

## Information on the „Certificate of Studies in European, Comparative and International Law“(CECIL)

### **What is CECIL:**

The idea behind CECIL is to enable you to gain in-depth knowledge of European, comparative and international law and to obtain the necessary legal skills to deal with complex legal issues in these fields. Additionally, you will have the opportunity to acquire and perfect transferable skills such as “Academic Legal Writing” and “Legal Presentation Skills”.

The language of instruction and examination is English.

### **Duration and modules:**

You can commence CECIL at the beginning of either the winter or summer semester (October and April respectively) and complete the certificate within one or two semesters (or more). It is offered in two variants:

#### 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”)

#### 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”)

You can create your own individual schedule by choosing from a range of different courses.

### **Legal Skills Courses:**

Depending on which certificate you are working towards, you will need to complete at least one Legal Skills seminar: “Academic Legal Writing” or “Legal Presentation Skills” for the minor certificate or both for the major certificate. These seminars are offered every semester.

### **Admission Requirements:**

To be admitted to the programme and the examinations you must fulfil certain requirements.

**German students must:**

- be enrolled in a study programme at the Law Faculty of the University of Passau
- have passed their Zwischenprüfung
- provide proof of English proficiency, e.g. with a UNICert® II or other certificate at level B2 of the Common European Framework of Reference for Languages (CEFR), unless you are a native speaker or English was the language of instruction in other studies you completed (e.g. for an Erasmus exchange)

**International students must:**

- be enrolled in a study programme at the Law Faculty of the University of Passau
- have successfully completed two years of law studies at a university abroad
- provide proof of English proficiency, e.g. with a UNICert® II or other certificate at level B2 CEFR, unless you are a native speaker or English was the language of instruction in your previous studies.

**Please NOTE:**

If you do not have proof of language proficiency at the time of your application you may provide us with such proof until the exam date.

If you do not present us with proof of language proficiency, you will not be barred from attending the courses and sitting the exams; however, it does mean that you will not be awarded the minor or major certificate upon completion of the programme!

**Application:**

To be able to check (in your own interest!) whether you fulfil the requirements for participation in the CECIL programme and to receive the certificate, please make sure you register! Please send an **e-mail** to [ulrike.wassermann@uni-passau.de](mailto:ulrike.wassermann@uni-passau.de) within **the first four weeks after the beginning of the semester** and indicate which certificate you would like to acquire (CECIL Minor or CECIL Major).

Please attach the following documents to this e-mail:

- **proof of your enrolment at the Law Faculty of the University of Passau,**
- **copies of your diploma and certificates relating to your previous studies,**
  - if you are an international student, proof that you have studied law for two years at your home university,
  - if you are a German student, proof that you have passed your “Zwischenprüfung”,
- **and proof of your Level B2 English language proficiency.**

**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 Registration:**

### **Course Registration on StudIP:**

For all CECIL courses you will have to sign up on our Learning-Management platform for students "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.

### **Registration for the Legal Skills Courses on StudIP:**

In addition to the regular CECIL courses, you will need to complete one or two courses on legal skills ("Academic Legal Writing" and/or "Legal Presentation Skills"). You can sign up for them on "StudIP" with your ZIM (IT) username and password

**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.

## **Exam Registration:**

### **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:**

- 1) **Format:** The type of examination will be determined by the course instructor.
  - a) The most common examination format for the CECIL Program is a multiple-choice test consisting of 10 questions, of which the student must answer a minimum of four questions correctly and achieve a minimum of four points ("sufficient").  
The distribution of points is as follows: Three questions will be allocated three points, two questions two points and five questions one point. The total of points adds up to 18 points.  
The duration of the multiple choice exams is 30 minutes. If a student does not answer a minimum of 4 questions correctly, but achieves more than three points, the exam is still regarded as failed with the grade "Inadequate".
  - b) a written test (hypothetical/problem question), the duration of which will be between 60 and 120 minutes;
  - c) an oral exam (15 minutes); or
  - d) a presentation.

The course instructor will advise you in class and/or on StudIP as to which materials you are allowed to bring into the exams.

## 2) Grading Scale:

The grading scale is as follows:

„Very Good“ (sehr gut)	= 16-18 Punkte
„Good“ (gut)	= 13-15 Punkte
„Fully Satisfactory“ (vollbefriedigend)	= 10-12 Punkte
„Satisfactory“ (befriedigend)	= 7-9 Punkte
„Sufficient“ (ausreichend)	= 4-6 Punkte
„Inadequate“ (mangelhaft)	= 1-3 Punkte
„Insufficient“ (ungenügend)	= 0 Punkte

Every examination that is not passed with at least a “Sufficient” can be subject to a re-sit, which 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.

## 3) 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 to the International Office of the Faculty of Law for your Certificate to be issued (e-mail to [ulrike.wassermann@uni-passau.de](mailto:ulrike.wassermann@uni-passau.de) is sufficient). Please submit your **Transcript of records** (also by mail and scan).

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 see our CECIL website or contact Ulrike Wassermann, International Office of the Faculty of Law (JUR 225).

E-mail: [ulrike.wassermann@uni-passau.de](mailto:ulrike.wassermann@uni-passau.de)