

1. GENERAL INFORMATION ABOUT ECTS

1.1. What is ECTS?

The ECTS – *European Community Course Credit Transfer System* was created as part of the Erasmus-Socrates programme in order to facilitate the academic recognition of study periods abroad at students' home institutions. Academic success is valued with credit points according to the work load a student has taken in order to pass a course with a positive grade. (1 credit point corresponds to 25-30 working hours per semester on part of the student).

Furthermore a specific ECTS grading system was developed (cf. 7.3)

1.2. ECTS – credit points – *credits*

ECTS credit points - *credits* - are assigned to each course or each subject exam. They are the numerical value which is assigned to a course for describing the work required for each student to perform. The annual performance requirement consists of 60 credit points; 30 per semester.

ECTS credit points facilitate a full academic recognition of studies completed abroad. They give reference of quality (ECTS - *grading scale*) and quantity (*credits*) of the academic performance completed at one of the partner universities. (cf. 1.1)

The Austria system of grading can be compared to the ECTS-grading scale (cf. 7.3)

2. INFORMATION ABOUT THE PARIS LODRON UNIVERSITY OF SALZBURG

2.1. Important Addresses

University Administration and Service Departments, Universität Salzburg, Kapitelgasse 4, A-5010 Salzburg,
Phone: ++43/(0)662/80 44-0, Fax: ++43/(0)662/80 44-214,
E-mail: uni.service@sbg.ac.at, URL: www.uni-salzburg.at

International Relations´ Office, MA Markus Bayer, MA Sylvia Tischler, MA Reinhard Bachinger, Hedwig Gratzer, Kapitelgasse 6, A-5010 Salzburg, Phone: ++43/(0)662/80 44-2040, 2041, 2042, 2043 Fax:++43/(0)662/80 44-154,
E-mail: markus.bayer@sbg.ac.at, sylvia.tischler@sbg.ac.at, reinhard.bachinger@sbg.ac.at, hedwig.gratzer@sbg.ac.at
URL: www.uni-salzburg.at

2.2. Semester Dates

Winter Semester	Begins 1 October and ends 31 January
Summer Semester	Begins 1 March and ends 30 June

There is a semester break during the month of February and usually no courses are held. Each semester covers at least 14 weeks of tuition, both semesters together cover 30 weeks.

Important: Each department of the Faculty of Law releases the exact dates of commencement of courses through the bulletin boards at the beginning of the semester. Students can find a detailed programme of all courses offered for each semester under: www.db.sbg.ac.at/lvz/home.asp. Generally, all winter semester courses start in the first or second week of October. Summer courses start in the first or second week of March. Some courses require registration in person. Please note announcements of dates at the relevant bulletin board of each department.

2.3. University holidays and vacations

National Holiday	26 October
All Saints Day	1 November
All Souls Day	2 November
Immaculate Conception	8 December
Christmas Vacation	Begins a few days before 24 December and ends after the first week of January
Easter Vacation	2 weeks; Passion- and Easter week
State Holiday	1 May
Ascension	Altering holiday (Thursday)
Pentecost Vacation	Altering holiday (Saturday to Tuesday)
Corpus Christi	Altering holiday (Thursday)
Examination-free summer holiday	Mid-July to mid-September

2.4. University Enrollment

Socrates/Erasmus students are required to enroll and register as early as possible after their arrival in Salzburg. It is important to make contact with the **International Relations' Office** and the **Socrates Coordinator** (Prof. J. Michael Rainer/Gabriele Loibichler at the Faculty of Law). Students are invited to attend the informative meeting held at the beginning of each semester by the International Relations' Office; contact Reinhard Bachinger). Socrates/Erasmus students can get their questions answered and receive relevant information regarding their stay and study in Salzburg. The **Central Registrar's Office** (Serviceeinrichtung Studium)

handles the enrollment and registration. Students must bring their passport and pay the fee of currently 15,36 € for the Student Union - ÖH (Österreichische Hochschülerschaft). This amount can be paid with a suitable bank card ("maestro") at the service point in front of the Registrar's Office or at a bank counter via money transfer. In case you choose the second payment option the registration will take about one week. A pre-registration should be done from the home country. Please see www.-uni-salzburg.at → Studium → Zulassung → Online-Zulassung and note the allocated registration number.

