GUIDE FOR

INCOMING ERASMUS STUDENTS

AT THE FACULTY OF LAW

JULIUS - MAXIMILIANS - UNIVERSITY, WÜRZBURG

WINTER TERM 2022/23
Teaching and Learning During the Coronavirus Crisis

Dear students,

In university buildings, it is recommended to wear a face mask, especially where a distance of 1.5 m to other persons cannot be safely maintained. This also applies to internships, practical exercises, and on-site examinations.

For on-site examinations, the obligation to provide proof of vaccination, recovery or testing is also dropped.

Free testing is available at the test stations in the building Z6 and in the Studentenhaus of the Studentenwerk Würzburg as part of the citizen tests.

The exact regulations as well as others can be found in the infection protection concept for university operations at the University of Würzburg in the section “Downloads: forms, checklists, concepts”.

Stay healthy!

Your COVID-19 Task Force of JMU

Prof. Dr. Paul Pauli, Prof. Dr. Volker Behr, Prof. Dr. Lars Dölken, Prof. Dr. Andreas Dörpinghaus, Prof. Dr. Doris Fischer, Stella Gaus, Dr. Uwe Klug, Sven Winzenhörlein
Erasmus Programme of the Faculty of Law, Julius-Maximilians-Universität Würzburg

Information for Foreign Students

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I. CONTACT

For information and assistance, please contact one of the following institutions:

A. ERASMUS-OFFICE, FACULTY OF LAW

Erasmus-Coordinator: Univ.-Prof. Dr. Anja Amend-Traut, Assist. Anette Häfner

Domerschulstr. 16,
97070 Würzburg
Room 309/2,
Alte Universität
(You can find us by entering the main building of the Faculty of Law. Our office is on the third floor)

Contact us via phone or e-mail:
erasmus@jura.uni-wuerzburg.de
+49 931 31 82322

Visit our website and find us on Facebook and Instagram:
Website: https://www.jura.uni-wuerzburg.de/fakultaet/erasmus/startseite/
Facebook: https://www.facebook.com/ErasmusJuraWue/
Instagram: erasmusbuero_jura_wuerzburg

OPENING HOURS
The office is usually open on Mondays, Tuesdays and Thursdays in the morning as well as on Wednesdays in the afternoon. **Please ask for an appointment via e-mail to visit us.**

B. INTERNATIONAL STUDENTS OFFICE / SERVICE CENTRE INTERNATIONAL TRANSFER*

International Students Office
telephone +49-931-31-82228
Josef-Martin-Weg 54/2 (Campus Hubland Nord) fax +49-931-31-82603
97074 Würzburg

international@uni-wuerzburg.de

http://www.international.uni-wuerzburg.de/

*The Service Centre International Transfer (placed at the Campus Hubland Nord) is the central point of contact for international students at the University of Würzburg and for all students planning a stay abroad. Its task is to coordinate the university's international activities and to offer students advice and support.

The International Students Office takes care of the admission, the enrolment and general questions regarding Erasmus. For Erasmus-Admission contact: exchange-international@uni-wuerzburg.de

OPENING HOURS in October 2022: Mo, Tue, Thu, Fri 8-12 and Wed 10-12 + 14-16
From November on consultation only after appointment via e-mail.
II. GENERAL INFORMATION

A. REGISTRATION AND ACCOMODATION

After nomination through your home university, the colleagues of the International Office will contact you asking you to register online.

Then you will get all the information on how to proceed further (e.g. letter of admission, enrolment, housing) per e-mail. As an Erasmus-Student, a place in the dormitory / hall of residence is guaranteed as long as you meet the application deadlines.

In Germany, halls of residence are not run by the universities themselves but by an independent organization called “Studentenwerk”. This organization can be contacted at the following address:

Studentenwerk Würzburg
Wohnheimabteilung (Accommodation Office)
Am Studentenhaus
97072 Würzburg

https://www.studentenwerk-wuerzburg.de/

You can contact the Studentenwerk through their website:
https://www.studentenwerk-wuerzburg.de/en/contact-us.html

The Studentenwerk also offers an accommodation service for private rooms:

telephone: +49-931-31-85819

Temporary accommodation can be found at the Youth hostel:

Jugendherberge Würzburg,
Fred-Joseph-Platz 2,
97082 Würzburg
(telephone: +49-931-467786-0, wuerzburg@jugendherberge.de)

B. ACADEMIC CALENDAR

The academic year begins in October and is divided into two semesters. Lectures run from mid-October to mid-February and again from mid-April until mid-July. Exams take place during or at the end of the lecture time; however, other dates may be arranged with the lecturer.

