

Information for international students

You can also find this brochure online: www.uni-passau.de/en/getting-started

Summer semester 2021

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Welcome at the University of Passau!

As you begin your studies at the University of Passau, you are starting a new phase of your life. We would like to support you during your studies and provide you with some useful information and contact addressees in this brochure.

Just to clarify some terminology at the beginning: at the University, when we talk about **exchange students** then we mean those of you who are just spending one or two semesters here in Passau. **International degree-seeking students**, on the other hand, are those who wish to complete their entire course of studies at the University of Passau.

You can find more detailed information about **everyday life in Germany and Passau** in the **brochure provided by the Welcome Centre**: www.uni-passau.de/en/welcome-centre

Before you begin your studies

Making an application and German skills (information for **degree-seeking students**)

Depending on the country in which you obtained your qualifications and the degree programme you wish to study, different conditions apply with regard to the application and enrolment process. In most cases, you have to **submit an application via uni-assist** and, for some select programmes only, there is the option of making a direct application to the University of Passau: www.uni-passau.de/en/apply

We have compiled some **information on applications for prospective international students, such as application deadlines and application documents**, for you at www.uni-passau.de/en/apply. Uni-assist is an external service provider which carries out a formal check of your application documents for the University of Passau. If you have any technical questions or experience any problems with the uni-assist application portal, please consult the detailed FAQs at www.uni-assist.de/en/faqs or get into contact with uni-assist directly via: www.uni-assist.de/en/contact

You can read about whether your educational background to date entitles you to study for a degree programme in Germany in the anabin database provided by the Standing Conference of the Ministers of Education and Cultural Affairs: <https://anabin.kmk.org/anabin.html>. On the basis of this database, uni-assist has created an easy-to-use tool in German and English which allows you to check your higher education institution entrance entitlement: www.uni-assist.de/en/tools/check-university-admission

If your native language or educational language is not German, you must, depending on your programme, generally provide proof that you have **German skills** at Level B2 or C1 on the Common European Framework of Reference for Languages or an equivalent: www.uni-passau.de/en/german-language-requirements

We also offer some **master's programmes taught in English**: www.uni-passau.de/en/study/study-options

If you wish to make an application for a master's programme, **language skills in additional languages** may also be required. Please read the information under 'Academic entry requirements' and 'Language requirements' on your desired degree programme's profile page at www.uni-passau.de/master

Enrolment/matriculation

Before starting your studies, you should enrol in person at the Student Registration Office: www.uni-passau.de/en/student-registration-office. In your offer letter, which you receive by e-mail, you will be informed which documents you need to bring with you in the original or as certified copies.

Due to the current covid-19 regulations, enrolment **currently does not take place in person**. You can complete the whole application and enrolment process **online**; however, when you submit your documents to the Student Registration Office, you must enclose either the **originals or officially certified copies**. Due to the covid-19 pandemic, you cannot come into our offices for the time being. You can send your documents by post or courier service, or simply drop them into the box in front of the offices of the Student Registration Office after your arrival in Passau. If these options are not available to you, please get in touch by e-mail to make an appointment for submission of your enrolment documents.

Visa and residence permit

If you do not come from an EU state, as a general rule you will require a student visa for your period of study at the University of Passau. Once you have arrived in Passau, you must apply for a residence permit at the Foreign Nationals Office (Rathaus Altes Zollamt, Rathausplatz 1, 94032 Passau).

Due to the covid-19 pandemic, it is essential that you make an appointment first. Please contact the Foreign Nationals Office:

Telephone: +49 851 396 564

Fax: +49 851 396 88 394

E-mail: auslaenderamt@passau.de

The following **documents** are required for this:

- Completed application for a residence permit¹ (available from the International Office of the University of Passau, Innstr. 41, Administration Building (VW), room 108) and currently a fee of **EUR 85 in cash**
- Valid passport which contains the entry visa
- The matriculation certificate of the University of Passau
- Confirmation of sufficient health insurance
- Proof of the financing of your stay
- Copy of your rental contract and confirmation of accommodation from your landlord or landlady
- A biometric passport photograph

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

Life in Passau and the semester bus pass

The University's accommodation service helps **exchange students** to find a place to live in Passau. **International degree-seeking students** can apply directly for a room in one of the four halls of residence run by the Student Services Association (Studentenwerk). However, as the number of rooms is limited, we ask you to also look around on the private housing market as early as possible.

