Dear International Students,

On behalf of the Faculty of Computer Science and Mathematics, I have the honour of welcoming you to the University of Passau! We are delighted that you have chosen to apply for one of our master’s programmes in Computer Science, Computational Mathematics or Artificial Intelligence Engineering, and I wish to personally congratulate you on your highly prestigious offer to study here. The entire Faculty, in particular our professors and lecturers, will strive to conduct first-class teaching and research enabling you to pursue a successful career in one of our domains which have never been as important as they are today. Please do take advantage of this opportunity!

In order to succeed in your studies, active participation will be essential. The best way to deepen your understanding in the fields of computer science and mathematics will be through proactive scrutiny rather than passive consumption of contents. You should attend your lectures and seminars, but you should especially complete your exercises independently in order to experience utmost progress. That way, your degree programme will be fun and yield the best results preparing you for stellar opportunities on the job market, be it in academia or the private sector.

As your Dean, I can proudly say that you will be in the best of hands with our team of International Student Assistants. We all look forward to welcoming you to our beautiful university and wish you a marvellous start in Passau!

Prof. Dr. Tobias Kaiser
Dean of the Faculty of Computer Science and Mathematics

Our Student Assistants

This handbook was compiled by the International Student Assistants of the Faculty of Computer Science and Mathematics (in short: FIM). After reading it, you will be well equipped to manage your stay at our university! If you have any questions or problems regarding your studies, the master’s programme in particular, or your life in Passau in general, please do not hesitate to contact us:

✉️ master-help@fim.uni-passau.de

Welcome to the University of Passau!
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Our University

The campus of the University of Passau stretches along the river Inn, only a very short distance from the city centre. Around 12,000 students are enrolled in the degree programmes offered by our four faculties: The Faculty of Law, the Faculty of Business, Economics and Informations Systems, the Faculty of Arts and Humanities, and - last, but not least - the Faculty of Computer Science and Mathematics. Since the University prides itself on its interdisciplinary teaching approach, you might also get to enjoy classes from a different faculty than your own!

Advice on Organising Your Studies

As you will soon notice, students in Germany are expected to be very independent and self-sufficient in their studies. Translated to your situation, this means: There are special orientation programmes at the beginning of your studies to help you settle in and acclimatise. Beyond that, you are responsible for your own study progress and for solving your own problems. Of course, there are several offices in our administration to help you with specific problems and answer any questions you might have. However, please do not expect them to actively seek you out and offer help. **YOU need to take the initiative and ask for help or information yourself!** Please check if you need to make an appointment beforehand for in-person visits.

Who is Who?

**Prof. Dr. Ulrich Bartosch**  
*President*

**Dr. Achim Dilling**  
*Head of Administration*

If you are not yet in Passau, why not explore the university grounds in a virtual tour?  
[https://www.virtualtour.uni-passau.de/en/](https://www.virtualtour.uni-passau.de/en/)
Our Faculty

Out of the four faculties at our University, the Faculty of Computer Science and Mathematics (FIM) is the smallest, and the faculty with the largest percentage of international students. Accordingly, the master’s programmes offered are taught primarily (M.Sc. Computer Science) or completely in English (M.Sc. Computational Mathematics, M.Sc. AI Engineering). The Faculty of Computer Science and Mathematics has an excellent reputation in the international arena: our professors are leading experts in their fields, and the Faculty and its degree programmes consistently attain top positions in university rankings.

You have probably already been in contact with our International Coordinator Wolfgang. He supervises all international affairs at our Faculty. You should e-mail him if you encounter difficulties obtaining your entry visa, are forced to defer your study offer as a result, require a deadline extension for your enrolment, face any problems with the local Ausländeramt, wish to have courses from abroad recognised for your degree (in case you have previously studied in a master’s programme already). Wolfgang will also try to assist you with all other kinds of unique situations you may find yourself in, so please do not hesitate to get in touch with him!

Wolfgang Mages
International Coordinator

The student committee of our Faculty represents your interests in various governing boards across the University. They also support you with problems or questions you might have concerning your studies, regularly organise social events and keep a collection of previous exams. Do not hesitate to reach out to them!

fsinfo.uni-passau.de

General: fsinfo@fim.uni-passau.de
Exams: exams@fsinfo.fim.uni-passau.de
# University Services

*Check beforehand on the corresponding website if you need to make an appointment for in-person visits with a specific office. Otherwise you might stand in front of closed doors!*

