

INFORMATION FOR INCOMING ERASMUS STUDENTS

Below, you will find **useful and important information** about your **contact persons**, the selection of **courses**, academic terms and your **Learning Agreement**.

Contact Persons

The **ERASMUS Helpdesk** and **Prof Marboe**, who is your **Departmental Coordinator** during your ERASMUS stay at the University of Vienna, are in charge of the **academic assistance** to ERASMUS students. All **administrative tasks** are assumed by the **International Office** of the University of Vienna (<http://international.univie.ac.at/incoming-students/erasmus/>).

Course Directory

The Faculty of Law offers a large variety of courses. They include compulsory and elective courses, general and specialised courses, lectures, practical exercises, moot courts, seminars, excursions and others. Most of the courses are eligible for ERASMUS students. Please note, that the Faculty of Law **does not** operate on a "**Bachelor – Master**" system. After four years of studies, students graduate as "Magister iuris".

The courses offered at the Faculty of Law are contained in the **online course directory** on the website of the University of Vienna (www.univie.ac.at/en/home). You can find it among the "Quick Links" on the upper right side of the screen or directly under the following link: <http://online.univie.ac.at/vlvz?lang=en&extended=Y>. You can browse any of the current and past winter and summer semesters ("Wintersemester" and "Sommersemester"). The law courses are listed under "**3.01 Diploma Study of Law**" (Diplomstudium der Rechtswissenschaften).

Please note that the **course catalogue is only finalised at the beginning of each semester**. However, the courses vary only slightly from year to year. If the course catalogue for the semester(s) of your stay in Vienna is not yet finalised, you can choose from the courses of **the most recent winter or summer semester**, which will give you an **indication** of the courses that will be offered during your stay. Please, note that the **programmes** of the winter and the summer semesters **are different**. The **academic year** at the University of Vienna is **divided into two semesters** of four months each. The **winter semester** runs from **1 October to 31 January**, the **summer semester** from **1 March to 30 June**.

Course Information

You can find **general information on the courses** such as the **number of ECTS**, the **language** of instruction, course **dates**, prerequisites, **exams** etc. in the online course directory. You can also find a **course description** in the online directory or on the **website** of the respective department (Institut). After your arrival, more information will be available on the **department's notices ("Aushang")** on a board at the entrance of the respective department. The "Aushang" also contains more detailed information about the course, exams, date of first meeting etc. For further information on courses you can also contact the student representatives of the law faculty: <http://www.univie.ac.at/fv-jus/cms/index.php?id=474>.

Guidelines for the Selection of Courses

Most courses offered at the Faculty of Law are eligible for ERASMUS students. There are, however, some **exceptions and recommendations** which you find below.

Various Modules

At the Faculty of Law, different modules can be distinguished: **compulsory modules** and **elective modules**. In addition, there are so-called “**Complementary Study Programmes**” (Extension Curricula - EC).

1) Compulsory Modules - Pflichtmodule

Courses offered for the “Compulsory modules” (Pflichtmodule) are listed in **sections 1 to 3** of the course catalogue. Please note that lectures (VO) and (compulsory) practical exercises (PF, UE) listed in these sections are generally rather **not suitable for ERASMUS students**. The reason is that, for lectures (VO) usually no exams are organised, and compulsory exercises (PF, UE) have restrictive admission criteria. Yet, ERASMUS students **may choose courses (KU) and seminars (SE) from the compulsory modules list** as well as those **lectures (VO)**, which are characterised by the addition “**Continuous assessment of course work**”, and lectures in Public International Law (Völkerrecht) and European Law (Europarecht).

2) Elective Modules - Wahlfächer

Courses for the “Elective Modules” (Wahlmodule) are listed in **section 4** of the course catalogue. You will find a **wide range of subjects** covered here. The courses in the elective modules are **highly recommendable for ERASMUS students**. The same is true for the “**Courses Not Tied to Any Stage of the Degree Programme**” (Abschnittsunabhängige Lehrveranstaltungen), which can be found in **section 5** of the course catalogue. One exception is the **elective module on Mediation (section 4.13)** which is **rather not recommendable for ERASMUS students**, as there are restrictive admission requirements.

3) Extension Curricula (EC)

In addition to compulsory and elective modules, “**Complementary Study Programmes**” (Extension Curricula - EC) are offered at the Faculty of Law. These programmes are designed to allow **students from other faculties** to gain insight into a variety of legal fields. EC courses are offered under the heading “**3.03. Complementary Study Programmes**”. They are highly recommendable for ERASMUS students, in particular ERASMUS students from faculties other than law. ERASMUS students who study law are also very welcome in the EC courses, but need to verify whether these courses are recognised by their respective home university.

