

## Guide for Incoming ERASMUS Students

Dear new ERASMUS student,

We are very happy to welcome you in Halle! You have made a great decision to study at the Faculty of Law of the Martin-Luther-Universität Halle-Wittenberg. In order to make your stay as smooth as possible, we would like to give you some guidelines on studying Law in Halle which are not intended to be exhaustive:

### **1. Introduce yourself!**

After your arrival in Halle, we invite you to come to our office (ERASMUS-Büro Jura, Juridicum, Universitätsplatz 7, Room U.06) to get to know each other. We have regular consultation hours on Monday, 09 – 11 a. m. and Thursday, 3:30 – 5:30 p. m.

### **2. Course selection**

Concerning the courses you would like to attend, please visit:

[http://studip.uni-halle.de/mlu\\_vv.php](http://studip.uni-halle.de/mlu_vv.php)

Go to the courses of the Faculty of Law (**Stud.IP der Martin-Luther-Universität Halle-Wittenberg > Juristische und Wirtschaftswissenschaftliche Fakultät > Juristischer Bereich – Law School**) and select the semester (for example: WS 2017/18).

You can find all subjects and courses offered by our faculty. Please be aware of the fact that the course list for the summer semester will probably be completed in March and the course list for the winter semester in September. You can also select different semesters and see which courses were offered in the past years (not all of them, but most of the courses are available in the corresponding semester).

We offer you a list with regularly offered courses on demand; do not hesitate to contact us! Please be aware that you can make changes to your Learning Agreement during your stay in Halle and respond to current changes in the course program or your interests. If you need help, we will find a solution together.

The English courses vary considerably each semester (the only courses we are continuously offering are "Introduction to US or UK Law" and "Introduction to Human Rights Law"), because the "Institut für Wirtschaftsrecht" invites different professors from all over the world each semester which give different lectures in English or their mother tongue.

Generally, you can join every course offered by the Faculty of Law (including business law courses offered by the Institut für Wirtschaftsrecht) without any registration. Stud.IP is only for personal use, especially for searching a course or name of professors and creating a schedule.

When looking for courses, you will stumble upon different types of courses: **Vorlesungen**, **Kolloquia**, **Seminars** and **Übungen**.

A **Vorlesung** is a regular course in which the professors present their respective field of law. The students are invited to participate, voice their opinion and answer questions, if they want. However, this is not mandatory – you can just sit and listen. Normally, written exams related to the Vorlesung are offered at the end of a semester. Don't be shy to ask your professor if they agree on offering an oral exam for you!

A **Kolloquium** (plural: Kolloquia) is a course to deepen the knowledge obtained in a corresponding Vorlesung by solving cases in a small group. The faculty always offers many Kolloquia for the same Vorlesung because there are so many law students. You get 10 ECTS-Points if you succeed in the written or oral exam at the end of the Vorlesung and joined a Kolloquium. However, there are sometimes Kolloquia which stand for themselves and don't relate to a Vorlesung so that you can take an exam or do a presentation in the Kolloquium. You need to know that these single Kolloquia are generally for students who have already studied the respective field of law/subject before and have experience. However, ERASMUS students are warmly invited to attend all kinds of Kolloquia and ask the professors organizing these special Kolloquia about possible ways to take an exam.

**Seminars** are a bit different - they are single courses with people who specialize in the topic of the seminar and want to obtain a certification for their studies (you will often read the terms "Seminarschein" or "Schwerpunktbereichsprüfung"). Mostly, you need to write a scientific paper and present it in front of the group to receive a grade. However, not every seminar is like this, so that you might only need to give a presentation about a topic (or explain a judgement) and get your grade and ECTS-points. Again, either contact us or the particular professor for more information.

There are also courses called "Übung für Fortgeschrittene" which are practice courses for advanced students - these are generally not interesting for ERASMUS students because they focus solely on solving cases and you need a lot of previous knowledge to learn and understand the material. No ECTS-points are awarded for these courses.

### **3. ECTS-Points**

Our law studies in Halle are not modularized (except for courses offered by the Institut für Wirtschaftsrecht). 5 ECTS-points are awarded upon passing a course with an exam. You can also get 5 ECTS for handing in a short thesis at a colloquium.

### **4. Learning Agreement – Departmental Coordinator's Signature**

Depending on your home university's deadlines, you need to send us your Learning Agreement containing all the courses you would like to attend. We will then forward it to Prof. Dr. Madaus, the Faculty of Law's Departmental Coordinator. He will sign it and we will return it to you.

Please make sure that your Learning Agreement contains enough ECTS-points to fulfil your home university's standards. If your list is incomplete, we can help you find more courses!

## **5. Changes to the Learning Agreement**

Should you decide that you do not want to take an exam of a certain course at the end of the semester, you can change your Learning Agreement at any time during your stay by adding or deleting courses ("Exceptional Changes to the Proposed Mobility Programme"). These changes need to be signed by Prof. Dr. Madaus as well as your home university. For the procedure, see No. 4 of our guidelines.

## **6. Mail box**

You can enter your university mail box via <https://studmail.uni-halle.de/gw/webacc>

## **7. Exams**

In order to register for an exam, please download the "Kursliste" (course list) from Mobility Online. There is a column in the list called "Prüfungsanmeldung" (registration for exam) which needs to be signed by the professors as soon as possible. Please approach the professor of the course and tell her/him that you are an ERASMUS student and that you would like to take an exam. You need to obtain the professor's signature to confirm that you will take an exam in her/his course. It is also advisable that you write an email to the professor in case of any misunderstandings. The professors will be glad to get to know you in the beginning of the semester.

Sometimes, the professor will give you the opportunity of taking an oral exam or doing a presentation instead of a regular written exam. This is due to the fact that written exams often require a more deepened knowledge. Therefore, it is important for ERASMUS students to introduce themselves to the professors.

There are always two exam dates scheduled in the calendar for one course. However, you cannot choose between those two but have to take the first exam, because the second one is only a repeat exam.

## **8. End of your stay – Transcript of Records**

Before you leave Halle at the end of your ERASMUS stay, please make sure that you go to the **Prüfungsamt des Juristischen Bereichs** (Universitätsplatz 10a, Thomasianum) and request your Transcript of Records. Julia Reimers is the current head of the office and will gladly help you with the document. The drafting can take a few weeks, depending on how quickly the professors send your grades to Frau Reimers.

*We wish you a wonderful stay in Halle!*

*Lily Kersting, Michelle Bohley & Prof. Dr. Stephan Madaus*

## **9. Contacts**

### **Departmental Coordinator (Faculty of Law) Prof. Dr. Stephan Madaus**

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### **ERASMUS-Büro Jura Michelle Bohley and Lily Kersting**

Juridicum  
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Website: [www.jura.uni-halle.de/erasmus](http://www.jura.uni-halle.de/erasmus)

Consultation hours:

Monday, 09-11 a.m.

Thursday, 12-2 p.m.

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### **International Office Institutional Coordinator Anna Kostov**

Universitätsring 19/20, 1. Etage  
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Tuesday, 10 a.m. – 12 p.m.

Wednesday, 10 a.m. – 12 p.m. & 01-03 p.m.

Thursday, 10 a.m. – 12 p.m.

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**Prüfungsamt des Juristischen Bereichs  
Julia Reimers**

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Consultation hours:  
Monday, Tuesday & Thursday, 09:30 a.m. – 12 p.m. & 01-03:30 p.m.  
Friday, 09:30 a.m. - 12 p.m.