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
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<tbody>
<tr>
<td><strong>iStudi Coach</strong></td>
<td><strong><a href="mailto:istudicoach@uni-passau.de">istudicoach@uni-passau.de</a></strong></td>
</tr>
<tr>
<td>For information and questions about internships, student jobs and/or work in or around Passau after graduation, please contact the <a href="mailto:istudicoach@uni-passau.de">iStudi Coach</a> Luise Haack. She will help you find internships as well as entry-level positions after graduation.</td>
<td></td>
</tr>
<tr>
<td><strong>International Office</strong></td>
<td><strong><a href="mailto:international@uni-passau.de">international@uni-passau.de</a></strong></td>
</tr>
<tr>
<td><a href="http://www.uni-passau.de">Website</a></td>
<td>Administration Building Innstr. 41</td>
</tr>
</tbody>
</table>
| ![Checkmark](image) Financing your studies  
International Orientation Weeks  
Student accommodation          |
| **Academic Advice Service**  | **advice@uni-passau.de** |
| [Website](http://www.uni-passau.de) | Law Faculty Building (Juridicum) Rooms 017, 016, 015, 014 Innstrasse 39 +49 851 509 1154 |
| ![Checkmark](image) Information on degree programmes  
Studying with disabilities or illnesses          |
| **Student Registration Office** | **registry@uni-passau.de** |
| [Website](http://www.uni-passau.de) | Administration Building Innstrasse 41 +49 851 509 ext. 1127 or 1128 |
| ![Checkmark](image) Enrolment procedure  
German language requirements  
Student fees  
Health insurance          |
| **Examinations Office**      | **examinations@uni-passau.de** |
| [Website](http://www.uni-passau.de) | M.Sc. Computational Mathematics:  
Ms. Lang  
[Contact Form](mailto:contact.lang@uni-passau.de) |
| ![Checkmark](image) Exam registration  
Transcripts of records  
Creditability of grades          |
| **Family Services**           | **familienoffice@uni-passau.de** |
| [Website](http://www.uni-passau.de) | Juridicum  
Room JUR 012 Innstrasse 39 +49 851 509 1026 |
| ![Checkmark](image) Support for families  
Maternity protection  
Child care          |
| **Student Services Association** | **sandra.ruegier-mueller@uni-passau.de** |
| [Website](http://www.uni-passau.de) | Sandra Rüdiger-Müller  
+49 851 509-1922  
[info-punkt-pa@stwno.de](mailto:info-punkt-pa@stwno.de) |
| ![Checkmark](image) Mensacard  
Public dormitories  
Counseling          |
M.Sc. Computer Science

The standard duration of studies for the M.Sc. Computer Science is four semesters, during which you will have to gather at least 120 credit points. Keep in mind that you need to accumulate either 20 ECTS by the end of your first or 30 ECTS points by the end of your second semester. Otherwise you will face exmatriculation.

Degree Structure

Overall, the 120 credit points must include:

- 30 credit points for a master’s thesis, supervised by a professor (typically in your area of specialisation)
- at least 40 credit points from your specialisation module group
- at least 30 credit points in modules that are not from your specialisation
- the completion of one seminar worth 5 credit points
- ‘freely selectable’ modules: the residual 15 credit points may stem from any of the modules taught as part of the master’s programme regardless of specialisation, subject area or general area.

You can select modules from the Focus Areas 1-5 plus the General Area. The General Area contains modules that are part of the master’s curriculum but do not belong to any of the focus areas detailed on the next page.

To see which courses are available, you can check the module catalogue. Once you have your student login credentials, you can also look up all offered classes in the Master Informatik course directory on Stud.IP.
Choosing a Specialisation Area

You can customise your curriculum according to your personal interests. However, you will choose one area of specialisation towards the end of your studies. You only need to declare your area of specialisation when you request your master's certificate. Until then, you have to make sure that you accumulate at least 40 ECTS points in your chosen area and that you fulfill the other degree requirements (cf. above). To find out whether an offered module can be counted towards your specialisation area, please consult its description text in Stud.IP or the module catalogue.

Offered Specialisation Areas

**Area 1: AlgMath**
*Algorithmics and Mathematical Modelling*

Courses in this subject area convey knowledge about deterministic and stochastic algorithms, their implementation, evaluation and optimisation. You will gain advanced knowledge in computer-based mathematical methods – particularly in the areas of algorithmic algebra and computational stochastics – as well as developing an in-depth expertise in mathematical modelling and complexity analysis of discrete and continuous problems.

**Area 2: ProgSoft**
*Programming and Software Systems*

Imparting modern methods for constructing large-scale software systems as well as creating and using software authoring, analysis and optimisation tools, this module group will consolidate your knowledge of the various programming paradigms and languages, the structure of language processing systems, and teach you how to deal with parallelism in programme procedures.

**Area 3: InfComm**
*Information and Communication Systems*

Courses in this subject area will further your understanding of interactions between information systems and computer networks – being two classic areas in computer science. This module group represents an answer to the problem of increasing volume and complexity of worldwide information distribution and networks, as well as to the growing requirements on quality and performance of computer communication. Additionally, you will learn how to transfer database results to multimedia data.
Area 4: ITS

**Intelligent Technical Systems**

This module group will familiarise you with digital image and signal processing, embedded systems and applications of intelligent technical systems in industrial and assistance systems, which are necessary for production automation and process control, traffic control, medical and building technology. You will learn how to develop complex applications using computer systems and deal with topics such as image reconstruction, camera calibration, sensor data fusion and optical measurement technology.

Area 5: ITSecRel

**IT Security and Reliability**

Courses from this subject area deal with the security and reliability of IT systems, e.g. hardware circuits, communication protocols as well as complex networked application systems. To ensure the secure operation of these systems, you will learn about design methodology, secure architectures and the technical implementation of the underlying components.
M.Sc. AI Engineering

The standard duration of studies for the M.Sc. Artificial Intelligence Engineering is four semesters, during which you will have to gather at least 120 credit points. You will be able to customise your curriculum according to your personal interests.