Students are expected to use the lecture-free period for preparation, independent study, research and the writing of papers.

The academic calendar for the year 2022/23 (Winter Term) is as follows:
### Management Period
01.10.2022 – 31.03.2023

### Lecture Period
17.10.2022 – 10.02.2023

### Holidays
- Allerheiligen: 01.11.2022
- Buß- und Bettag: 16.11.2022
- Christmas Holidays: 24.12.2022 – 06.01.2023

Intensive language courses in German at the Language Centre: March and September of each year.

**C. LIBRARIES**

An online catalogue of all libraries can be accessed at (in German):

https://katalog.bibliothek.uni-wuerzburg.de/TouchPoint/start.do?View=sunrise&Language=de

https://www.bibliothek.uni-wuerzburg.de/lernen/kurse-module-e-learning/tutorials/katalog/

**LAW DEPARTMENTAL LIBRARY**

The Law Departmental Library ("Teilbibliothek Recht") is part of the library system of the Würzburg University Library which consists of the Main Library and about 70 departmental libraries. It is the central library for the Law Faculty and is used by both teaching staff and students. There you can find a wide range of textbooks, monographs and academic journals from all fields of law. The Law Library holds about 300 desks in five reading rooms for individual studying as well as six separate workrooms that you can book for group work. You can also use the copy machines and computer workplaces available in the library.

The Law Departmental Library is mainly a non-lending library. Only the textbook collection, where you can find most of the textbooks recommended by your lecturers, is available for loan. You can find it on the second floor of the law library, right next to the workrooms.

**Location:** Main reading room and computer pool I: Alte Universität, Domerschulstr. 16, 1st floor, access via main entrance. Textbook collection law: 2nd floor.

**Opening hours:** Monday to Friday: 8 am – 8 pm; Saturday: 9 am – 7 pm. These are the shortened opening hours due to the current situation. Please also note that in order to study at the library, you will have to book a desk in advance using an online booking system. You may, however, use the copy machines and borrow books without an appointment.

**Introductory talks for first years:** At the beginning of each semester, the freshmen are given an introduction talk on how to use the library and on legal literature. This is combined with a tour of the Law Library and its textbook collection.

**Website:** https://www.bibliothek.uni-wuerzburg.de/teilbibliotheken/recht/
MAIN LIBRARY

The Main Library holds about 1.3 million volumes and is located at the Campus location “Am Hubland”. Consult the Website of the University Library to learn more about its system, catalogues, and search facilities. The Main Library also organizes tours for users.

Location: Am Hubland, University complex, (information: tel. 0931 31 85906)
Opening hours: Monday to Friday: 9 am – 9 pm; Saturday: 9 am – 6 pm (shortened opening hours due to the current situation; studying only with prior reservation)
Website: http://www.bibliothek.uni-wuerzburg.de/startseite/

D. TECHNICAL FACILITIES – SEMESTER TICKET, JMU-ACCOUNT, COPY MACHINES, COMPUTER POOL

All German and foreign students must pay a contribution of about € 143.60 per semester for the use of the facilities (e.g. refectories, cafeterias) and for the administration. It includes the so-called Semesterticket, a bus and tramway ticket valid for the duration of the semester. Payment is due at the time of enrolment.

A JMU Account (JMU=Julius-Maximilians-Universität) for students, including an e-mail address, is automatically created online after enrolment. You need a JMU account to use the IT services and IT infrastructure of the university. Your JMU account is valid as long as you are enrolled at the University of Würzburg. After exmatriculation it will be activated for WueStudy, WueCampus, Webmail for one year. After that, the JMU account will be completely blocked and cannot be renewed.

