

**Information on the
„Certificate of Studies in European, Comparative and International Law“(CECIL)
(Status: Winter semester 2018/2019)**

- Type of degree:** Certificate
- Aims of the programme:** The programme aims at providing students with knowledge in European, Comparative and International law and to develop the necessary legal skills in analyzing legal rules and policy issues in these fields critically.
- Application:** An application is mandatory if you wish to receive a Certificate. You will need to apply using the application form (or, if you are a student continuing your CECIL studies from last semester, the continuation form) located under “Downloads” on our CECIL website (<http://www.jura.uni-passau.de/en/international/study-options/european-comparative-and-international-law/>) .
Please submit this form to the International Office of the Faculty of Law in room JUR 225 (2nd floor, Faculty of Law building).
The Faculty of Law will advise on the application deadline at their “Information Session for International Students” before the start of the semester (please see announcements for dates), on the CECIL website and through the International Office of the Faculty of Law (JUR 225).

Admission Requirements for foreign students:

- 1.) You need to be enrolled in a degree or programme of the Faculty of Law at the University of Passau; and
- 2.) You need to have successfully completed two years of legal studies at a foreign university or have passed your “Zwischenprüfungen” at the Law Faculty of a German university; and
- 3.) You need to be proficient in English. Your language skills should be equivalent to level UNICert® III or Level C1 of the Common European Framework of Reference for Languages (CEFR), unless English is your native language or the language of instruction of your previous studies and qualifications. This is usually proven by a certificate from a recognized language school or by means of a generally recognized language certificate (e.g. TOEFL, IELTS or Cambridge).

Please NOTE:

- If you do not fulfil the English language proficiency requirements (e.g., if you hold a B2 CEFR qualification), you can participate in an English test, which is offered by the Language Centre of the University of Passau.
You will be informed of the next date for the English test. If you wish to participate in the test, please submit your full name and username to the International Office of the Faculty of

Law. Please make sure that you have logged on to the platform ILIAS at least once before attending the test.

- If you wish to take a single CECIL course and exam without working towards a Certificate, you can do so without having to apply to the International Office of the Faculty of Law and without having to fulfil the admission requirements except for providing proof of your enrollment as a Law student at the University of Passau.

Start: You can start the CECIL programme in the winter or the summer semester

Language: The language of instruction and examination is English

Duration: The program takes 1 semester (for a Minor certificate) or 2 semesters (for a Major certificate). You do not have to complete the program in a certain time frame.

Type of Certificate:

1. The Minor Certificate

For the Minor Certificate you will need to complete courses amounting to at least 20 ECTS credits **and** you will need to complete 1 Legal Skills course (e.g., “Academic Legal Writing or “Legal Presentation Skills”)

2. The Major Certificate

For the Major Certificate you will need to complete courses amounting to at least 40 ECTS credits **and** you will need to complete 2 Legal Skills course (i.e. “Academic Legal Writing” and “Legal Presentation Skills”)

3. Legal Skills Courses:

In addition to the regular CECIL courses, you will need to complete or two courses on legal skills (“Academic Legal Writing” and/or “Legal Presentation Skills”). You can sign up for them on our Learning-Management platform for students “StudIP”.

Please note that spots in these courses are limited to 20 participants. After the 20 spots have been filled, participants will be delegated to a wait-list on StudIP. Should one of the first 20 registrations be cancelled on StudIP, the first registration on the wait-list will automatically move up to the course list.

Please look for the registration deadline on our CECIL website, postings at our International Office of the Faculty of Law (JUR 225) or contact the office for more information

Course Offerings: You can find the selection of current CECIL courses on our CECIL website on <http://www.jura.uni-passau.de/internationales/studienangebote/cecil/>

Course and Exam Registration:

1. Course Registration on StudIP:

For all CECIL courses and the Legal Skills courses you will have to sign up on the platform StudIP with your ZIM (IT) username and password. Important information about the course (e.g., exam dates, registration deadlines etc.) will be posted on this platform from time to time, so please make sure you check your StudIP account regularly.

2. Exam Registration on HISQIS:

For each CECIL course that has a written exam, you will need to register on the HISQIS platform. This is the University’s electronic grade recording system, which will allow you to print out a

transcript of records after the completion of your courses. Without registration on HISQIS there will be no electronic record of your academic performance.

Please check the “Important Dates for CECIL” information leaflet posted on our CECIL website for the respective semester in order to determine when registration on HISQIS starts (this is usually in November for the winter semester and in May for the summer semester).

Examinations:

a. Format and grading scale:

The type of examination will be determined by the course instructor.

The most common examination format for the CECIL Program is a multiple-choice test consisting of 10 questions. The course instructor will advise you in class and/or on StudIP as to which materials you are allowed to bring into the exams. The duration of the multiple choice exams is 30 minutes. To obtain the CECIL certificate, you must attain at least a ‘pass’ in each course.

The grading scale is as follows:

- ‘with distinction’: more than 70% correct answers
- ‘with merit’: 60% - 69.99% correct answers
- ‘pass’: 50% - 59.99% correct answers
- ‘fail’: less than 50% correct answers

Every examination graded with a “fail” may be repeated once. Re-sits will take place within six months after publication of the examination results or within one year for courses offered every second semester, unless an earlier date for the re-sit has been set by the instructor.

b. Exam dates:

The CECIL exams usually take place on the last Friday of a semester and on the Monday and Tuesday following the last week of the semester. Please check the CECIL website and StudIP for information on the specific dates and times or ask at the International Office of the Faculty of Law (JUR 225).

Issuing of the Certificates: After you have completed the required course work for a Certificate, you will need to apply (e-mail is sufficient) to the International Office of the Faculty of Law for your Certificate to be issued. You can then collect your Certificate at the Office or it will be sent to your home address (**please ensure you leave a current postal address on file for this purpose**).

Contact: If you have any questions regarding CECIL, please contact Sandra Münzel Queiroz, LL.M.
International Office of the Faculty of Law (JUR 225)
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