Types of Courses

At the Faculty of Law, **different types of courses** are offered: lectures (VO), courses (KU), (compulsory) practical exercises and case studies (PF and UE), seminars (SE), repetition courses (RE), conversation classes (KO), Moot Courts (MC), excursions (EX) and practical work courses (PR).

Lectures - Vorlesungen (VO)

Lectures contribute primarily to impart the **main content, structure and methods of the respective subject**. Generally, lectures take place two hours per week and are attended by a rather large number of students. For most lectures it is not necessary to register and attendance is not mandatory. Please note that usually no exams are organised for lectures. Lectures are therefore generally rather not suitable for ERASMUS students. However, ERASMUS students can be awarded ECTS if a specific exam is arranged with the respective lecturer. Also, lectures which are characterised by the addition “**Continuous assessment of course work**”, **can be attended by ERASMUS students**, as the performance of each student will be assessed (e.g. through an exam) and credits will be awarded. ERASMUS students are also welcome in lectures on Public International Law (Völkerrecht) and European Law (Europarecht) (see below).

Courses - Kurse (KU)

Courses are classes with the **characteristics of lectures**, but involve more opportunity for **discussion and interaction**. Students are expected to **prepare each class through reading material** and to **participate actively** during lessons. Most courses are **elective subjects** and therefore **highly recommendable for ERASMUS students**.

(Compulsory) Practical Exercises, Case Studies - Übungen/Pflichtübungen, Klausurenkurse (PF, UE)

The aim of this type of course is to **train the practical application of the subject matter**. Cases are solved by using the theoretical knowledge gained during lectures. In order to successfully complete the course it is generally necessary to pass one or two **written exams** (Klausur) and to actively **participate during lessons**. Practical exercises are usually offered for **compulsory subjects**. Generally, only a **restricted number of participants** is admitted and profound knowledge of the subject is required. Even if you are able to attain a place, it is **very difficult** to pass the **written case study exam(s)** for the course. Therefore, practical exercises are **not recommended for ERASMUS students**.

Seminars/Diploma Seminars - Seminare/Diplomandenseminare (SE)

In seminars, specific **questions in the respective field of law are discussed on a scholarly level**. Therefore, **solid general knowledge of the subject** is recommendable. Participants are usually asked to prepare **written papers** on specific topics, give **oral presentations** and participate actively in discussions. **Seminars are very intensive** and usually require a lot of work. Therefore we do **not recommend choosing more than one seminar per semester**. Students are awarded 4 ECTS if they participate in the seminar and give an oral presentation. If students hand in a written paper an extra 4 ECTS are awarded. Criteria regarding the paper and the presentation will be discussed in the first unit of the seminar.

Repetition Courses - Repetitorien (RE)

Repetition courses are organised to give students the possibility to **prepare intensively for exams** and are usually held shortly before the examination period. They cover all relevant topics for the respective exam and deal with particularly difficult questions. In order to obtain maximum benefit, students already need to have a **profound knowledge of the subject**. Repetition courses are not recommended for ERASMUS students.

Conversation Classes - Konversatorien (KO)

This type of course aims at **intensifying the students' knowledge on specific topics**. They usually consist of lectures, presentations and discussions. For a successful completion students need to contribute actively during lessons, complete assigned homework and/or pass an exam. Conversation classes are recommended for ERASMUS students.

Working Groups - Arbeitsgruppen (AR)

Working groups are organised as an introduction to scientific co-operation in small groups. Working groups are recommended for ERASMUS students.

Excursions - Exkursionen (EX)

Excursions should deepen and exemplify in practice the theoretical knowledge gained during courses. **Excursions are not recommended** for ERASMUS students, as generally no grades are awarded for this type of course.

Moot Courts (MC)

Students have to **represent, as a team, a legal position in a (fictitious) trial** and participate in an (international) Moot Court Competition (Philip C. Jessup, René Cassin, Willem C. Vis, European Law Moot Court, ELSA Law Moot Court, etc.). They are required to **prepare memorials and pleadings in English and/or French**. Moot Courts are a lot of work but very rewarding. Students get specific experience and expertise in the respective subject. They learn how to write memorials in English and/or French, to work in a team and to plead in front of a court or tribunal. **Moot Courts are recommended for dedicated ERASMUS students**. Please be aware that students need to apply in order to participate in a Moot Court.

Practical Work - Praktika (PR)

A deeper insight into practical aspects of various legal professions shall be provided by cooperation of professors and lawyers of different fields.