Almost any payments within the university (e.g. at the print and copy stations throughout the university and in the cafeterias) may be made by the university’s chip card (Studierendenausweis). This card works like a debit card. Students receive the chip card after enrolment free of charge. Replacements in case of loss or damage costs € 10. You will need to hand in a passport photo at the International Office after your arrival in Würzburg.

The law library offers a computer pool, to which every student has access. After enrolment, all students receive an email address and login for University computers. The so-called “CIP Pool I” is located on the first floor of the seminar, behind the photocopying room, at the Alte Universität, Domerschulstr. 16, and is open during the library hours.

Students may also use the facilities of the university’s computer centre, located at the “Am Hubland” university complex, and the CIP-Pool at the Neue Universität, Sanderring 2.
III. GETTING STARTED IN WÜRZBURG

Once you arrive in Würzburg, the following information might be helpful to you.

A. ERASMUS-OFFICE

Usually we offer a welcome event for all incomings at the beginning of the semester. Unfortunately, meeting you personally in big groups is not possible in the current situation. If you need help with anything concerning your stay, please do not hesitate to contact us and ask for an appointment in our office.

B. ORIENTATION EVENT – FIRST STEPS

This event is organized by the Colleagues of the International Students Office. It is a great way to meet fellow international students! It is offered online and if possible face-to-face. Updates can be found on this page, so please stop by occasionally to be well informed.

https://www.uni-wuerzburg.de/en/international/studying-in-wuerzburg/exchange-students/before-arrival-exchange-students/first-steps-events/

More useful information regarding your start in Würzburg can be found here:
https://www.uni-wuerzburg.de/en/international/studying-in-wuerzburg/exchange-students/after-arrival-exchange-students/

C. BUDDY PROGRAMME

The Buddy Programme is directed to all the international and German law students.

The English word "Buddy" stands for friends or people you get along with well. In our programme the "Buddies" usually are students from Würzburg, who have already studied abroad and have experienced some of the difficulties you will be likely to face. Some of the "Buddies" however have not had the chance to go abroad yet. Nevertheless, they will be able to help you organize your studies at our university, too.

Thus, you will find it easier to get to know Würzburg, socialize with locals and to deal with the organization of your course of studies. Perhaps one of these acquaintances will even become a language partner or a close friend. If you want to join the Buddy Programme please contact the Erasmus Office via email:

erasmus@jura.uni-wuerzburg.de

D. ACTIVITIES IN WÜRZBURG

Find more information about activities, excursions and social events here:

https://www.uni-wuerzburg.de/en/international/studying-in-wuerzburg/information-for-all-foreign-students/activities-friends

The University of Würzburg’s Sports Department provides a wide range of classes and activities to choose from every day. You can find further information at http://www.hochschulsport.uni-wuerzburg.de/
Please note that due to the current situation most indoor activities cannot take place. However, some of the outdoor activities may be exercised. Please turn to the above-mentioned website to get up-to-date information.

IV. STUDYING LAW AT THE UNIVERSITY OF WÜRZBURG

The study of law in Germany concludes with a state examination („Staatsexamen“). The courses taken during the studies are to some extent a prerequisite to admission to the state examination, but do not influence the final mark. The curriculum and the examination lie within the jurisdiction of the independent federal states, so while the basic curriculum is roughly the same, there are considerable differences concerning additional subjects and the state examination in each state.

Exchange students are basically free to choose their courses as they like.

A. LANGUAGE OF INSTRUCTION

The language of instruction and examination is mainly German. Exceptions for examinations are not easily made and are at the discretion of the lecturer. However, there are also some English, French and Spanish speaking law courses. German and Erasmus students alike may attend these. Exchange students are generally advised to have a basic working knowledge of German when they arrive in Würzburg. Although students are exempted from the German Language Examination requirements (Deutsche Sprachprüfung zum Hochschulzugang, DSH), it may be advisable to attend the preparatory language course offered by the university’s Language Centre (ZfS).

B. TYPES OF COURSES – HOW TO REGISTER

Due to the peculiarity of the state examination, the type of courses differs from other faculties and countries. Courses are mostly taught as lectures, which are concluded by written exams. Exams are based both on the lecture and on textbooks; however, no particular textbook is required.

Vorlesung lecture

A “Vorlesung” is a plain lecture. Lectures are open to all students regardless of the semester of study. Registration is not required. Lectures for more advanced students (in higher semesters of study), however, assume certain levels of knowledge.