Our www.uni-passau.de/en/housing web page gives you a comprehensive overview of the halls of residence in Passau, private renting options and advice on the topic of accommodation for international students. Once it has been validated, the CampusCard serves as a semester bus pass, allowing you to use the buses in Passau around the clock. Buses are a convenient way to travel to and from the University, particularly if your flat is located in a district that is further away from the city centre.

Scholarships/fellowships

For international students there are various scholarships provided by the **German Academic Exchange Service (DAAD)**: www.daad.de/en/study-and-research-in-germany/scholarships

Those who have studied at German schools abroad can apply for a **BayBIDS scholarship**: www.baybids.de/Motivationsstipendien.html (page in German)

You can also find more scholarship options for international students on our website: www.uni-passau.de/en/costs-and-funding

All students at the University of Passau can apply for a **Deutschlandstipendium scholarship** awarded by the University. Make sure you find out early on about the various funding opportunities available to you: www.uni-passau.de/en/scholarships

¹ Due to the coronavirus crisis, applications are currently made by e-mail. Please contact the Foreign Nationals Office directly at: auslaenderamt@passau.de

At the start of the degree programme

International Students' Orientation Weeks

We warmly invite you to participate in the Orientation Weeks hosted by the International Office and the iStudi Coach before you start your first semester. These start four weeks before the start of lectures in the winter semester and two weeks before the start of lectures in the summer semester. You will receive all the important information about **organising your studies** there, as well as help with **applying for your residence permit**. You can get to know new people on trips and at group events. More information: www.uni-passau.de/en/orientation

Orientation Week (O-Woche)

A week before lectures start, an Orientation Week takes place for all students, i.e. for German and international degree-seeking students. (If you participate in the Orientation Weeks for international students, this week is integrated in the programme.)

During the Orientation Week, you will receive, for example, help with **timetable preparation** and you can participate in tours of the library and university. For the purpose of timetable preparation, the **PDF info document** and the **module catalogue** for your programme are very useful (www.uni-passau.de/en/study/study-options).

As an international degree-seeking student you should definitely participate in the Orientation Week! www.uni-passau.de/en/orientation-week

CampusCard

Once you have arrived in Passau, you need to apply for your CampusCard. This serves as a student ID card and has many more functions: you need it, for example, to make payments in the canteen, for copying and printing and it grants you access to various buildings, e.g. the Sports Centre. You also need the CampusCard if you wish to use the buses in Passau.

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students

Placement test for foreign languages and subject-specific language programmes (FFA)

The Language Centre at the University of Passau (www.sprachenzentrum.uni-passau.de/en) offers the following languages: Chinese, Czech, English, French, German as a foreign language, Indonesian, Italian, Portuguese, Polish, Russian, Spanish, Thai and Vietnamese, as well as Turkish as an additional language.

You can also learn most of these languages in a subject-specific context. In the subject-specific language programmes (FFA) (www.sprachenzentrum.uni-passau.de/en/language-courses), you will not only learn legal terminology, for example, but you will also learn about the relevant legal system. The FFA is offered for the **subjects of law, economics, cultural studies, teacher education and computer science**. You can also find out more in the FFA information document: www.uni-passau.de/fileadmin/dokumente/studium/infoschriften/FFA.pdf (in German)

If you have prior knowledge of a foreign language which you wish to study, you must participate in a **language placement test** (www.sprachenzentrum.uni-passau.de/en/placement-tests). The result of the language test determines your placement in the language courses. With the exception of English, all language courses are offered from beginner's level.