Degree Structure

Overall, the 120 credit points must include:
- One seminar on “AI Engineering” worth 5 credit points
- The mandatory lecture “Introduction to AI Engineering” worth 5 credit points (within the first 3 semesters)
- 30 credit points for a master’s thesis
- At least 70 credit points from Compulsory Elective Modules: 55 credit points from areas 1-4 with min 10 credit points per area 2-4, area 5 min 5 credit points
- 10 more credit points from areas 1-6

Focus Areas

Area 1
Algorithm Engineering and Mathematical Modelling

Courses in this area focus on the construction of deterministic and stochastic algorithms, their implementation, evaluation and optimisation as well as the modelling and complexity analysis of discrete and continuous problems using mathematical methods. In addition, you will acquire fundamental knowledge of mathematical logic, stochastics, functional analysis and discrete mathematics to enable a deeper algorithmic mathematical understanding of AI-based systems.
Area 2
Artificial Intelligence Methods
This area encompasses methods and algorithms of symbolic and sub-symbolic artificial intelligence and machine learning (e.g. reinforcement learning, knowledge representation and deduction systems). Furthermore, you will get to know the underlying theories of learning systems and the application of algorithmic and mathematical principles for the realisation of artificial intelligence.

Area 3
Artificial Intelligence Systems Engineering
Courses in this area will provide you with methods and structured process models for the development of AI-based systems. In particular, these include testing and evaluation strategies (e.g. generative adversarial testing or simulation), data and knowledge modelling methods, methods and systems for operationalising AI-based systems and the evaluation of properties such as security, traceability, reliability, explicability and transparency.

Area 4
Artificial Intelligence Applications
You will gain insight into different application areas and possibilities of artificial intelligence, such as speech, text and media analysis, business information systems or energy informatics. The specific characteristics of the application domains and their influence on the selection of AI methods and the development of AI-based systems are also covered.

Area 5
Cross-Cutting Concerns
You will learn about the legal, ethical, social and economic considerations involved in using AI-based systems and reflect on the societal impact of AI. Language courses and writing workshops, soft-skills seminars and practical courses will complement your academic studies and prepare you for your professional life.

Area 6
Research Seminars
You will learn to familiarise yourself independently with the current state of research in the AI Engineering field, collate this information and deliver oral presentations. You will acquire in-depth knowledge of research work in the field of artificial intelligence and thus be prepared for a future career as a researcher.
M.Sc. Computational Mathematics

The standard duration of studies for the M.Sc. Computational Mathematics is four semesters, during which you will have to accumulate a minimum of 120 credit points. You will be able to customise your curriculum according to your personal interests.

Degree Structure

### Compulsory Elective Modules

- **Focus Area 1:** Algebra, Geometry and Cryptography
- **Focus Area 2:** Mathematical Logic and Discrete Mathematics
  - at least 15 ECTS out of Focus Areas 1 and 2
- **Focus Area 3:** Analysis, Numerics and Approximation Theory
- **Focus Area 4:** Dynamical Systems and Optimization
- **Focus Area 5:** Stochastics, Statistics
  - at least 15 ECTS out of Focus Areas 3 to 5
- **Focus Area 6:** Data Analysis and Data Management and Programming
  - at least 10 ECTS out of Focus Areas 6 and 7
- **Focus Area 7:** Applications
- **Focus Area 8:** Key Competencies and Language Training
  - at least 4 ECTS out of Focus Area 8

**Compulsory Electives:** At least 50 ECTS out of Focus Areas 1 to 5

**Compulsory Modules**

- Seminar 1: 5 ECTS
- Seminar 2: 5 ECTS
- Master’s Thesis: 27 ECTS
- Master’s Thesis: Presentation: 3 ECTS

**In total: 40 ECTS**

**In total at least: 80 ECTS**

**Overall, the 120 credit points must include:**

- **30 credit points** for a master’s thesis, supervised by a professor (typically in your field of specialisation)
- the completion of two seminars (**5 credit points each**, typically in your field of specialisation)
- at least **64 credit points** from your Compulsory Elective Modules
- ‘freely selectable courses’: the residual **16 credit points** may stem from any modules taught as part of the master’s programme.

For the Compulsory Electives, you will choose courses from the eight modules detailed on the next page. To see which classes are available, you can check out the **module catalogue**. Once you have your student login credentials, you can also look up all offered classes in the ‘Master Computational Mathematics’ course directory on Stud.IP.
## Compulsory Elective Modules

### Area 1: AGC
**Algebra, Geometry and Cryptography**
This module group imparts advanced results in the areas of algebra and geometry, which constitute the foundation for algorithmic calculations – particularly in cryptography, but also in many other mathematical areas.

### Area 2: MLDM
**Mathematical Logic and Discrete Mathematics**
The theoretical possibilities and limitations of algorithm-based solutions are the subjects of this module group.

### Area 3: ANAT
**Analysis, Numerics and Approximation Theory**
Methods from the fields of mathematical analysis, applied harmonic analysis and approximation theory for modeling and approximating continuous and discrete data and systems as well as efficient numerical implementation and evaluation of these methods are the scope of this module group.

### Area 4: DSO
**Dynamical Systems and Optimization**
Dynamical systems theory deals with the description of change over time. This module group is concerned with methods used for the modelling, analysis, optimisation and design of dynamical systems, as well as the numerical implementation of such techniques.

### Area 5: SS
**Stochastics, Statistics**
This module group deals with methods for modelling and analysing complex random phenomena as well as the construction, analysis and optimisation of stochastic algorithms and techniques used in statistical data analysis.

### Area 6: DADMP
**Data Analysis and Data Management and Programming**
The core methods used in computer science to analyse data of heterogeneous modalities (e.g. multimedia data, social networks and sensor data) and for the realisation of data analysis systems are the topics in this module.
In this module group, you will learn to use the mathematical methods taught in module groups 1-6 in real-world applications such as Marketing, Predictive Analytics and Computational Finance.