After the enrollment the Socrates/Erasmus students receive their student ID, which includes a computer chip with a personal pin-code and a **Registration Number** (Matrikelnummer). This number will prove itself to be useful to the students during their studies. The Central Registrar's Office can be contacted when problems arise.

Central Registrar's Office (the Department of Study and Examinations) Kapitelgasse 4, A-5010 Salzburg, Phone: ++43/(0)662/80 44-2251 to 2259, Fax: ++43/(0)662/63 89-2251 to 2259, E-mail: franz.fleissner@sbg.ac.at, E-mail: alexander.jaehrig@sbg.ac.at

General Registration Periods:

Winter Semester

Beginning of September until End of November

Summer Semester

Beginning of February until End of April

German Preparatory Courses

The University Language Centre offers intensive German courses at beginners and advanced level to Erasmus students at a special rate. These courses start in the middle of September and last for about 2 weeks. For more information see: www.sprachenzentrum.com/erasmus.asp

During the semester German courses for foreigners are offered at the Department of German Studies. These courses are free of charge for Erasmus students. At the beginning of the winter semester there are orientation tests which help you to find out your personal language competency and the corresponding course level. The registration for those courses has to be done at the secretary's office in the German Department.

Contact information: **Fachbereich Germanistik**, Akademiestrasse 20, A-5020 Salzburg, Phone: ++43/(0)662/80 44-4350 (secretary's office).

2.5. Libraries

University Library/Main University Library, Hofstallgasse 2-4, A-5010 Salzburg, Phone: ++43/(0)662/842576-DW, Fax: 842576-680, Open: entire year; restricted hours on weekends and during vacation periods.

Students registered at the University of Salzburg receive the user and loan authorization with their student IDs in the loan-office of the main library. In the third

week of each semester, an introduction on the use of the library is given. The dates are posted on the bulletin board. In addition to the main library, there are various faculty, subject and department libraries:

- Faculty Library of Law, Churfürststrasse 1 and Kapitelgasse 5
- Faculty Library of Natural Sciences, Hellbrunner Strasse 34
- Subject Library of Arts and Social Sciences (History, etc), Rudolfskai 42
- Department Library of the British and American Languages, Akademiestrasse 24
- Department Library of Romance and Slavonic Languages, Akademiestrasse 24
- Department Library of Educational Sciences (including teacher's training), Music and Dance Sciences, Akademiestrasse 26
- Department Library of German Language and Literature, Akademiestrasse 20
- Department Library of Philosophy, Franziskanergasse 1
- Department Library of Sports Sciences, Rifer Schlossallee 49, 5400 Hallein
- Department Library of Forensic Neuropsychiatry, Ignaz-Harrer-Strasse 79

2.6. ITServices (Information Technology Services)

Registered students at the University of Salzburg can obtain free Internet connection, an E-mail address and an RAS-connection (Remote Access Service) at the **ITServices** (in the Secretary's Office). Students may apply for internet connection from their homes. Proof of enrollment/registration or the student ID is required.

University of Salzburg, Zentraler Informatikdienst, Hellbrunner Strasse 34, A-5010 Salzburg,
Phone: ++43/(0)662/80 44-6700, Fax: ++43/(0)662/62 98 42,
URL: www.uni-salzburg.at/rwfb/studien

Application - Office Hours:

Tuesday 8.00 – 10.00 a.m.

Thursday 1.00 – 3.00 p.m.

Information about the possibility of using computers in the Computer Rooms (Pool Rooms): www.uni-salzburg.at/rwfb/studien

3. INFORMATION ABOUT THE FACULTY

3.1. Important Addresses

Paris Lodron University of Salzburg, Faculty of Law, Churfürststrasse 1, A-5010 Salzburg

Faculty Office (Fakultätsbüro) Phone: ++43/(0)662/80 44/3000-3008, Fax 164,

URL: www.uni-salzburg.at/rwfb

Socrates Coordinator: O. Univ.-Prof. DDr. J. Michael Rainer, Socrates Assistant: Gabriele Loibichler, Department of Private Law, Churfürststrasse 1, A-5010 Salzburg, Phone: ++43/(0)662/80 44-3070, Fax: ++43/(0)662/80 44-130, E-mail: johannes.rainer@sbg.ac.at, gabriele.loibichler@sbg.ac.at