Lectures from the basic studies are regularly concluded with a written examination, whereas advanced lectures do not entail an exam.

How to register: Exchange students wishing to take an exam are required to register with the lecturer within the first three weeks of term*. The lecturer will decide whether to hold a written or oral examination on the subject of the lecture.
*In order to get in touch with the lecturer, please directly talk to him/her before the lecture or inform him/her via e-mail. Please have a look here to search for the e-mail address: https://wueaddress.uni-wuerzburg.de/

**Grundkurs basic course**

A “Grundkurs” is basically a lecture that will introduce you to the common principles and rules underlying a certain field of law. It does entail a written examination („Abschlussprüfung“).

**How to register:** If you would like to take a basic course including the exam, please inform the lecturer as explained above via e-mail.

**Konversatorium tutorial**

A “Konversatorium” is a non-obligatory tutorial for the first years. Its purpose is to help you understand and apply the areas of law covered by the various “Grundkurse”. A “Konversatorium” does not conclude with a written examination. Therefore, no ECTS credits are awarded.

**How to register:** If you would like to take part in a tutorial, please inform the lecturer as explained above via e-mail.

**Ferienhausarbeit für Anfänger assignment**

Erasmus students and German freshmen combine written exams in the “Grundkurs” I or II with an assignment („Ferienhausarbeit”), both either from the field of civil, criminal or public law. Assignments will take place in the lecture-free period, but are not accompanied by lectures or tutorials.

**How to register:** If you would like to do an assignment, please inform the lecturer as explained above via e-mail.

**„Übung“ exercise**

In an “Übung für Fortgeschrittene” you will practise to solve cases. It is recommended to advanced students and mainly taught as a lecture, but with increased interaction. Passing an “Übung” in civil, criminal and public law is a prerequisite for admission to the final state examination.

In addition, you need to write an assignment, which is offered in the lecture-free period.

**How to register:** If you would like to do an “Exercise”, please inform the lecturer as explained above via e-mail.

**Seminar seminar**

While you learn to apply the law to specific cases in an “Übung”, a more general approach is taken in the “Seminar”. This is the place to be if you want to study a particular aspect of law, legal history or legal philosophy in greater detail. This requires, of course, some preliminary knowledge in the respective field of law.

You are required to work on a specific topic in scientific detail and hand in a paper of about 20 pages within approximately six weeks. You should therefore expect an increased workload. An oral presentation of your results is obligatory, as is attendance to all classes. Your mark will depend both on the assessment
of the paper handed in and on the oral presentation given. Classes take place either two hours a week or en bloc at the end of term, often over the weekend („Blockseminar“).

**How to register:** Admission to a seminar requires registration with and approval of the lecturer. Regular registration takes place in the last week of the preceding term, the exact date to be set by the dean. Only a certain number of students are admitted to each seminar.

Exchange students who arrive at Würzburg after the registration deadline have to contact the lecturer in order to obtain admission to a seminar. Admission lies in the discretion of the lecturer, depending on your language skills, preliminary knowledge and the number of students taking part in the seminar.

The lecturer will choose the topic of your paper and hand out the research guidelines. In order to obtain ECTS credits, you have to hand in the written paper and give the oral presentation. Students may obtain a waiver from the oral presentation in exceptional circumstances only.

**C. SELECTION OF THE COURSES**

Exchange students can attend courses at the University of Würzburg under privileged conditions. They do not have to select their courses to meet the requirements of the examination regulations in force here. They may therefore attend any course offered if they possess the necessary knowledge and there is a spot available. With the letter of admission („Zulassungsbescheid“) the student receives general permission to study at the University of Würzburg within the framework of a bilateral exchange programme.

The Law Faculty of Würzburg does not require exchange students to follow a particular curriculum. However, you will have to comply with the requirements of your home university.

Courses tend to be similar from one year to the other, so the course catalogue of the previous year can give a good indication of the courses offered. However, some courses only take place every other or every third term. This holds especially true for advanced lectures.

Before leaving their home university, students can select the courses they wish to attend in Würzburg together with their course co-ordinator at their home institution and the Erasmus office. Should it prove necessary to make any changes in the classes selected, the exchange student must have these approved by the co-ordinator at his or her home University.