Many placement tests are conducted online. You can take these even before the start of the Orientation Week. If you have existing language skills for a language for which no placement tests are carried out, please arrange a face-to-face consultation with the relevant language lecturer well in advance of the start of the language course: www.sprachenzentrum.uni-passau.de/en/the-team

Placement test dates: www.sprachenzentrum.uni-passau.de/en/placement-tests/test-dates

Course catalogue, Stud.IP and HISQIS

Even before you have enrolled at the University of Passau, you can view courses which are on offer for your programme in the **course catalogue**: www.uni-passau.de/en/course-catalogue

Once you have enrolled, you will have access to **Stud.IP** (<https://studip.uni-passau.de>). Stud.IP is a system that provides online support for courses taught face to face. It allows you to search and register for courses, create your timetable and retrieve teaching materials and news about your courses, among other things. Your ZIM username and password, which you need to sign in to the IT systems, will be sent to you once you have completed enrolment.

To find and register for your **courses**, go to Stud.IP (<https://studip.uni-passau.de>). Click on 'Search' (the looking-glass symbol), then 'Course directory'. Select the faculty that administers your degree programme, then 'Bachelor', 'Master' or 'Lehramt' (=teacher education programme), and finally click on your degree programme. In this way, you will find all the courses offered in your programme in the current semester <https://studip.uni-passau.de>

During the Orientation Week and on the ZIM website (www.zim.uni-passau.de/en/new-student-info) you will be given an introduction to the IT systems of the University of Passau by the Centre for Information Technology and Media Services (ZIM).

If you have any more questions, you can also consult the Academic Advice Service (www.uni-passau.de/en/academic-advice). You can get advice by e-mail (advice@uni-passau.de) or arrange a **consultation appointment** by telephone: +49 851 509 1154.

Note for master's students: please log in to Stud.IP once you have your passcode and register for your courses. Lots of seminars fill up quickly: <https://studip.uni-passau.de>

University e-mail address: please set up forwarding from your University e-mail address to your personal e-mail account so you receive important notifications from the University. Please read your e-mails regularly.

Academic calendar

Check the academic calendar for teaching dates and other important dates during the semester. Please note that the **semester break** is the part of each semester during which there is no teaching; however, for administrative purposes the semester break still counts as being within the respective semester. Most **module examinations** take place during the first weeks of the semester break. For lots of degree programmes, you will need to write papers and complete internships during the lecture-free period. www.uni-passau.de/en/academic-calendar

Programme structure and course credits

Syllabus and credits (ECTS credits)

In order to complete your programme within the standard period of study, you should aim to obtain **approximately 30 ECTS credits every semester**. For bachelor's programmes, this generally corresponds to six courses per semester and three to six courses per semester for master's programmes.

You can find a **description of the course content** in the **module catalogue**: www.uni-passau.de/stupos-modulkataloge

The student committees will help you with **creating a timetable** during the **Orientation Week**: www.uni-passau.de/en/orientation-week

Information for exchange students: if you have any questions, please contact Ms Stefanie Dallmeier at the International Office: Innstr. 41, Administration Building, room 108, phone: +49 851 509 1165, e-mail: stefanie.dallmeier@uni-passau.de

Information for double-degree students: please consult the relevant information document for information about your programme. You can find this on the study options page under 'double degree options': www.uni-passau.de/en/study/study-options

Examinations Office

There are **various types of assessments**², e.g.:

- Written exams: these examinations generally take place in the semester break

² Due to the pandemic, these exams can currently be offered as in-person or online examinations.

- Oral presentations: during the semester
- Written assignments: often during the semester break, sometimes also during the lecture period
- Oral examinations: usually at the end of the semester

You can check which type of examination is intended for your course in the module catalogue for your programme (www.uni-passau.de/stupos-modulkataloge (in German)). You must **register for all examinations**, generally via HISQIS: <https://gissserver.uni-passau.de>. This does not take place automatically with the course registration at the start of the semester. You must register separately during a specific registration period in the course of the semester:

www.uni-passau.de/en/examinations-office/semester-related-information

Sometimes you also have to register in person for examinations at the office of the professor in question. You can find out more in the course description in Stud.IP.

If you cannot or do not wish to complete the examination, you can **deregister** again at a specified **point in time**. This also generally takes place via HISQIS.