AO. Univ.-Prof. Dr. Michael Geistlinger, Assistants: Tamara Handlechner and Sarah Füsseck, Department of Public Law, Churfürststraße 1, A-5010 Salzburg, Phone: ++43/(0)662/8044-3655, Fax: ++43/(0)662/8044-135; E-mail: michael.geistlinger@sbg.ac.at, tamara.handlechner@sbg.ac.at, sarah.fusseck@sbg.ac.at (Prague, Wrocław, Banská Bystrica, Blagoevgrad, Plovdiv, Vilnius; Faculty Partnership: Niš; University Partnerships: St. Petersburg, Moscow-MGU; Moscow-Družba Narodov; Kaliningrad)

AO. Univ.-Prof. Dr. Walter Scherrer, Department of Social Sciences and Economics, Kapitelgasse 5-7, Phone: ++43/(0)662/8044-3705, Fax: ++43/(0)662/8044-623, E-mail: walter.scherrer@sbg.ac.at (Ljubljana; University Partnership: Bologna)

Dean O. Univ.-Prof. Dr. Kurt Schmoller, Department of Public Law, Criminal Law and Criminal Procedure, Kapitelgasse 5-7, Phone: ++43/(0)662/8044-3361, Fax: ++43/(0)662/8044-140 E-mail: kurt.schmoller@sbg.ac.at (University Partnership: Warsaw)

Faculty Office (Fakultätsbüro)/Examination's office (Prüfungsreferat)

MA Maria Hirsperger, Churfürststrasse 1, A-5010 Salzburg, Phone: ++43/(0)662/80 44-3006, Fax: ++43/(0)662/8044-164, E-mail: maria.hirsperger@sbg.ac.at

3.2. History of the Faculty of Law

The Faculty of Law was founded in 1652/3, 30 years after Prince Archbishop Paris Lodron founded the University of Salzburg. During the 17th Century, this rather small faculty became quite significant in the entire alpine region. After Salzburg's annexation to Bavaria, the University was closed down in 1810. Thus, ends the 150 years history of the Faculty of Law.

On November 16th, 1965, the Faculty of Law was re-inaugurated in the framework of the newly founded University of Salzburg. From the beginning the Faculty of Law was temporarily accommodated near the central railway station. After the decision to move the expanding Faculty of Law - together with other faculties of the University of Salzburg - to the city-centre, the rebuilding of the **Toskanatrakt** began (1986). The largest part of the Faculty of Law moved there in 1992. A year later, 1993, most of the remaining departments moved to the **Firmian-Salm-House**. Students and Professors of the Faculty of Law are proud to be in one of the most beautiful faculty buildings of Europe. The Toskanatrakt as well as the Firmian-Salm-House both look back on a very long history and accommodate valuable art treasures.

3.3. University Buildings

Toskanatrakt (Churfürststrasse 1)

Situated behind the *Alte Residenz* (Old Residence) between *Alter Markt* (Old Market Place), *Churfürststrasse*, *Sigmund-Haffner-Gasse* and the Church *Franziskaner-Kirche*, the Toskanatrakt is the main building of the Faculty of Law. The administration of the faculty is located there. This large building complex with nearly 180 rooms embraces three inner courtyards and accommodates the following departments:

University Administration

- Faculty Office (Fakultätsbüro), Examination's office (Prüfungsreferat)
- ECTS Subject Coordinator
- Faculty Representation of the Austrian Student Union
- Mensa (student canteen) „Toskana“
- Law Library I

Departments

- Department Private Law
 - Austrian and European Private Law
 - Comparative Law and International Private Law
 - Civil Procedure Law
- Department of Public Law (Part)
 - Public International Law and International Organization
 - Financial Law
- Department of Labour, Economic and European Law
 - Austrian and International Commercial and Economic Law
 - Labour and Social Law
 - European Law
- Department of Social Sciences and Economics (Part)
 - Legal Basic/Pure Research
 - History of Law and Canon Law

Firmian-Salm-Haus (Kapitelgasse 5)

The Firmian-Salm-Haus (opposite the so-called „*Kapitelhäuser*“, which accommodate the Rector's Office and the University Administration) accommodates the following departments:

University Administration

- Some departments of the university administration
- Law Library II

- **Department of Public Law (Part)**
Constitutional and Administrative Law
Criminal Law and Criminal Procedure
- **Department of Social Sciences and Economics/Economics (Part)**
Economics

Kapitelhäuser (Kapitelgasse 4-6)

Next to the Rector's Office, the International Relations Office and other administrative departments, the largest lecture hall of the Faculty of Law can be found, which accommodates 250 students.

