

# Study Organization for degree-seeking students



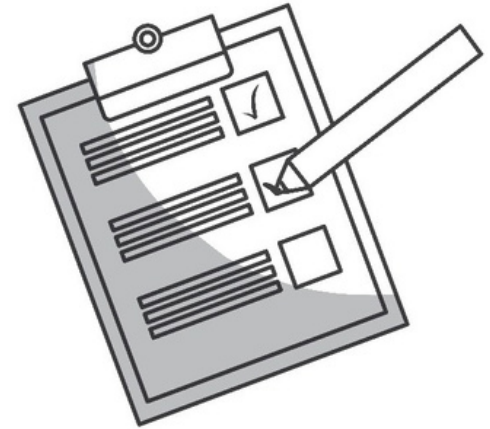
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Referat VI/2 -International Support Service

Fernanda and Valeria  
Winter Semester 2025/26

## Topics

1. Studying in Passau –What do I have to expect?
2. Semester cycle Important documents
3. ECTS credits and grades
4. Standard and maximum period of study
5. Modules and Lectures
6. Exams and how to register for the exams
7. The University's most important online platforms
8. Additional information and support
9. 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
  - your time management:
    - studies
    - household
    - job
    - leisure time
- **Self-discipline and motivation**
- **Development of career goals**



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## Semester Cycle

- Winter semester (WiSe): October 1 – March 31
- Summer semester (SoSe): April 1 – September 30

### Lecture Period (WiSe: 25-26):

- 13 October 2025 – 06 February 2026

### Lecture-free Time:

- **Examination period:** up to six weeks after the end of lectures
- Afterwards “holidays”
- Internships, term papers etc.



Source: Colourbox.de

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



## ECTS: European Credit Transfer System

- Awarded in every course of studies (except: Law)

### 1 ECTS credit means a workload of 30 hours

- $30 \text{ ECTS} \times 30 \text{ h/workload} = 900 \text{ hs/ semester}$
- $900/40 \text{ hs} = 22,5 \text{ weeks of full-time work per semester}$
- 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 and ECTS credits (independent of the grade)



Source: Colourbox.de

## The German Grading System

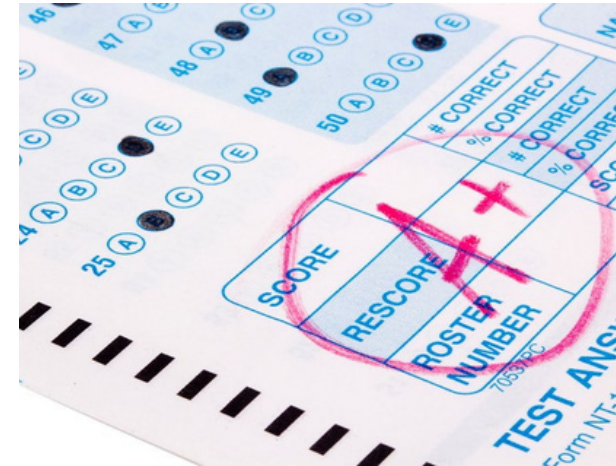
In general: the smaller the number, the better

- Pass: 1 („very good“) to 4 („sufficient“)
- Fail: 5 („inadequate“)

Law: the bigger the number, the better

- Pass: 18 („very good“) to 4 („sufficient“)
- Fail: 3 („inadequate“) to 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

- **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/>

## Leaflet introducing the programme

- Summary of all important regulations
- Module overview

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

## General study and examination regulations

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

<https://www.uni-passau.de/en/study-and-examination-regulations>

## Module description

- Requirements and Type of examination performance
- Description of the content of the modules

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



## 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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## Tutorial (Tutorium: TU ) and 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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## 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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## 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**



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**Dienstag, 07.10.2025, 10:00 bis Donnerstag, 09.10.2025, 23:59**

## 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 online placement test required:

**Chinese, Ancient Greek, Indonesian, Latin, Polish, Portuguese, Russian, Thai, Czech, Turkish**  
**Monday, October 06, 10:00 to Thursday, 09 October, 23:59.**

Some of the languages above might require another type of placement test. See the Language Centre website for detailed information. <https://www.sprachenzentrum.uni-passau.de/einstufungstests/termine>

## Online placement test required:

Computer-based online test (no registration necessary):

**German, Italian, Spanisch, French and English**  
**Tuesday, 07 October, 10:00 to Thursday, 09 October, 23:59.**  
**Tuesday, 07 October, 11:00 to Thursday, 09 October, 23:59. (French and English)**

### Random allotment of places starts at 23:59 p.m. on 09 October 2025

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.

