

Study Organization for degree-seeking students



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Referat VI/2 -International Support Service

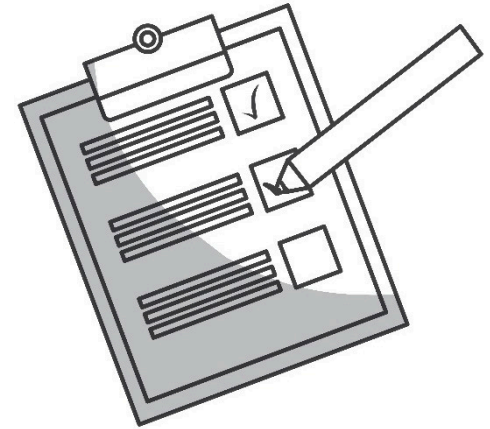
Fernanda and Valeria

Summer Semester 2026

istudicoach@uni-passau.de

Topics

- Studying in Passau –What can I expect?
- Semester cycle
- important documents
- ECTS credits and grades
- Standard and maximum period of study
- Modules and Lectures
- Exams
- The most important online platforms
- Additional information and support
- Your questions



Source: Colourbox.de

You are responsible for:

- the entire organization of your studies
 - timetable
 - registration for courses and exams
- your time management:
 - studies
 - household
 - job
 - leisure time

Pro-active students working independently



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Semester Cycle

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

Lecture Period (SoSe 26):

- **13 April 2026 – 17 Juli 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 you studies **in time** (“**Regelstudienzeit**”), 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

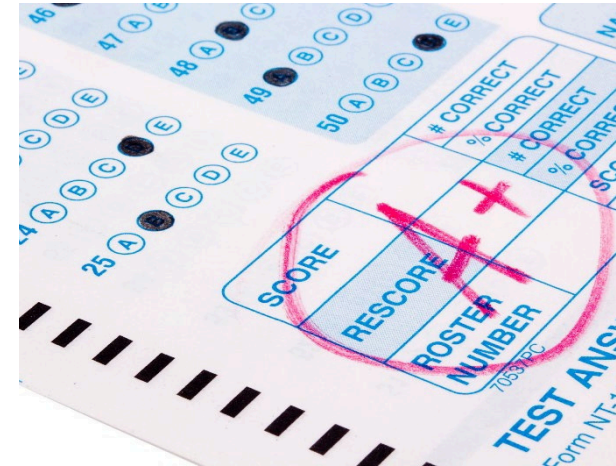
In general: the smaller the number, the better

- **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 think you will exceed the standard period of study!



Source: Colourbox.de

Programme advisers:

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

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

**Info Event for German Courses:
Wednesday, 8 April 2026 from
12:00 to 13:00 at NK 316**

Online placement test required:

German, Italian, Spanisch, French and English

- 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 oTeacher Education Programme should take the English for Cultural Studies test.

No online placement test required:

**Chinese, Ancient Greek, Indonesian, Latin, Polish,
Portuguese, Russian, Thai, Czech, Turkish**

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>

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
- There is no script, students usually take notes
- Questions can be asked
- No participant restriction and no compulsory attendance
- Type of exam: one written exam on the semester end

Basic course (Grundkurs: GK)

- Similar to a lecture Introductory event
- Often smaller groups
- 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
- 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, portfolios (possibly written exam in proseminars)
- **In addition: Master Class (MC), Oberseminar(OS), ...**



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Kompaktseminar (KS):