Ignaz-Harrer-Strasse 79

The two institutions of the Faculty of Law that are not accommodated in the historic Old Town are the:

- Interfaculty Department/Forensic Medicine and the
- Interfaculty Department/Forensic Psychiatry.

3.4. Student Representation

Austrian Student Union of the University of Salzburg, Kaigasse 28-30, A-5020 Salzburg, Phone:++43/(0)662/8044-6000; E-mail: sekretariat@oeh-salzburg.at, URL: www.oeh-salzburg.at

The **Austrian Student Union (ÖH – Österreichische HochschülerInnenschaft)** is a public corporation and the legal representative of the students. Every two years student representatives of the Austrian Student Union are elected (as Federal, University and Faculty Representatives).

Every student is a member of the ÖH and must pay the Student Union Fee of currently € 15,36 for each semester enrolled at the university. Through this membership a variety of benefits and services are guaranteed, like: an accident and liability insurance during stay at the university for each student, study and social counseling, the arrangement of accommodation, job market offers, the organization of leisure and cultural activities, etc.

In the frame of the Erasmus-Student-Network the International Office of the ÖH has established the so called "BUDDYNET". This is a programme to better integrate recently arrived international students into life in Salzburg. Furthermore, a weekly get-together („Stammtisch“) for foreign students has been arranged for.

(application form: www.sbg.ac.at/bfa/buddynetwork.doc)

Each Faculty has its own **Faculty Representation of the Austrian Student Union**. They support the students, advice and help them in all matters concerning their student life.

Student representation of Law Students, Toskanatrakt (Churfürststrasse 1), ground floor, Phone: ++43/(0)662/8044 -6014 and 6015, Fax: ++43/(0)662/8044-6030.

Student representation of Law and Economy Students, Toskanatrakt (Churfürststrasse 1), ground floor, Phone: ++43/(0)662/8044 -6049

ELSA, the European Law Students Association comprises 25000 members in 37 European countries. Therefore ELSA is the largest association of Law Students throughout the world. ELSA provides the opportunity to get involved with topics like international understanding or educational and soft skills in jurisprudence. Academic and practical acquirements also are main topics of ELSA.

Furthermore ELSA provides an intensive exchange of experiences between the European countries. Students get together with other Law Students in Europe for their objectives. Main areas of ELSA are **STEP** (Internship Programs in Europe), **AA/Academic Activities** (especially the Austrian Mootcourt in Civil Law) and **S&S/Seminars and Conferences** (Seminars in Europe and Law Schools)

ELSA Salzburg, Toskanatrakt (3rd floor), Churfürststr. 1, 5010 Salzburg

Tel: ++43/(0)662/8044-3521, Email: salzburg@elsa-austria.org, URL: www.salzburg.elsa-austria.org

3.5. International Cooperation

The Faculty of Law of the University of Salzburg maintains cooperation with the McGeorge School of Law (University of the Pacific/USA). Joint Postgraduate Courses are organized. In addition, there are faculty partnerships with the law faculty of the University of Niš (Serbia and Montenegro) as well as with the Moscow State University (MGU). The establishment of faculty partnerships with the Universities of Novi Sad (Serbia and Montenegro) and St. Gallen (Switzerland) is in progress. The University Partnerships with the University of Kaliningrad, Moscow-Družba Narodov, St. Petersburg/State University (all Russian Federation), Bologna (Italy), Warsaw (Poland), Lviv (Ukraine), Beijing (Peking University, China), Shanghai (Fudan University, China) have a strong focus on the cooperation between the law faculties.

As part of the Erasmus Socrates programme, the Faculty of Law cooperates with approximately 40 European Universities of the EU member states and some Middle and Eastern European countries. The Faculty of Law even strives to extend this number of partner institutions within coming years.