Choosing seminars from this module will help you develop your non-subject-specific skills such as public speaking, academic writing and other soft skills; you may also complete an internship with academic supervision. This serves to complement your technical expertise gained during your studies and helps you prepare for your professional life after university.
Enrolment

You have received an offer for your desired degree programme in the Campus Portal? Great! Now you need to complete the following steps in order to enrol at our University:

1. Online Enrolment

By enrolling online, you indicate that you intend to accept the offer. Specific information about the process will be provided together with your offer letter.

Please note: If you are unable to join the programme for the semester in which you were originally offered a place (see Admission Deferral), there is no need to complete the online enrolment procedure. You may do so prior to the semester in which you know you will be able to commence your studies.

2. Enrolment with the Student Registration Office

To complete your enrolment, you need to present the original documents you provided during the application stage (or legitimately certified copies thereof) unless you have done so already with your application. Furthermore, you must submit all supplementary documents specified in the explanatory notes which came with your offer letter. Only then will you be properly enrolled at the University of Passau. This may be done until the first day of lectures, at the latest. Once you are matriculated, you will receive your user name and password for the university computer network. Then you are officially enrolled in your degree programme!

For questions and problems concerning the enrolment procedure or your student ID card, please contact the Student Registration Office:

registry@uni-passau.de

Admission Deferral

The Faculty of Computer Science and Mathematics is aware of visa appointment issues in some German diplomatic missions abroad. All students who are admitted to one of our programmes but are unable to arrive in Passau on time for the semester due to visa problems may be granted permission from the Dean's Office to defer their admission to the subsequent semester if they can present evidence that they unsuccessfully attempted to secure an entry visa on time. If this applies to you, please e-mail your International Coordinator at wolfgang.mages@uni-passau.de explaining your situation. He will guide you through the process and notify the Student Registration Office accordingly.
Visa and Residence Permit

You will find all necessary information about entry regulations on the website of the Federal Foreign Office (Auswärtiges Amt). Please note that many students have to apply for an entry visa at a German diplomatic mission (Embassy or Consulate General) in their country, which can take several months to be processed.

After your arrival, you will have to acquire a residence permit (‘Aufenthaltstitel’), allowing you to stay in Germany for an extended period of time (usually at least 12 months). During Orientation Weeks at the University (see Orientation Weeks), our team of Student Assistants will help you complete the required documents. In order to apply for a residence permit, you need to contact the Foreigners’ Office (Ausländeramt) in Passau.

Rathausplatz 1
94032 Passau
Phone: +49 851 396512

auslaenderamt@passau.de

More information on residence permits and the German Immigration Act
Health Insurance

Germany has a highly advanced healthcare system. As a university student, you are not only obligated to have health insurance coverage, but the insurance policy must also meet a number of basic German standards. You must provide a health insurance certificate when you enrol at the University of Passau and also when you apply for your residence permit.

If you are an EU/EEA-citizen your foreign insurance is valid in Germany. You will, however, need a European Health Insurance Card (EHIC) and get a certificate stating that you are exempt from the German health insurance requirement (i.e. a certificate of exemption). To request this certificate, contact one of the health insurance companies in Passau (see the University link below for their addresses).

Non-EU citizens should check whether their foreign insurance policy is valid in Germany. To do so, please go to the University’s info website.

If you want to acquire a German public health insurance policy, there are special offers at lower rates for students up to the age of 30 years. Students aged 31 and older often choose to opt for a private insurance company instead. For additional information can be found on the University’s info website on that topic.

Student health insurance coverage starts on the first day (of the month) of the semester, i.e. on October 1st (winter semester) or April 1st (summer semester). Please make sure that you have private insurance (e.g. through short-term traveller’s insurance) during the time between your arrival in Germany and the beginning of the semester.
Travelling to Passau

Please note that the university is not responsible for your journey to Passau. You have to make your travel arrangements independently.

Passau does not have its own airport. The closest airport to Passau is Munich Airport (MUC). Some airlines might also fly to Nuremberg Airport (NUE). The biggest airport in Germany is Frankfurt am Main Airport (FRA). From those airports, Passau can be reached best by train. Train schedules and ticket prices can be found on the [Deutsche Bahn website](https://www.deutsche-bahn.com).

### From Munich Airport (MUC)
Take bus line 635 to Freising Bahnhof (Freising railway station) and from there take a train to Passau Hauptbahnhof (Passau railway station). The trip takes approximately two hours. For the current bus schedule, please visit the [MVV München website](https://www.mvv-muenchen.de).

### From Nuremberg Airport (NUE)
Take the U2 subway towards Nürnberg Röthenbach and exit at Nürnberg Hauptbahnhof/Nürnberg Hbf (Nuremberg railway station). From there you will be able to catch a long-distance train to Passau. There are many trains with different destinations that stop at Passau Hauptbahnhof.

### From Frankfurt am Main Airport (FRA)
Take the train from Frankfurt am Main Flughafen Fernbahnhof (Airport station) to Frankfurt Hauptbahnhof/Frankfurt Hbf. There are different trains with various final destinations that go to or via Passau.

### Customs Regulations
Upon entering Germany, there are certain regulations you have to consider regarding restrictions and limitations on certain goods, especially if you come from a non-EU member state. You will find all information on import regulations on the official [Customs website](https://www.customs.de).
Accommodation

Finding accommodation in Passau can be challenging, especially if you are searching from abroad and do not speak German well or at all. It is very important that you start looking early, as most places are occupied well before the semester starts. We recommend that you apply for all dormitories and try searching for a private flat or a shared apartment at the same time.