Subjects Particularly Recommended for Erasmus Students

The Austrian Legal System

The course “The Austrian Legal System - an overview - for Erasmus incomings” is highly recommended for ERASMUS students as it gives a general overview of the Austrian legal system in English and is organised specifically for ERASMUS students.

Public International Law (Völkerrecht)

The lectures (VO) in German entitled “**Völkerrecht I**” (Public International Law I) in the winter term and “**Völkerrecht II**” (Public International Law II) in the summer term are part of the compulsory module on public international law. **For ERASMUS students a specific exam is organised** at the end of the semester, for which credits are awarded. If the exam is not taken, no credits can be awarded.

Please note that all courses listed under the heading of “**1.4 Introduction to International Principles of Law**”, including the lecture “**Introduction into International Law**”, are **not open to ERASMUS students**. The reason is, that these courses are offered for students in the second semester, who have to pass a large compulsory exam called “FÜM I”, which includes also other subjects. ERASMUS students cannot take this exam.

Numerous specialised courses on international law, mostly in English, are offered in the **elective module “4.30.1. International Relations Law (Including International Organisations) - Core Area”** and “**4.30.2. International Relations Law (Including International Organisations) - Elective Area**”. In these courses, ERASMUS students are very welcome.

European Law (Europarecht)

All of the lectures (VO) in the module “European Law” are open to ERASMUS students. At the end of the semester, a **specific exam for ERASMUS students** can be arranged with the professor, for which credits are awarded. If the exam is not taken, no credits can be awarded.

In addition, numerous specialised courses on European law are offered in the **elective module “4.17.1. European Law (advanced) - Core Area”** and “**4.17.2. European Law (advanced) - Elective Area**”. In these courses, ERASMUS students are very welcome.

International Private Law and Comparative Law (Internationales Privatrecht und Rechtsvergleichung)

All of the **specialised courses** in the **section “4.12. International Private Commercial Law and Comparative Law - Core Area”** are **open to ERASMUS students**. As ERASMUS students have been studying in a different legal system, they are more than welcome to participate in comparative law courses and to take part in discussions.

Language of Instruction

If you do not have enough knowledge of the German language in order to follow courses in German, you can also take **courses in English**. Each course in the catalogue, which is held in English, is characterised by the addition “**Language of instruction: English**”. You can find all courses in languages other than German (most of them will be in English) listed under “**Foreign Languages**” (**section 5.1**) in the course catalogue.

Registration Requirements

Please look carefully at the **specific registration requirements** for the courses you would like to attend. The registration requirements may **differ from course to course**. You can find the requirements for each course under “**Further information**” in the online course directory. For most of the courses **online registration** is

required, for some courses you may have to **register via registration lists** at the secretariat of the respective department, via **e-mail** or **at the first course unit**.

Please note that **registration deadlines** may also differ from course to course. For many courses **registration starts** already **before the beginning of the semester**. Therefore, please inform yourself as soon as possible about the registration deadlines for the courses you would like to attend and try to register as early as possible.

After registration via the **online registration system** you will receive one of the following notifications:

- “Vorgemerkt” means that your registration has been received. You receive this notification as long as registration is still open and places have not yet been allocated. After the allocation of places this status will change into either “angemeldet” or “Warteliste”.
- “Angemeldet” means that you have been admitted to the course.
- “Warteliste” means that you are on the waiting list. In this case, please attend the first course unit, where you will receive information on whether your participation in the course is possible.

Please note that you need to **deregister** from courses that you have registered for but are unable to attend, otherwise you risk receiving a negative grade for these courses. Either you deregister via Univis or if this is not possible send a mail to your lecturer.

Learning Agreement

Please note that **you do not need to send us your Learning Agreement before your arrival in Vienna**. The reason is that the **course catalogue** of the University of Vienna is usually only **finalised shortly before the semester starts**. We recommend that you draft a preliminary list of courses as long as you are still at your home university and that you use the information available about the past semesters in the online course directory. After your arrival in Vienna, you can make your **final choice of courses** based on the definite course catalogue. Your Departmental Coordinator can assist you in putting together your list of courses and will approve your Learning Agreement. Afterwards, your home institution should be asked to approve your list of courses as well.

When completing your Learning Agreement, please **clearly indicate** the **title of each course**, as well as the respective **course code**, the **type of course (SE, VO, KU etc.)** and the **number of ECTS**.

ERASMUS Helpdesk – Mag.a Resch Paula

Office hours during the semester: Thursdays 4 pm - 6 pm

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