Coordinators: O. Univ. Prof. J. Michael Rainer and Ao. Univ.-Prof. Geistlinger, O. Univ.-Prof. Karl, Ao. Univ.-Prof. Scherrer, O. Univ.-Prof. Schmoller, Gabriele Loibichler

Cooperating Universities of the Faculty of Law

Belgium

Antwerp, Brussels

Czech Republic

Prague (Charles University)

Bulgaria

Blagoevgrad, Plovdiv

France

Clermont-Ferrand, La Rochelle,
Nancy, Paris V., St. Etienne

Germany

Bochum, Bonn, Frankfurt/O, Münster,
Saarbrücken

Great Britain

Exeter

Greece

Thessaloniki

Hungary

Budapest (Péter Pázmány University),
Budapest (ELTE University)
Szeged

Italy

Bari, Bologna, Catania, Naples,
Padua, Pisa, Rome (Roma Tre),
Teramo, Trento

Lithuania

Vilnius

The Netherlands

Amsterdam (Vrije Universiteit),
Maastricht, Rotterdam (Erasmus
Universiteit)

Norway

Tromsø

Poland

Wrocław
Gdansk
Warszawa

Portugal

Lisbon

Slovakia

Banska Bystrica
Bratislava

Slovenia

Ljubljana

Spain

Barcelona, Navarra, Salamanca,
Santiago de Compostela, Valladolid

Sweden

Lund, Uppsala

Switzerland

Fribourg

3.6. Contact Persons

International Relations Office (MA Sylvia Tischler and MA Reinhard Bachinger): General and academic information, university activities, social counseling, financial and personal affairs.

Socrates Coordinator Prof. Rainer and Mrs. Loibichler: Study affairs advisors, course and subject advising, evaluation of examination results and other course related matters.

The Austrian Student Union/Student representations of the Faculty of Law and Law and Economics: Questions regarding the studies, acquiring scripts and other documents for examinations; all social aspects of student life at the faculty.

4. GENERAL INFORMATION

4.1. Police Registration

Erasmus-Socrates students must register within three days after arrival in Salzburg. Before leaving, students have to deregister again. Registration as well as deregistration can take place at the Registration Office (Saint-Julien-Strasse 20, Kieselgebäude, 4th floor) or at the so called "Bürgerservice" (Mirabell Castle at Mirabell square). This is applicable to both Austrians and non-Austrians. The **Registration Form (Meldezettel)** can be downloaded under: www.stadt-salzburg.at/pdf/meldezetteldeutsch.pdf or obtained at Registration Offices. Don't forget to bring your passport!

4.2. Accommodation

The **Austrian Exchange Service (ÖAD - Österreichischer Austauschdienst)** – Agency for International Cooperation in Education and Research – is the largest service organisation in Austria in the field of international academic mobility and exchange programmes. The ÖAD advises and supports students and scientists from all over the world who plan to study or pursue research in Austria as well as Austrian students and academics interested in study or research abroad.

The main objectives of the ÖAD are providing information and advice for international students applying to or studying at Austrian universities, support for recipients of grants from the Austrian Federal Government (distributing grants, providing housing, etc.), administration of unilateral, bilateral and multilateral scholarship programmes, programmes for students, researchers and specialists from developing countries, and the administration of programmes of the European Union (Socrates/Erasmus, Leonardo etc.).

The most important service of the ÖAD for Socrates/Erasmus students is providing accommodation. The ÖAD **Housing Office** is in charge of the administration of places in

student halls of residence and flats for students from abroad. Further details about the kinds of accommodation and rates (also service charges!) can be found online.

Austrian Exchange Service (ÖAD-Housing Office), Akademiestrasse 20/2, A-5020 Salzburg, Phone: ++43/(0)662/8044-4900 oder 4901, Fax: ++43/(0)662/843651, Alexandra Altheim; Tel.: 0043 662 8044 4901, E-mail: oad.wohnraumverwaltung@sbg.ac.at, URL: www.oad.ac.at, www.housing.oad.ac.at/salzburg/dt/form_erasm.html, www.housing.oad.ac.at/salzburg/en/form_erasm.html

Halls of Residence/Dormitories in Salzburg

(Abbreviations: M = Male, F = Female, E = Ehepaare (married couples), all zip codes 'A-5020 Salzburg' and phone area codes '(0)662')