**Info Event for German Courses: Monday, 6 October 2025 at 6:00 p.m. in lecture hall 9 of the Audimax (AM) building (Innstr. 31)**

## 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://www.zim.uni-passau.de/en/orientation-week> (Dates t.b.a)

<https://outlook.office.com/>



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/)



## 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

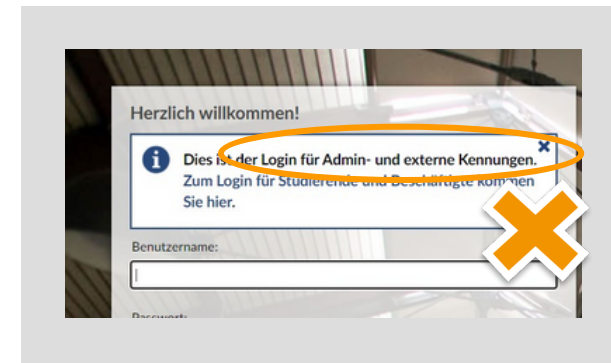
- **Apply for Campuscard**

<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)

<https://www.zim.uni-passau.de/en/orientation-week>  
(Dates t.b.a)

[https://studip.uni-passau.de/studip/index.php?cid=ff89053bf54357f4845172083fd31dc4&cancel\\_login=1](https://studip.uni-passau.de/studip/index.php?cid=ff89053bf54357f4845172083fd31dc4&cancel_login=1)



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

## 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, 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

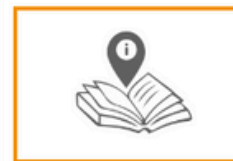
#### Applicant portal selection



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

## Exams during your studies

- „**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 examination form!**
- Use **Campus Portal** for registration or to sign off.

**Dates for registration and deadline to sign off:**

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

**How to register for all examinations via campus portal:** <https://www.uni-passau.de/en/study/getting-organised/exa-management/exam-management-help/brief-instructions/exam-registration>

## University Library

- Wikipedia ≠ Library Compiled literature for lectures and seminars
- Literature research via the „**Passauer Suchportal**“

<https://literatursuche.ub.uni-passau.de/>

- Order and reserve books
- Access academic journals
- Copy and printer areas
- Book scanner (free!)
- 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/>