At German universities, students are responsible for finding their own accommodation. Our student assistants are happy to help with fine-tuning applications or mediating between you and a German landlord, but the initiative to find a suitable space has to come from you.

Dormitories

Ideally, you receive a room in one of the dormitories and sign the contract before your arrival. However, rooms in dormitories are in very high demand, which makes it highly unlikely to receive an offer. Nevertheless, we suggest you apply for a room in all dormitories anyway to maximise your chances.

Public Dormitories

The Studentenwerk operates multiple public student dormitories which are fully furnished and affordable but also extremely sought-after. Getting a room in one of those dormitories is very difficult, especially for international master's students, because undergraduate and exchange students are favoured. Only German students can apply for a room directly; European and other international students must apply through our International Office. Even though your chances are small, you should still apply for a room as there are always some last-minute cancellations from which you might benefit.

To apply for a room in a public dormitory, please follow these instructions.

The application deadlines are:
December 15th for the summer semester
June 15th for the winter semester

Even if the regular application deadline for the dormitories has ended before you have received your acceptance letter from the university, you can still apply in order to be considered or waitlisted. There is still a chance for you to receive a room if somebody else cancels.

Please contact Ms. Winterkorn at the International Office for advice and further information on the dormitories. She manages all of the University's dormitory rooms, and she might also have some other offers available on the private housing market. You can find her contact details below:

alexandra.winterkorn@uni-passau.de
Raum VW 103
Innstr. 41
Phone: +49 851 509-1161

Private Dormitories

There are numerous privately-run dormitories in the city which are a little bit easier to get into. The rooms in the dormitories are provided by private landlords or real estate agents. You can find a list of private dormitories below. Each of them has their own application form/procedure. You can and should apply for all of them. Please beware that the Kloster Hamberg is located across the border in Austria.

List of private dormitories
Private Housing Market

Look for an apartment or shared flat on the free housing market as early and relentlessly as possible. Sharing a flat is the most common living arrangement among university students; One-person apartments are rare and usually more expensive. Therefore, you might want to focus on finding a room in a shared flat. That way, getting to know locals and other students is much easier, too.

Although Passau is an “Universitätsstadt” and home to many people from all over the world, there is still a fair share of people who do not (dare to) speak much English. Hence, please try to contact landlords/landladies or real estate agents in German. To do so, most online translation services produce sufficiently satisfactory results nowadays. Please be as polite as possible and try to write formally correct. If you require help drafting a more specific and accurate letter, you may contact us via e-mail at:

✉️ master-help@fim.uni-passau.de

🌐 Websites with accommodation offers
Financing Your Studies

Tuition Fees

There are no tuition fees at public universities in Bavaria. Nevertheless, you are required to pay the semester fee of EUR 84.50. This includes EUR 62.00 for the student services association (Studentenwerk) and EUR 22.50 for the semester bus pass. The latter allows you to use the city’s buses for the duration of one semester. It is valid only within the city of Passau.

Living Expenses

Depending on your accommodation and your lifestyle, the costs of living in Passau may vary widely. Nevertheless, you should calculate with up to EUR 853.00 a month for accommodation, food, transport and leisure activities.

Student Employment

In order to support your studies financially, you can take the most common route and work part-time. However, there are some things you have to consider: EU/EEA citizens have free access to the German employment market. Lawful employment for students from non-EU member states is limited to 120 full days per year (or 240 half days per year). If you want to work more than that, you have to get a work permit from the employment office (see below) and the Foreigners’ Office (Ausländeramt) in Passau. The iStudi Coach will help you with questions regarding those regulations.

Scholarships

The University of Passau’s International Office offers scholarships for international students each year. You may be eligible if you have been enrolled in a degree programme at the University of Passau for at least two semesters.

The application deadlines are:
For the summer semester: February 28th
For the winter semester: July 31st

You can also apply for a Deutschlandstipendium, a scholarship available at universities throughout Germany which supports students with EUR 300.00 per month. It is awarded once a year in the winter semester. To be eligible, you have to be enrolled at the University of Passau or plan to enrol for the semester following your application as a regular degree-seeking student at the University of Passau (which all of our master’s students are). Criteria for selection are personal accomplishments, commitment and grades.

More information about the application procedure can be found on this website.

Furthermore, the German Academic Exchange Service (Deutscher Akademischer Austauschdienst, DAAD) runs a scholarship database for international students. Follow this link and select your status, country of origin and field of study to get information on suitable scholarships for you.

Depending on the scholarship, there may be additional qualifications that you have to fulfill in order to apply. Also note that there may be application deadlines.
Managing Your Studies

Checklist: Your First Semester

- Participate in the orientation weeks
- Request and collect your CampusCard
- Create your semester schedule and sign up to your classes on Stud.IP
- Use the copy function of the CampusCard
- Participate in the offered FIM events
- Request your FIM login credentials and log into a computer in the CIP-Pool
- Install Eduroam and the University’s VPN client on your PC
- Find a student club or society to join
- Optional: participate in the HISQIS information event and learn how to register for exams
- Register for your exams on HISQIS
- Optional: Take part in the info event for next semester’s seminars
- Ace your exams!
Orientation Weeks for International Students

In order to settle in well at the university, taking part in the Orientation Weeks (O-Wochen) for International Students is essential!