Dr. Franz Rehr Studentenheim, Petersbrunnstrasse 14, Phone: 84 44 11, M, F

Europa Kolleg, Robert-Preussler-Strasse 28, Phone: 930 30, Fax: 930 30-77, E-mail: office@sstw.at, URL: www.studentenheim.at, M,F,E

Franz-von-Sales-Kolleg, Robert-Preussler-Strasse 11, Phone: 930 30, Fax: 930 30-77, E-mail: office@sstw.at, URL: www.studentenheim.at, M,F,E

Christ-König Kolleg St. Luzia, Kapitelgasse 2a, Phone: 84 26 27, F

Studentenheim Egger Lienz, Egger-Lienz-Gasse 9, Phone: 639 05-61, M,F

Studentenheim Glockengasse, Glockengasse 4b, Phone: 88960-401, M, F

Haus Humboldt, Egger-Lienz-Gasse 3, Phone: 639 52-14, Fax: 639 52-15, E-mail: buero@wist-salzburg.com, URL: www.wist-salzburg.com, M,F,E

Haus Merian, Merianstrasse 40, Phone: 87 40 06-0, E-mail: buero@wist-salzburg.com, URL: www.wist-salzburg.com, M,F,E

Haus Paracelsus, Konrad-Laib-Strasse 10, Phone: 62 12 04-0, Fax: 62 12 04-95, E-mail: buero@wist-salzburg.com, URL: www.wist-salzburg.com, M,F,E

Hochschülerheim Kapellhaus, Sigmund-Haffner-Gasse 20, Phone: 84 00 49, E-mail: kapellhaus@gmx.at, URL: www.uni-salzburg.at/kapellhaus, M,F

Studentenheim St. Josef, Hellbrunner Strasse 14, Phone: 84 92 82, Fax: 84 92 82-1, M,F

Hochschülerheim Wolf Dietrich, Wolf-Dietrich-Strasse 16, Phone: 87 16 91-610, E-mail: studentenheim@khw.at, wolf-dietrich-heim@kirchen.net, M, F

Hochschülerinnenheim Thomas Michels, Wolf-Dietrich-Strasse 37, Phone: 87 26 31-551, E-mail: studentenheim@khw.at, wolf-dietrich-heim@kirchen.net

Internationales Kolleg, Billrothstrasse 10-18, Phone: 930 30, Fax: 930 30-77, E-mail: office@sstw.at, URL: www.studentenheim.at, M,F

Kolpinghaus, Adolf-Kolping-Strasse 10, Phone: 46610, E-mail: k.geier@kolpinghaus-salzburg.at, URL: www.kolpinghaus-salzburg.at, M,F

Salzburger Lehrerhaus, Hegigasse 9, Phone: 82 91 25-0, E-mail: slh@pa.asn-sbg.ac.at, URL: www.lehrerhaus.salzburg.at, M,F

Studenten-Apartmenthaus "Röcklbrunnstrasse" (Leonardo), Röcklbrunnstrasse 20, Phone: 88 997-77, E-mail: office@leonardo.co.at, URL: www.leonardo.co.at, M,F,E

Studentenheim Haus Salzburg, Strubergasse 1, Phone: 43 96 39 / 60, Fax: 43 96 39 / 7, E-mail: strubergasse@oejab.at, M,F

Studentenheim „Schwarzes Rössl“, Priesterhausgasse 6, Phone: 87 44 26, M,F

Studentenheim des Instituts St. Sebastian, Linzer Gasse 41, Phone: 87 13 86-85, E-mail: office@st-sebastian-salzburg.at, URL: www.st-sebastian-salzburg.at, M,F

Studentenheim Haus Traube, Linzer Gasse 4, Phone: 889 60

Studentenheim Paris Lodron, Schallmooser Hauptstrasse 36, Phone: 87 87 66-0, E-mail: studentenheim@lodronia.at, URL: www.studentenheim.at/paris-lodron/index.php, M,F

Concerning accommodation students can also contact the Austrian Student Union or the Catholic Student Fellowship:

Austrian Student Union, Kaigasse 28-30, A-5010 Salzburg, Phone: ++43/(0)662/8044-6000 ff., Fax: ++43/(0)662/80 44-6030, E-mail: ha.oeh@sbg.ac.at

