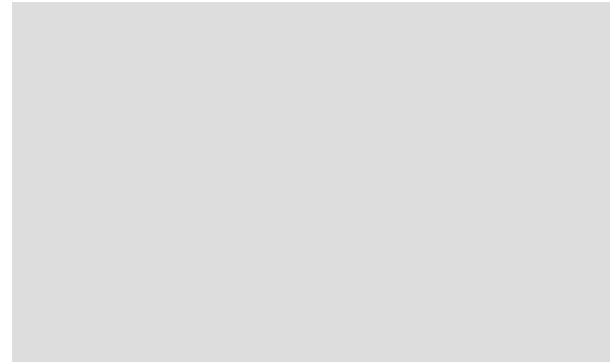


## Sport and leisure activities - Sportzentrum

- Sports center of the University of Passau
  - 40 kinds of sport (e.g. gym, climbing, tennis, beach volleyball, rowing...)
  - Fee and registration
  - Currently Online Programme
  - Additional information:  
<http://www.sportzentrum.uni-passau.de/>



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## Extracurricular activities

- Student societies (cultural, political, course related...)
  - <http://www.uni-passau.de/studium/campus-und-kultur/studentische-gruppen/>
  - International focus: <http://www.uni-passau.de/internationales/internationale-gruppen/>
- AEGEE
- i-Tutor @Student Union (Studentenwerk)



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## University library

- Literature, workstations
- Compiled literature for lectures and seminars
- Copier, scanner, printer
- Introductions to literature research, working techniques, databanks, software
- (international) newspapers



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Additional information:

<http://www.ub.uni-passau.de/>

<https://www.ub.uni-passau.de/en/information-contact/tours-and-training/>

## Childcare

- Campuskinder e.V. - nursery : early registration needed.  
<http://www.campuskinder.info/passau/anmeldung-passau> (website in German)
- Childcare offers in Passau and region available.



Source: Colourbox.de

Additional information:

<http://www.uni-passau.de/universitaet/leitung-und-gremien/frauenbeauftragte/familien-service/>

## iStudi Coach

The iStudi Coach is the contact person for international degree-seeking students with regard to the following topics:

- Individual advice
- Career orientation programme: iStudi Pass
- Application documents
- Various events on how to apply for a job in Germany
- And many more...

Luise Haack

*Project Coordinator Study & Work and iStudi Coach*

Innstr. 41, VW 106

Tel.: +49 (0)851 509-1173

[istudicoach@uni-passau.de](mailto:istudicoach@uni-passau.de)

<http://www.uni-passau.de/iStudi>

Appointments via Stud.IP

## Academic Advice Service

- 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 102, 112, 113, 114  
Drop-in hours: Wednesday, 9am to noon  
Or by appointment  
Tel.: +49 (0)851 509-1153, 1154  
E-Mail: [studienberatung@uni-passau.de](mailto:studienberatung@uni-passau.de)  
<http://www.uni-passau.de/studienberatung/>



## **Programme advisers - Fachstudienberater**

Contact the programme advisers if you have in-depth questions about your programme of study  
<http://www.uni-passau.de/index.php?id=390&L=1>

## **Programme coordinators of the faculty of Arts and Humanities (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.

<http://www.phil.uni-passau.de/studium/studiengangskoordination/>

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

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

## Student committees - Fachschaften

- **Law**  
[fachschaft-jura@uni-passau.de](mailto:fachschaft-jura@uni-passau.de)  
Innstr. 39, room 028 JUR
- **Business and Economics**  
[mail@fs-wiwi.de](mailto:mail@fs-wiwi.de)  
Innstr. 27, room 025 WIWI
- **Arts and Humanities**  
[fachschaft-philo@uni-passau.de](mailto:fachschaft-philo@uni-passau.de)  
Innstr. 40, room 235 NK
- **Computer Science and Mathematics**  
[fsinfo@fim.uni-passau.de](mailto:fsinfo@fim.uni-passau.de)  
Innstr. 33, room 244 IM

## 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: [Stefanie.Dallmeier@uni-passau.de](mailto:Stefanie.Dallmeier@uni-passau.de)  
Office hours: 08:30 a.m. - 12:00 noon

## Student Registration Office and Examinations Office

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

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

<http://www.uni-passau.de/studierendensekretariat/>

### **Examinations Office - Prüfungssekretariat**

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

<http://www.uni-passau.de/pruefungssekretariat/>

## **Additional Consulting Offers**

### **Ombudsperson for International Students**

Prof. Dr. Dennis Solomon, Vice President for  
International Affairs

### **Psychological Counselling Service**

Innstr. 41, VW 115

Tel.: +49 (0)851/509-1170

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

[http://www.uni-passau.de/studium/  
service-und-beratung/psychologische-beratung/](http://www.uni-passau.de/studium/service-und-beratung/psychologische-beratung/)

***Thank you for your attention!***



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