The programme includes plenty of informative events as well as guided tours of the campus, the library and the city of Passau. You will also have lots of opportunities to ask questions. Furthermore, you will receive an introduction to the Sports Centre, the study management platform Stud.IP, and so on. O-Wochen are also a great opportunity to make new friends. Make sure to register for the Orientation Weeks in time!

For more information please visit the Orientation Weeks' website and check out the detailed timetable.

Keep in mind that the pages are updated with info on the new semester only a few weeks before the semester starts.

Your Student ID Card „CampusCard“

Your student ID card is proof of your enrolment. Have it with you whenever you are at the University because it will (amongst other things) allow you to:

- print or make photocopies
- pay for food at the Mensa
- grab a snack at the University cafeterias
- borrow books and other items from the library
- use the sports facilities
- access the Computer Science building on Sundays and during night-time for extra-long study sessions

Furthermore, it will allow you use the buses in Passau for free or even benefit from some special discounts at stores, cinemas or restaurants.

To apply for your student ID card, log into Stud.IP and click on ‘CampusCard’. Fill out the form and add a passport-sized picture of yourself. You will be notified when your Campus Card is ready for pick up.

Once you have received your card, all you have to do is to go to one of the local validation machines to validate it. Now your campus card is ready for use. Sounds complicated? Don’t worry – we will guide you through the process during the Orientation Weeks (see left).

If you lose or accidentally damage your CampusCard, you can block it in the card portal in Stud.IP. When you apply for a replacement card, your old CampusCard is automatically blocked.
Student IT Services

Stud.IP

Stud.IP is a study management platform that you will use to enrol in lectures and most importantly to download all relevant documents and information for your classes. Furthermore, you can use Stud.IP to communicate with fellow students, professors and international student support staff.

Everything concerning your classes can be found and managed here except for signing up for your exams, which is done via HISQIS (see right). You can use Stud.IP on any browser or smart phone by simply logging in to the website https://studip.uni-passau.de/studip using your username and password that you received at matriculation.

Registering for a course in Stud.IP is primarily a way for you to access documents and information about the course. Even though attendance is not mandatory in most lectures, we strongly advise you to enrol and participate. Some seminars or lectures do have a restricted number of spots. For those, you must enrol in order to attend. Attending those classes might also be compulsory, particularly if they are practical or research-intensive in nature.

Try to check the available lectures and seminars for upcoming semesters as early as possible to ensure you get a place in your desired courses. You will learn how to use Stud.IP during the Orientation Weeks.

HISQIS

Alongside Stud.IP you will also use HISQIS to organize your studies at the University. The platform allows you to sign up for examinations and check your grades.

You can find HISQIS using the URL https://qisserver.uni-passau.de. You have to use the same login credentials you use for Stud.IP. Unlike Stud.IP, however, HISQIS is currently only available in German, but do not worry: We will show you how to use HISQIS during the Orientation Weeks and once again later in the semester.

Campusportal

The Campusportal is the third platform besides Stud.IP and HISQIS helping you throughout your studies. It allows you to change your address in order to inform the university that you have moved. You can also find your enrolment certificate and other notifications there.

You can find the Campusportal using the URL https://campus.uni-passau.de/

University E-mail Address

Your student e-mail address has the format [username]@ads.uni-passau.de. You can check your inbox on email.uni-passau.de.

We STRONGLY recommend that you activate the forwarding mechanism to your regular email address. Otherwise you might miss important information! Please also whitelist any e-mails coming from @uni-passau.de or @ads.uni-passau.de in your e-mail application.

Software Licences for Students

Our university offers the softwares Microsoft Office 365 and Sophos Antivirus to all students free of charge. More information (in German only) is provided by the IT purchasing department.

Some software (Visual Paradigm, JetBrains IntelliJ Idea...) is licensed only for members and students of our Faculty. More information is available on this website (German only).

FIM IT Services

In order to use our faculty-internal IT services properly, you first need to set up your FIM account. The FIM support offers a detailed set of instructions on their website.

With this FIM account you can then use the computer labs of our faculty and various online services like Git (git.fim.uni-passau.de) or Mattermost (mattermost.fim.uni-passau.de). The IT services also provide you with computing resources and VMs for project work (e.g. your Master’s thesis).
**Getting Into a Seminar**

At the end of each semester, the chairs of our faculty present the topics of the next semester’s seminars. Sometimes the seminar courses even begin early (before the official lecture period starts). For you this means that you **cannot** take a seminar course in the first semester of your studies. Generally it makes sense to attend the seminar towards the end of your studies (e.g. the semester before you start writing your thesis), since it can be understood as „rehearsal“ for your Master’s thesis. However, the spots are limited, so don’t wait too long and inform yourself in due time!

**Module Catalogues/ Study and Examination Regulations**

A legally binding description of your study programme is detailed in the [Study and Examination Regulations](#). If you want to know about your rights and constraints within your degree programme, we suggest you give them a read (even though they may be a bit dry...).

Information about specific courses can be found in the [module catalogue](#) for your programme. This catalogue contains detailed course descriptions, and information on ECTS credit points and creditability for a particular focus area. It may be one or two semesters out of date, so if you cannot find an offered course, you can rely on its description on [Stud.IP](#) and ask the responsible lecturer for clarification if needed.

**Exams**

At our Faculty, you can take an exam three times at maximum. If you fail a mandatory exam for the third time, you cannot finish your studies and are exmatriculated. You cannot repeat an exam after you passed it. There is no way to improve your grade.