The **registration and deregistration periods for the examinations** are published on the Examinations Office website: www.uni-passau.de/en/examinations-office/semester-related-information

If you have any questions, you can also contact the Examinations Office on an individual basis. You can find the office hours on the website at: www.uni-passau.de/en/examinations-office/contact

Regulations on duration of study

Each programme has a **standard period of study** in which you can usually complete the programme. There is also a **maximum period of study** that you should not exceed otherwise you will have failed the programme and there is also the risk of de-registration. Please consult the Academic Advice Service's PDF infosheet for information on this: www.uni-passau.de/en/study/study-options

If you have any difficulties completing your programme within the standard period of study, please **obtain advice in good time** from the Academic Advice Service or your Programme Adviser. Contact: www.uni-passau.de/en/academic-advice

Special regulations apply to the following degree programmes:

- **Master's in Computer Science** and **Master's in Computational Mathematics**: in these programmes, you need to have achieved **30 ECTS credits after two semesters**. Otherwise, you will be de-registered from the programme.
- **Bachelor's in Computer Science, Internet Computing** and **Mathematics**: in these programmes, you need to have achieved **40 ECTS credits after four semesters**. Otherwise, you will be de-registered from the programme.
- **Bachelor's in Business Administration and Economics, Information Systems** and **Digital Transformation in Business and Society**: in these programmes, you need to have achieved **40 ECTS credits after three semesters**. Otherwise, you will be de-registered from the programme.
- In the **Law** programme, you must have passed the **preliminary examination after five semesters**.

If you are studying in Passau with a **residence permit**, please note that **changing your degree programme after more than three semesters may affect this residence title**. Please contact the iStudi Coach, Ms Luise Haack (istudicoach@uni-passau.de), for advice.

Illness

If you are **unwell on the day of the examination**, you must decide before the written examination starts if you are too ill to take the examination. In this case, you require a **doctor's certificate**. If your illness begins **during the written examination**, you require a **certificate from the medical officer**.

In both cases you must submit an **application for inability to complete an examination due to illness** as early as possible. You should submit the form and medical certificate to the Examinations Office as described in the **information sheet on inability to attend examinations**. Please make sure you follow the instructions in the information sheet. You can find the application form and the information sheet on the Examinations Office website: www.uni-passau.de/en/examinations-office

If you **fall ill for a longer period of time** during the semester, it may be expedient for you to take leave of absence for the whole semester. Leave of absence must be requested from the Student Registration Office (using the Leave of Absence Request Form), and you will need a certificate from a registered doctor stating that you are unable to study and sit exams in the current semester. You are not allowed to back-date the application for a leave semester once the relevant semester has ended. For the Leave of Absence Request Form and further information, visit the Student Registration Office's webpages: www.uni-passau.de/en/study/getting-organised/reregistration/leave-of-absence Please feel free to contact Dr Ulrike Bunge, Innstr. 39 (Juridicum), room 014, e-mail: ulrike.bunge@uni-passau.de, phone: +49 851 509 1151. www.uni-passau.de/en/academic-advice

Access arrangements

If you wish to apply for access arrangements due to a chronic or physical illness (e.g. extension of the processing time, separate examination room), please consult the Representative for Students with Disabilities and Chronic Conditions: Dr Ulrike Bunge, Innstr. 39 (Juridicum), room 014, e-mail: ulrike.bunge@uni-passau.de, phone: +49 851 509 1151, www.uni-passau.de/en/disabilities.

You can find information on the Examinations Office website: www.uni-passau.de/en/examinations-office/access-arrangements

Important links before and during your studies

- **Detailed information about the programmes (PDF information documents)**

www.uni-passau.de/en/study/study-options

- **Degree financing and costs**

What costs should I expect?

www.uni-passau.de/en/costs-and-funding

- **Admissions procedure**

This page guides you through the application process:

www.uni-passau.de/en/apply

- **Visa and residence permit**

You must apply for your visa at the German Embassy in your home country. Contact the Foreign Nationals Office in Passau for your residence permit.