- Free workshops 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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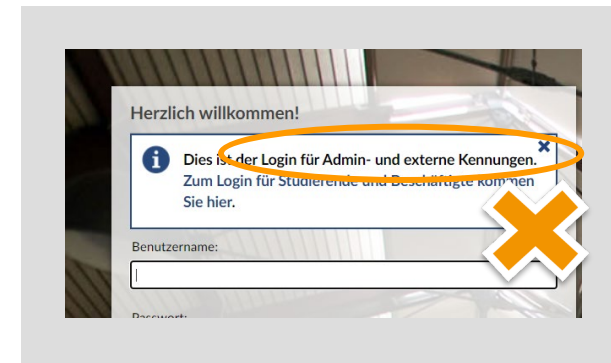
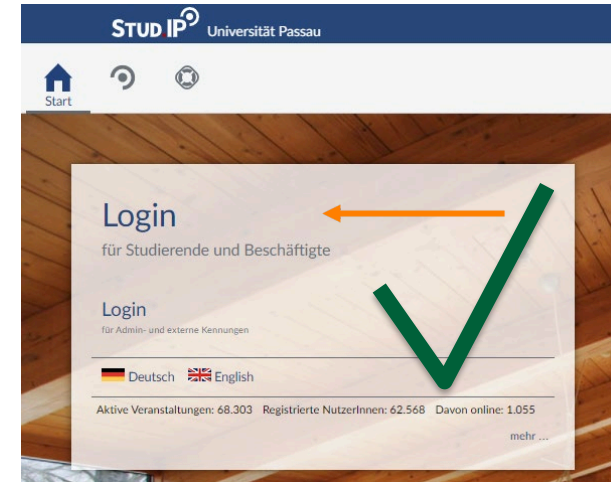
Stud.IP

- 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**
- Introductory events to IT services during the Orientation Weeks! (in English & online via Zoom)

<https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students/>

<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



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

<https://www.hilfe.uni-passau.de/en/multi-factor-authentication>

<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/

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

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/

Exams during your studies

- „**Klausuren**“: written exams, at the end of the lecture period
- „**Referate**“: oral presentations, during the semester
- „**Portfolio**“: non traditional examination, collection of different formats
- „**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/exa-management-help/brief-instructions/exam-registration>

Academic adjustments are special dispensations that **compensate for disadvantages brought about by a candidate's disability or chronic or mental health conditions (for example Depression), or ADHD and Autism:**

- 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)



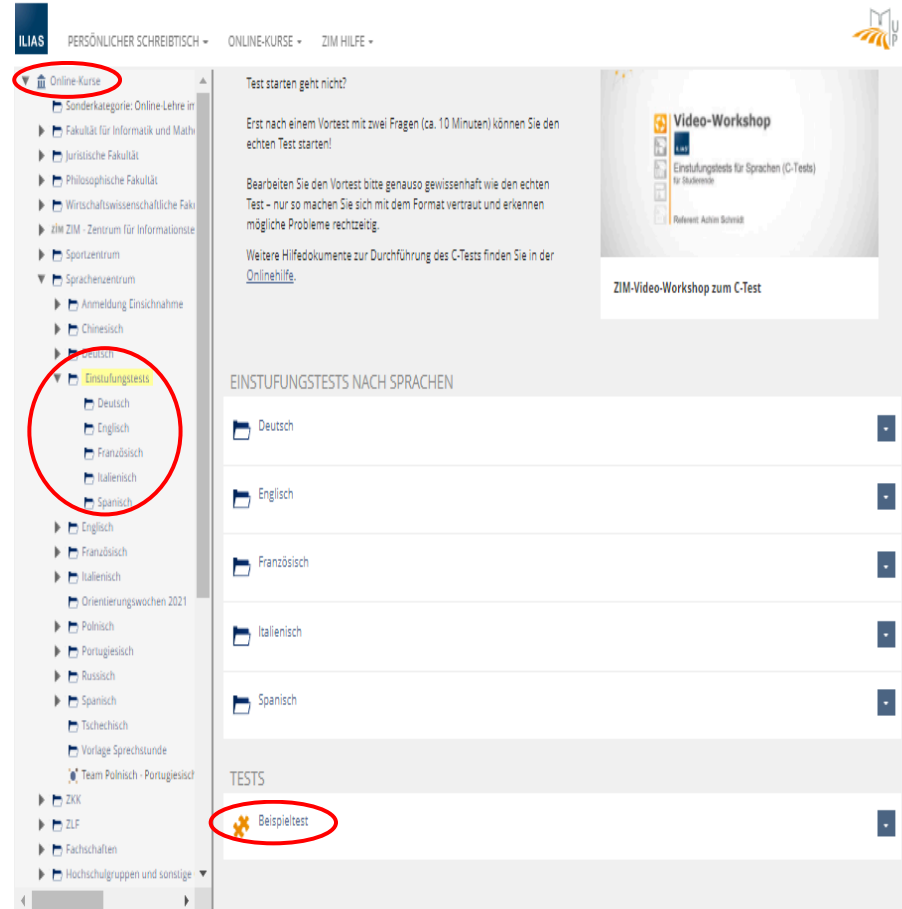
More information and advice from the Student Disabilities Officer, Dr. Ulrike Bunge:
<https://www.uni-passau.de/en/examinations-office/academic-adjustments/exam-access-arrangements>