Unless otherwise stated, you register for exams via [HISQIS](#). The registration period differs from faculty to faculty, and gets announced via Stud.IP and in the lectures. Within that same period you can also deregister from an exam if you do not feel up to taking it after all. Please make sure to register in good time, as retroactive registrations will only be approved in serious and proven exceptional circumstances.

At the FIM, there are usually two exam dates offered for written or oral exams. In most cases, you can choose freely between the two; just make sure that you appear for your exam at the correct date! In general, we recommend that you try and take the exam one the first date. In case of failure this gives you the opportunity to repeat it at the second date without having to wait for a whole year, as most of the courses are only offered every second semester.

If you want to withdraw from an examination due to illness (and after the de-registration deadline), you need fill out [this form](#) (in German). The Examinations Office also details the necessary steps in this [English-language document](#).
The University’s language centre offers German courses for international students. Keep in mind that the credits do NOT count towards your degree! If you are enrolled at the university you can sign up for free, using Stud.IP.

As with most language courses in Europe, the German courses at the University of Passau are based on the Common European Framework of Reference for Languages (CEFR). It consists of 6 levels: A1, A2, B1, B2, C1 and C2, with A1 being the lowest (basic knowledge) and C2 the highest (native) level. It is highly recommended that you take advantage of these free German language classes to learn some basic German, which is definitely helpful for your daily life in Germany. By the end of your first year of study, you must possess proficiency in German at least at level A1.

Within your first year of studies, you should also take advantage of the possibility to participate in a counselling interview with one of the professors at the faculty. If they are able to have a simple conversation with you in German, your language course requirement may be waived altogether.

If you want to learn more about German culture and language, check out the German Summer Courses which last for four weeks, usually in August. However, unlike the German courses in which you can participate once you are an enrolled student, these summer courses are not free of charge.

The Language Café (‘Sprachcafé’) is a good place to practice what you’ve learned in your language courses. It targets students from various cultural and linguistic backgrounds who meet in order to practice their language skills in a casual atmosphere at Café Dufleben (Theresienstrasse 22, 94032 Passau) every Thursday at 8 pm during the semester. For current information, check out their Facebook page.
Your Master’s Thesis

The search for a thesis topic can be quite time-consuming, so it is advisable to start thinking about your thesis in an early phase of your studies. First, you should consider which field you are most interested in, usually within your area of specialization. This can help you to focus on contacting the chair or chairs that best represent your field of interest. The exact procedure, however, varies between chairs.

Many chairs publish lists of possible thesis topics on their websites, or ask you to get in touch for an up-to-date list. The faculty website has a **list with information** about these, which contains links to topics, contact information, and any special requirements or procedures set by the individual chairs. For those chairs that don’t require a fixed assignment procedure, you can often discuss thesis procedures and topics directly with a member of the chair.

As a first point of contact, you can usually ask the lecturers of tutorials and exercise sessions; there are some chairs, however, that prefer you contacting the chair’s full professor directly. Do NOT spam chairs with requests, do NOT send the same e-mail to multiple chairs or different people working at the same chair and always be polite and precise in your writing. In many cases, thesis topics are also offered at the end of a seminar or lecture, e.g. as a continuation of the lecture’s topic. Some chairs may also be open to discussing your own ideas for possible topics, but there is no guarantee that a topic idea or a company collaboration will be possible exactly as proposed, as it will usually need to align with the chair’s own research areas.

The exact details of your thesis, such as scope, extent, and time frame, will be arranged with you by your supervisor.

Plagiarism

Our university prides itself on upholding the highest of academic standards. Plagiarism - copying knowledge from other sources without marking the source clearly - is strictly forbidden and has severe consequences when detected. Whether you are writing a seminar paper or your master’s thesis: always credit your sources! The ZKK (Centre for Careers and Competencies) also offers courses on Academic writing if you feel you could use a refresher course.

Course Formats

The most common course format at our faculty are lectures accompanied by exercises that deepen the lecture content and offer a perspective on practical application. Seminars are structured differently and aim at teaching you academic writing and deepening your understanding of research methods. Labs are usually more practical than other courses and might contain building your own project.

SWS, V and Ü

The course descriptions on Stud.IP usually refer to **SWS (Semesterwochenstunden)** to inform about the amount of hours taught per week. These hours do not include the time needed for self-study and homework. SWS are most commonly split into V + Ü (e.g. 2V+2Ü). V is an abbreviation of „Lecture“ (Vorlesung) and Ü stands for „Exercise“ or „Lab“ (Übung). In the example, that would mean that you have to attend two hours of lectures and two hours of exercise classes every week.

Attendance

Unless otherwise specified, attendance is not mandatory for your chosen courses. However, we strongly recommend that you do attend your classes! The pace of lectures picks up fast and it is very easy to fall behind. If there are multiple lecture slots per week, you should attend all of them. If multiple exercise slots are offered, you can choose the one that best fits your schedule.
The portal careersUp offers you the opportunity to get in touch with employers looking to recruit. Whether you’re searching for an internship, a part-time job or even a career entry-level position, the portal provides you with information about vacancies regionally, Germany-wide and all across Europe.

All you need to do is log in using the same credentials you use to get into Stud.IP. You can use the portal to find jobs not only during your stay at the University, but also after you graduate. Apart from using the portal via your Browser, you can also download the careersUp App by searching for “Job-Teaser” in your app store.