www.uni-passau.de/en/immigration-formalities

- **Health insurance**

Health insurance is required for enrolment and for life in Germany. Different rules apply depending on your home country. We recommend that you obtain statutory health insurance as cheap private health insurance often does not cover all services, e.g. psychotherapy.

www.uni-passau.de/en/international/coming-to-passau/getting-settled/health-insurance

- **Accommodation options**

Information about looking for a room: www.uni-passau.de/en/housing/

- **German language courses before you start your studies**

Academic German Year / semester, summer courses, preparatory course for the DSH examination:

www.gcp.uni-passau.de/en

- **International Students' Orientation Weeks**

Begin mid-September for the winter semester and end of March/beginning of April for the summer semester. Please register online.

www.uni-passau.de/en/orientation

- **Orientation Week organised by the student committees for all students**

Help with preparing a timetable, support from experienced students on the programme, social events

www.uni-passau.de/en/orientation-week

- **Buddy scheme**

Passau students help you get off to a good start with your studies. Please register if you would like to be involved:

www.uni-passau.de/en/international/coming-to-passau/getting-settled/buddy-scheme

- **Language courses during your studies (German and other languages)**

The Language Centre offers a wide selection of courses in German and lots of other foreign languages. The courses are free of charge for all students.

www.sprachenzentrum.uni-passau.de/en/language-courses

- **Study and examination regulations; module catalogues**

Information about examinations, theses, module catalogues etc. (these documents are also available in English for programmes taught in English)

www.uni-passau.de/stupos-modulkataloge

Your contacts

- **International Office**

The International Office helps you find accommodation, provides advice on scholarships and study abroad options and is an important point of contact, particularly for students from partner universities and exchange students.

www.uni-passau.de/en/international-office

E-mail: international@uni-passau.de

- **iStudi Coach**

The iStudi Coach (iStudi stands for international students) advises enrolled students on day-to-day questions about their studies, career orientation and questions about Passau and its inhabitants. With the iStudi Passyou will receive optimum preparation for getting started in your career in the city and region of Passau.

Contact: Luise Haack

www.uni-passau.de/en/istudi

E-mail: istudicoach@uni-passau.de

- **International tutor**

Cultural programme for international students, organised by the Student Services Association (Studentenwerk) for Lower Bavaria/Upper Palatinate

www.stwno.de/de/wohnen/tutorenprogramm-5/tutoren-passau-5

E-mail: i-tutor@stwno.de

- **Representatives of the Student Parliament for international students**

The representatives of the Student Parliament for international students are there to answer all your questions about getting started with your studies and student life in Passau.

www.uni-passau.de/universitaet/leitung-und-gremien/studierendenvertretung/studierendenparlament

E-mail: kovacs20@ads.uni-passau.de

- **Academic Advice Service**

The Academic Advice Service helps you choose your degree programme and answers questions you may have about the application process. During your studies, we will help you with a planned change of programme or subject or if you wish to break off your studies. Contact us in person, by phone or e-mail to make an appointment.

www.uni-passau.de/academic-advice

E-mail: advice@uni-passau.de or advice@uni-passau.de

- **Programme adviser**

If you have any specific questions about your programme (e.g. options for in-depth study, choosing a focus area and changing

this focus area, integration of periods spent abroad and practical periods, recognition questions, transition to master's programmes), please contact the Programme Adviser responsible for your programme:

www.uni-passau.de/en/programme-advisers

- **Student committees**

From a student perspective, the student committee in your faculty will be happy to help you. The student committees organise the Orientation Week at the start of your studies, represent student interests in governing bodies relating to higher education policy and organise numerous leisure activities.

www.uni-passau.de/en/study/getting-organised/student-committees

- **Student Registration Office**

Enrolment, confirmation, holiday semester, de-registration and withdrawal, semester fees, changing your course, CampusCard. Please note the opening hours specified on the website!

www.uni-passau.de/en/student-registration-office

E-mail: studierendensekretariat@uni-passau.de or registry@uni-passau.de

- **Examinations Office**

Registration deadlines for written examinations, right to view written examinations, credit transfers, management of study and examination performance, questions about examination regulations. .