**Unfortunately, it is not possible for Erasmus students to enrol for classes and register for exams via the campus management system “WueStudy“**. Instead, please contact each lecturer at the beginning of term telling him or her that you would like to participate in his or her class and take the exam. You can find their e-mail addresses via https://wueaddress.uni-wuerzburg.de/.

**D. EXAMS**

Exams usually take place at the end of the lecture term. You will have to arrange the examination with the lecturer. This should be done well in advance, best in the first weeks of the lecture.

If courses are concluded by written examinations, exchange students may be expected to take part in the written examination. In all other cases, the type of examination lies in the discretion of the lecturer.
Examinations are based on both textbooks and on lecture notes. You are expected to have consulted at least one of the recommended textbooks, though no reading of any particular one is required. The exam may also deal with special topics covered in the lecture, so regular attendance of classes is required.

Note that due to the current situation (Hybrid Semester is feasible), the examination regulation may differ. You will be informed by the lecturer about this in due time.

E. LANGUAGE COURSES

Language courses are offered free of charge by the Language Centre (Zentrum für Sprachen, ZfS), located at the „Campus Hubland Nord“.

German language courses (“Deutsch als Fremdsprache”, DaF) are offered as intensive preparatory courses during the lecture-free period and as semester courses. It is important to pre-register for the intensive course (about a month in advance).


Enrolment for the semester courses is obligatory and takes place at the beginning of the lecture term. Courses in other languages are also offered both as intensive and semester courses, but require an early enrolment, at least two months ahead. For further details, please consult the Zentrum für Sprachen (ZFS)

https://www.uni-wuerzburg.de/en/zfs/sprachen/german-as-a-foreign-language/

Furthermore, the Language Centre offers a language exchange programme (face2face): https://www.uni-wuerzburg.de/en/zfs/mediothek/face2face-language-exchange

Please note that due to the current situation the intensive courses will most likely take place online via the video conference tool Zoom. Depending on the Covid situation at the beginning of the winter semester, it is possible that the semester courses, too, will continue to be held as online classes.

F. ECTS CREDITS, GRADING SYSTEM & TRANSCRIPT AT THE FACULTY OF LAW

ECTS stands for "European Credit Transfer System". It is a system for converting course credits in order to offer a greater transparency for the recognition of students’ achievements gained at a European university within the framework of an exchange programme. The ECTS system offers an assessment of both the workload mastered and the mark achieved by the student.

1. AWARDED CREDITS – OVERVIEW

The University of Würzburg awards ECTS credits in accordance with the following scale. Please note that the amount of credits awarded is based on the amount of contact hours („Semesterwochenstunden“, SWS). The actual workload might differ from course to course and cannot be judged on the ECTS credits alone.
<table>
<thead>
<tr>
<th>type of course</th>
<th>requirements</th>
<th>contact hours</th>
<th>ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vorlesung <em>lecture</em></td>
<td>regelmäßige Anwesenheit und Prüfung*</td>
<td>1</td>
<td>2,5</td>
</tr>
<tr>
<td></td>
<td>regular attendance and examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ferienhausarbeit <em>assignment</em></td>
<td>schriftlich ausgearbeitete Falllösung elaboration and discussion of a case solution</td>
<td>-</td>
<td>3,5</td>
</tr>
<tr>
<td>Grundkurs <em>basic course</em></td>
<td>regelmäßige Teilnahme und schriftliche Klausur regular attendance and written examination</td>
<td>1</td>
<td>2,5</td>
</tr>
<tr>
<td>Übung <em>exercise</em></td>
<td>Teilnahme mit Klausur und Hausarbeit attendance with written examination and assignment</td>
<td>1</td>
<td>3,5</td>
</tr>
<tr>
<td>Seminar <em>seminar</em></td>
<td>regelmäßige Anwesenheit mit schriftlich ausgearbeitetem Referat regular attendance with written report and report</td>
<td>1</td>
<td>3,5</td>
</tr>
<tr>
<td>preparatory German language course (block course during lecture-free time)</td>
<td>regelmäßige Teilnahme und Klausur regular attendance and written examination</td>
<td>25 contact hours per week</td>
<td>10</td>
</tr>
<tr>
<td>Semesterkurs Deutsch als Fremdsprache</td>
<td>regelmäßige Teilnahme und Klausur regular attendance and written examination</td>
<td>8 - 9</td>
<td>10</td>
</tr>
<tr>
<td>German language course for foreign students during the lecture period</td>
<td></td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