**Internships**

It is possible to be rewarded with up to 4 ECTS credits in your general area for an internship. However, there are very strict limits and regulations:

- Professor for supervision
- at least 50% content relevant to your studies
- Presentation after the internship

You must decide for yourself if a few credit points are worth the bureaucratic effort. But an internship is always a good idea to broaden your horizon and form connections! If you want to do a longer internship (e.g. six months) you can apply for a leave of absence for one semester. This freezes your semester count. More information can be found on this website.

**ZKK: The Centre for Careers and Competencies**

The courses and seminars offered by the ZKK do not count towards your degree programme, but are still a very good option to polish your soft skills! The classes offered range from time and self management over IT/ using Photoshop to getting ready for applying for jobs in Germany. Have a look at the course schedule and see what interests you! Applications usually close on the first day of the semester, but you can always look for leftover spots.
University Life Hacks

Do you have a problem with your studies or cannot find a specific document?

➤ **Step 1:** Google the problem!
- Find a university website with related content.
- Search for relevant information on that page.
- Most likely you will find what you need or a link to a page with further information.

➤ **Step 2:** Look for the problem in this handbook!

➤ **Step 3:** Identify correct person to ask!
- If you have completed both steps above and couldn’t solve your problem, feel free to reach out!
- Depending on the issue, either
  - the administrative staff
  - our International Student Assistants (master-help@fim.uni-passau.de)
  - the Student committee (fsinfo@fim.uni-passau.de)
  - or the International Coordinator
- can help you.
- Choose ONE entity and send an email with your request clearly stated. If the addressee does not feel responsible, they will forward your email to the correct person.

Using the University Website

If you are looking for information on our university’s website, don’t use the search bar of the site. Instead, use the external search engine of your choice and make sure to begin any query with the words „universität passau“ or „Passau University“

„Du“ or „Sie“? Code of Conduct at the Faculty

The FIM is a relatively small faculty, and as such, the atmosphere among students and staff is relaxed. You should always address a professor and administrative staff with their title and family name. Exercise leaders and research assistants are usually a bit more relaxed, but unless they offer you the „Du“ (first name basis) you should also keep the „Sie“ and address them by their family name. Students are „per Du“ and use first names when talking amongst each other.

Writing an E-mail

When writing an e-mail to university staff, please heed the following rules:
- Use your University e-mail address.
- Be formal and polite in your address: Dear Sir/Madam or Dear [title] [family name] are a must!
- Be clear and precise when you state your case, problem or question. Add all the information the other person might need to help you.
- Do not forget to sign off with a thank you and „Best regards“ or a similar greeting and your full name.
- Do not send the same e-mail to different people.

If you don’t get an answer within a few days, that is no cause for worry. Unless your case is very urgent (it usually isn’t!), wait at least one week before sending a second e-mail. In Germany, sending many e-mails with the same topic in the span of a day or two is considered very bad form and can lead to your request not being replied to at all.
The University of Passau offers a wide range of sporting activities and recreational sports classes for all students. Sports Centre membership costs EUR 15.00 per semester. Some of the activities (like accessing the fitness studio) have additional fees, which are still very low compared to classes in a commercial setting. Once you are registered, you can choose from a broad variety of different types of sports. Why not take a course in something you have never tried before? If you just want to play with your friends or meet new people, every section also offers just-for-fun playing sessions. You will learn how to register your student card and sign up for the different kinds of sports during Orientation Weeks.

Currently there are over 100 student clubs and societies registered with the university: Ranging from sports, politics, religion, community engagement to drama clubs and multiple choirs, there is something for everyone.

At the beginning of every semester the AStA (the executive committee of our student government) organizes a fair where you can chat with different club representatives and find a group that resonates with you. Getting involved will expand your friend group and serves as a healthy balance to studying and work life.

And if you can’t find „your“ club, no matter: Simply gather some like-minded people and found one yourself!
Public Transport and Connecting to the Region

In Passau, public transport is covered by your student ticket, the CampusCard. There is a special regional day ticket called Bayern-Ticket which allows you to travel affordably within the entire state of Bavaria. Up to five passengers can travel together with one ticket. This means that each person’s share of the fare will get cheaper with each additional passenger if you split the total.

The Bayern-Ticket is valid:

- only within Bavaria (e.g. if you travel from Munich or Nuremberg to Passau)
- only on regional trains as listed on the tickets (they mention a number of different train-types you can use, such as the regional express RE) but NOT on IC (Intercity) or ICE (Intercity Express) trains
- from 9 am to 3 am the following day
- on Saturdays, Sundays and public holidays from midnight until 3 am the following day

There is also a cheaper night-time ticket, Bayern-Ticket Nacht, which is valid from 6 pm to 6 am the following day (or 6 pm to 7 am on weekends).

For further details, please visit the [Deutsche Bahn railway’s official website](https://www.deutsche-bahn.com).

Social Life

Passau is a great place to study, but also to party and have fun. The city offers a rich selection of clubs, bars and restaurants that will satisfy even the most advanced night owls.

Dancing to the latest club tracks, partying on a riverboat at night, enjoying a cold beer in a traditional Biergarten overlooking Passau, or how about playing parlour games at a bar? Passau has it all, and the best thing is that everything is within walking distance. Passau’s streets are full of clubs and bars which are right next to each other and yet completely different. Everyone will find their perfect spot for a fun night out.

In addition, there are many annual events and festivals in the city that attract visitors from near and far. From arts and music festivals to infamous Oktoberfest-style celebrations or Christmas markets, Passau has events to offer all year.
Campus Map