ILIAS

- Learning platform for virtual teaching
- Possibly lecture recordings
- Conduct C-Tests (placement tests)

www.hilfe.uni-passau.de/ilias-hilfe/c-tests/

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



ILIAS PERSÖNLICHER SCHREIBTISCH ONLINE-KURSE ZIM HILFE

Online-Kurse

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

Test starten geht nicht?

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

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

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

Video-Workshop
Einstufungstests für Sprachen (C-Tests)
für Studenten
Referent: Achim Schmidt

ZIM-Video-Workshop zum C-Test

EINSTUFUNGSTESTS NACH SPRACHEN

- Deutsch
- Englisch
- Französisch
- Italienisch
- Spanisch

TESTS

- Beispieltest

Technical assistance:
www.hilfe.uni-passau.de/

University Library

- 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>
Hafsa.Idrees@uni-passau.de

Virtual tour of the library:

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

Orientation Weeks of the Fachschaften



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



- Schedule consultation
- Support in registration for courses and workshops
- Guided tours, rallies (on campus and in the city), social and info events
- **Pro tip: follow the Fachschaften on instagram for updates!**

Which students?	When?	Stud.IP
International students (@unipassau.international) https://www.uni-passau.de/en/orientation	30 March to 12 April	992025
Faculty of Computer Science and Mathematics (@fsinfopassau) Also: Teaching subjects Mathematics and/or Informatics	07 - April 10	5000
Faculty of Humanities and Cultural Studies (@fs.geku)	06 - 12 April	07042026
Faculty of Social and Educational Sciences (@fs.sobi) (Teaching among others)	07 - 12 April	00704
Teacher education programmes (@stuvela) (additionally for all school types)	06 - 10 April	070426
School of Business, Economics and Information Systems (@fswiwi_passau)	06 - 10 April	29010
Faculty of Law (@fsjurapassau)	tba	45050

Student committees (Fachschaften)

- **Law (FS Jura)**
Innstr. 39, room 028 JUR
E-Mail: 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 <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
<https://fsinfo.fim.uni-passau.de/>
- **Social and Educational Sciences (FS SoBi)**
Innstr. 40, room 235 NK
E-Mail: 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
<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

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

International Office for exchange students

- International Orientation Weeks Scholarships for international students
- Accommodation for exchange students
- Exchange programmes when going abroad during your studies

Stefanie Dallmeier
Room VW 108
Tel.: +49 851 509-1165
E-mail: Exchangestudents@uni-passau.de

iStudi Coach for international (Double) Degree-seeking students

- Support in non-academic matters and dealing with bureaucracy
- Pre-check and counseling service for your residence permit application and immigration-related questions (book an appointment via Eva Manetzgruber's Stud.IP profile)
- Getting settled and everyday life in Passau/on Campus
- Volunteering and social connections with "All You Can Do" (AYCD), including our International Comfy Corner and our Intergenerational Café

E-Mail: istudicoach@uni-passau.de

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

Additional Consulting Offers

Psychological Counselling Service

University of Passau

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

Psychological Counselling Service

Studentenwerk Niederbayern/Oberpfalz

E-Mail: psychologische-beratung@stwno.de

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

Thank you for your attention!



Follow us on Instagram: @unipassau.international
@allyoucando.unipassau
@generationencafe.passau

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



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