2. GRADING SCALE

The law faculties of Germany have developed their own grading scale, unique among the faculties. Marks run from zero to eighteen points, a pass being four points upwards.
The study performance of exchange students will normally be graded in accordance with the ECTS grading scale. However, some professors might choose to apply the German point system instead.

The German marks are translated into the ECTS grading scale as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
<th>ECTS grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18</td>
<td>excellent - outstanding performance with only minor errors</td>
<td>A</td>
</tr>
<tr>
<td>9-11</td>
<td>very good - above the average standard but with some errors</td>
<td>B</td>
</tr>
<tr>
<td>7-8</td>
<td>good - generally sound work with a number of notable errors</td>
<td>C</td>
</tr>
<tr>
<td>5-6</td>
<td>satisfactory - fair but with significant shortcomings</td>
<td>D</td>
</tr>
<tr>
<td>4</td>
<td>sufficient - performance meets the minimum criteria</td>
<td>E</td>
</tr>
<tr>
<td>1-3</td>
<td>fail - some more work required before the credit can be awarded</td>
<td>FX</td>
</tr>
<tr>
<td>0</td>
<td>fail - considerable further work is required</td>
<td>F</td>
</tr>
</tbody>
</table>

3. TRANSCRIPT OF RECORDS (TOR)

Unlike German students, the Erasmus students (so called programme students) are assigned to a different course of study in the system and their academic achievements cannot be recorded electronically - and therefore are not visible in WueStudy.

This is the reason why the ToR cannot be issued automatically by WueStudy and needs to be created manually based on your grades.

Please proceed as follows to obtain a ToR from the Erasmus-Office:

1) ATTEND A CLASS/LECTURE, ending with a written or oral exam, or a written paper
2) INFORM THE LECTURER before the semester starts or in the first three weeks of class that you are an Erasmus student and that you would like to participate in their class as well as take the exam
3) TAKE THE EXAMS AT THE END OF THE TERM
4) SEND US AN E-MAIL – possibly before the end of the semester – containing the following:
   - A list of your classes in accordance with your latest Learning Agreement, including the title, lecturer, contact hours and ECTS credits;
   - Certificates issued by the Language Centre (ZFS)/ a different faculty – a scan or picture is sufficient!
Please note that grades issued by lecturers of the Law Faculty are transmitted to us directly (including the courses offered by the Fachsprachen/Karin Linhart.) Therefore, you do not need to additionally contact the lecturers.

Your ToR will be issued in due time and sent to you via e-mail.

Estimated duration of the ToR preparation: it may take up to 4 weeks after the end of the semester to issue the ToR, depending on how quickly we receive the grades from the lecturers. If you have certain deadlines to meet, inform us in time to initiate a preferential and expedited preparation of the ToR.
V. COURSE CATALOGUE - WUESTUDY

A. WHERE TO FIND THE COURSE CATALOGUE

A general course catalogue („Vorlesungsverzeichnis“) for every semester, containing the course list of every faculty, is available at


Courses tend to be similar from one year to the next, so the course catalogue of the previous year can give a good indication of the courses on offer. Please note that some courses are only offered every other term.

B. WUESTUDY TUTORIAL

How to navigate WueStudy
You can find courses offered by the Law Faculty here…

...and here.
Click here to see classes offered in languages other than German (English, Spanish, French...):
We recommend “Rechtsdeutsch” (Legal German) to all foreign exchange students at the Faculty of Law.

The number of ECTS credits is not shown, because the Faculty of Law does not traditionally work with the ECTS system. However, you will receive ECTS credits as you are used to. At the Faculty of Law, 1 weekly contact hour translates into 2.5 ECTS. For this class (Rechtsdeutsch), you would receive 5 ECTS.
Click on “Parallelgroups/Appointments” for further information on the class (dates and time, lecturer, etc.).