Please check for the correct contact person for your degree programme. You can also receive individual advice if you require this. Innstr. 41 (Administration Building, 2nd floor), 94032 Passau.

www.uni-passau.de/en/examinations-office

- **Centre for Information Technology and Media Services (ZIM)**

If you have questions about Wi-Fi access, Stud.IP or your e-mail account, you can get help here.

www.zim.uni-passau.de/en/new-student-info

- **Centre for Careers and Competencies (ZKK)**

Information and advice about internships (including scholarships for internships abroad), application preparation and free seminars on key competencies and IT courses

www.uni-passau.de/en/zkk

- **University Library**

Library tours, opening hours, information about catalogue holdings and online literature research

www.ub.uni-passau.de/en

- **Welfare Advice (Sozialberatung) of the Student Services Association (Studentenwerk)**
Information about the canteen, halls of residence, social counselling, studying as a parent, cultural support
Contact: Tatiana Cerescu
E-mail: t.cerescu@stwno.de
www.stwno.de/en/counseling/kontakt-6-en
- **Psychological Counselling Service**
Individual counselling and support services, e.g. with problems with getting used to life in Passau, with the demands of your studies and with all personal, family or performance-related problems
Contact: Wolfgang Wibmer
www.uni-passau.de/counselling
E-mail: wolfgang.wibmer@uni-passau.de
- **Advice for students with disabilities or chronic illnesses**
If you have a physical or mental disability or suffer from chronic illness, you may be able to apply for an access arrangement (e.g. additional time for written examinations or similar).
Dr Ulrike Bunge
www.uni-passau.de/en/disabilities
E-mail: ulrike.bunge@uni-passau.de
- **AECEE: Intercambio, bike hire, trips, ERASMUS**
AECEE is active for international students for the entire semester and not just during the Orientation Weeks.
www.aecee-passau.org
- **Student Representatives' Council (AStA)**
The General Student Union (AStA) represents student interests and is a point of contact for if you are experiencing problems during your studies. It also organises a very wide range of events to make everyday life as a student interesting and varied.
www.uni-passau.de/universitaet/leitung-und-gremien/studierendenvertretung/sprecherinnenrat
- **Ombudsperson for International Students**
The ombudsperson represents the rights of international students at the University of Passau and to authorities. He/she is someone you can trust in the event of a conflict.
www.uni-passau.de/en/university/about-the-university/profile/national-code-of-conduct
- **Family Service**
Information about childcare services at the University of Passau, in the city of Passau and in the region. If you are studying in Passau and have a child, please ensure you secure a childcare place at nursery school or school very early.
www.uni-passau.de/en/family

Extracurricular activities and student groups

- **Recreational sports**
Registration for courses takes place online via the Sports Centre's booking system. University members can use the sports facilities for recreational purposes after paying the **recreational sports fee** (currently EUR 10 per semester).
www.sportzentrum.uni-passau.de/en/recreational-sports

- **Student societies**

There are lots of student groups with various focal points: theatre, music, film, politics, social activities and much more:

www.uni-passau.de/en/study/campuslife/clubs-societies

- **International alumni programme**

Association of former Passau students, exchange of experiences between former and current students, in particular with regard to professional life.

www.uni-passau.de/en/international/coming-to-passau/international-alumni

- **Cultural office and cultural events on campus**

Events from the fields of music, theatre, literature, film and much more; rehearsal spaces for musicians and bands.

www.uni-passau.de/en/study/campuslife/cultural-promotion

- **Catholic Student Community Passau (KSG)**

The KSG is open to students of all denominations. Counselling and pastoral care, Gmoa student pub, musical activities.

www.ksg-passau.de

- **Evangelical Student Community Passau (ESG)**

Promotion of exchange between students via presentations and discussion sessions on a very wide range of topics, as well as additional events.

www.esg-passau.de

- **Associations in Passau**

Sport and cultural associations outside the University:

www.passau.de/LebeninPassau/SportundFreizeit/Vereine/Sportvereine.aspx

www.passau.de/LebeninPassau/Kultur/KulturelleVereine.aspx