# Orientation Weeks of the Student Committees

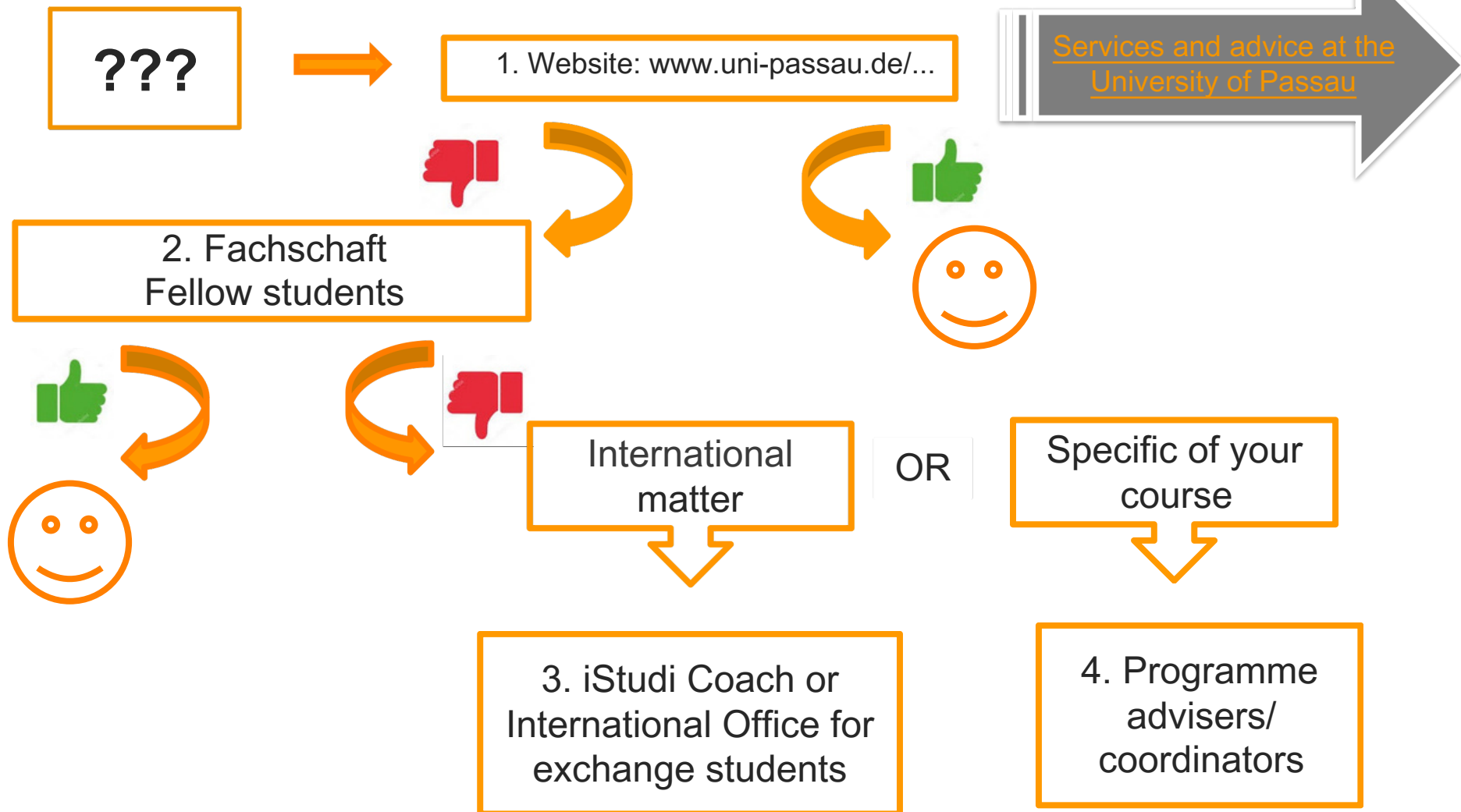
<https://www.uni-passau.de/en/orientation-week>



- 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
- **Pro tip: follow the student committees on instagram for updates!**

Which students?	When?	Stud.IP
International students <a href="https://www.uni-passau.de/en/orientation">https://www.uni-passau.de/en/orientation</a>	29 September 12 October	992025
Faculty of Computer Science and Mathematics (@fsinfopassau) Also: Teaching subjects Mathematics and/or Informatics	29 September - 10 October	244 and 5000 (Calculator introduction)
Faculty of Humanities and Cultural Studies (@fs.geku)	06 - 10 October	06102025
Faculty of Social and Educational Sciences (@fs.sobi) (Teaching among others)	06 - 12 October	00226
Teacher education programmes (@stuvela) (additionally for all school types)	06 - 10 October	061025
School of Business, Economics and Information Systems (@fswiwi_passau)	06 - 11 October	29010
Faculty of Law (@fsjurapassau)	06 - 10 October	45050

# Who should I contact if I have questions?





## Volunteer with All You Can Do (AYCD)!

### What is All You Can Do (AYCD)?

AYCD helps you find the right volunteer position—whether in the social, cultural, or sustainability sector. You choose what suits you and gain whole new perspectives.

No matter what you study, where you come from, or what language you speak — you are welcome.

### Questions?

We will have a Q&A session, come meet with us!

When? October 7<sup>th</sup> and 14<sup>th</sup> from 11:30 to 13:00

Where: Mensa

### Curious?

Scan this QR code to go to the AYCD website and learn about our projects and how you can register!



## Student committees (Fachschaften)

- **Law (FS Jura)**  
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 (FS WiWi)**  
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 (FS Info)**  
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 (FS 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 (FS 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
- Application document -checks

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

<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>

# Thank you for your attention!

Follow us on Instagram: [@unipassau.international](https://www.instagram.com/unipassau.international)

Register for the International Orientation Weeks: <https://www.uni-passau.de/en/orientation/registration>

Link for International Orientation Weeks on StudiP: [https://studip.uni-passau.de/studip/dispatch.php/course/details?sem\\_id=538e3d07b81144217db2f6d86cad2d8c&again=yes](https://studip.uni-passau.de/studip/dispatch.php/course/details?sem_id=538e3d07b81144217db2f6d86cad2d8c&again=yes)



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