Catholic Student Fellowship, Wiener-Philharmoniker-Gasse 2, A-5020 Salzburg, Phone: ++43/(0)662/841327, Fax: ++43/(0)662/841327-6, E-mail: khg@kirchen.net, URL: www.khg-salzburg.at

Accommodation offerings are published in the weekend edition of the newspaper *Salzburger Nachrichten* (available Fridays at about 10.00 p.m.). In addition, further offers are regularly advertised on the bulletin boards of the various University buildings. Many rooms and apartments are not advertised on the market, networking between fellow students is recommended. Real estate offices and housing managements offer a variety of professional services for obtaining accommodation. This method, however, can be the most expensive option.

Temporary Accommodation: There are over 200 hotels and hostels with more than 10.000 beds located in Salzburg, as well as a large number of private rooms. The offers range from luxurious apartments to hotels with the usual comfort, to youth hostels and camping areas. Rooms in hotels and pensions can be booked via the tourist information offices. Private rooms in the city of Salzburg must be booked individually; as well as places in youth hostels (reservations for a certain period of time are advisable).

4.3. Food Supply

Canteens/Cafeterias

NaWi-Mensa, Hellbrunner Strasse 34, 3 menus and a few small dishes to choose, Café opened all day also during vacation periods

Mensa „Toskana“ (Faculty of Law), Churfürststrasse 1, Buffet with 2 menus to choose, open until 6.00 p.m.

Mensa „Gesellschaftswissenschaften“, Rudolfskai 42, same offer as Mensa Toskana

Mensa „Akademiestrasse“, Akademiestrasse 24, small dishes to choose, Monday – Thursday 8.30 a.m – 6.00 p.m., Friday 8.30 a.m. – 2.00 p.m.

Mensa „Kapellhaus“ („Triangel“), Wiener-Philharmoniker-Gasse 7, Monday – Friday, 12.00 - 2.00 p.m., 1 menu

4.4. Medical Care

Before starting the semester abroad visiting students must make sure that their foreign health insurance is also valid in Austria. If not, health insurance must be acquired in Austria. **Acquiring Austrian insurance is recommended even if foreign insurance is valid in the country to reduce bureaucratic issues.**

For foreign students from countries of the European Union a valid form E 128 is sufficient. If needed, the form can be submitted to **Salzburg's Regional Insurance Offices** (Salzburger Gebietskrankenkasse - GKK), Faberstrasse 19, A-5020 Salzburg, Phone: ++43/(0)662/8889-200, 209 or 461. Students receive a medical certificate (e-card) which they have to submit to their treating physician.

Guests from other countries where a social insurance treaty is in force can have a care certificate issued from their home insurance company. With this care certificate they can pick up a medical certificate at the GKK and submit this to their treating physician. With regard to private insurances students should also make sure whether services in Austria are covered.

Salzburg's **Regional Insurance Offices** offers the following possibilities for insurance: For Students: **Student Self Insurance** (approximately 21,- € per month; required documents: university registration confirmation, registration form “Meldezettel”, passport). **Voluntary Self Insurance** (approximately 300,- € per month, however, can be reduced with relevant application: „Antrag auf Herabsetzung“).

Emergency numbers

144	Ambulance
141	Physician Emergency Service (Saturday 7.00 a.m. until Monday 7.00 a.m.; Sundays and Holidays from 7.00 a.m. - 24 hours)
122	Fire Brigade
133	Police

4.5. Means of Transportation

The city of Salzburg has a well-developed bus system (electric and motor busses), which is maintained by several bus companies. Bus routes and schedules for the relevant line can be found at any stop or in the offices of the “Stadtwerke”. Proper signs identify bus stops. Pre-Sale stands or tobacco shops offer tickets at reduced prices. Tickets are also sold by the bus-drivers on the bus but at a higher price.

Further information about student semester tickets can be obtained at the Stadtwerke-office in the inner city (Schrannengasse).

The most cost efficient, easiest and fastest means of transportation is the bicycle. Salzburg has – as nearly no other city in Europe – a very well maintained system of cycleways. Maps of the cycleways in the city and the whole Salzburg area are available in bookshops or in tourist information offices.

4.6. Banks

In general, the business hours of banks are from Monday to Friday 8.30 a.m. - 12.30 p.m. and 2.00 - 4.30 p.m.

To open an account, a personal ID or passport is required; for opening a student account, the student ID is an additional requirement. There are several types of accounts, for instance student or salary accounts. Different conditions apply to each account.

4.7. Cultural Offers and Sports Activities

Theatre

Landestheater Salzburg, Kammerspiele, Salzburger Marionettentheater, Schauspielhaus Salzburg (Elisabethbühne) at the Petersbrunnhof, Kleines Theater Schallmoos, Theater Metropol, etc.

Concerts

Concerts of the Mozarteum Foundation, Camerata Academica, concerts of the Salzburg Cultural Union, the Salzburg Bach Society, Salzburg Palace concerts, etc.

Museums

Cathedral Museum, House of Nature, Rupertinum Modern Gallery and Graphic Collection, Museum Carolino Augusteum, Residence Gallery, New Residence Gallery, Salzburg Toy Museum, etc.

Other activities

Movie theatres, cultural institutions, cultural centers, institutions for education, etc.

Sports

Sports enthusiasts may find indoor and several outdoor pools as well as facilities for other types of sports, such as tennis, squash, miniature golf, golf and ice skating. Skiers will find many great opportunities for skiing in the near surroundings of Salzburg. The University Sports Department (USI) also offers a variety of sports programmes. Information and registration:

University Sports Department (USI), Mühlbacherhofweg 6, A-5020 Salzburg, Phone: ++43/(0)662/8044-6650, Fax: 8044-6654. URL: www.sbg.ac.at/usi

5. THE STUDIES OF LAW

5.1. Legal Training in Austria

The studies of law at the five Austrian Faculties (in Vienna, Graz, Innsbruck, Salzburg, and Linz) follow five different degree programmes. Even though the aim stays the same, the reforms during the last years have created enough room for individual structuring of the studies of law with individual focuses. The Diploma studies are the most common of the studies and end with the academic degree of **Magister/Magistra iuris** (MA iur.). With regard to certain law professions (judge, notary, solicitor, accountant) further practical training for several years is required accompanied by a special examination.

The Magister/Magistra iuris is the basic requirement for admittance to the doctoral studies. This offers a more profound and subject specific scientific education and training. It normally takes a minimum of 4 semesters. The attendance of 5 courses is required as well as the composition of a Dissertation Thesis (PhD Thesis) and the taking of 1 Rigorosum (commissional oral examination). Having finished successfully all these requirements, the candidate acquires the **PhD degree - Doctor iuris** (Dr. iur.). Foreign students holding degrees equivalent to the Austrian Magister/Magistra iuris or whose diploma is regarded as equivalent in Austria by means of bilateral agreements are also admitted to the doctoral studies.

Salzburg's Faculty of Law is the smallest of the five Austrian Law Faculties. Nevertheless, it seems to be the most popular, possibly because of its size. The manageable structures of a smaller faculty, the intimate climate in teaching and the activities of well-known researchers add to that feeling as much as the beautiful faculty building in the middle of the historic and culturally important "Old Town".

5.2. The Structure of the Diploma Degree Programme

The Diploma Degree Programme of Law at the Paris Lodron University of Salzburg takes 8 semesters. It comprises **240 ECTS-points** and is divided into **three study stages**.

The **first stage** takes 2 semesters and incorporates 60 ECTS-points. It deals with introduction to basics of law and society as with the acquiring of fundamental knowledge in the focal subjects of law in force and introduction to the international dimensions of law.

The **second stage** takes 4 semesters with 120 ECTS-points. Contents and methods of the law in force are applied in a developing pattern to the acquired fundamental knowledge of the first stage.

The **third stage** takes 2 semesters with 60 ECTS-points.

It serves the preparation of the Diploma Thesis on the one hand and the increase of legal knowledge with regard to specific subjects of interest chosen by the student (Schwerpunktausbildung) on the other hand. It also serves the acquirement of fundamental knowledge in economics and legal philosophy. This stage is recommended to be used for studying abroad.

5.3. Contextual Structures of the Studies

Subjects

- Labour Law and Social Law
- Civil Law
- European Law
- Financial Law
- Sociology (introduction)
- Commercial Law
- Legal Methodology and Computing
- History of Law
- Roman Law
- Legal Philosophy
- Criminal Law and Criminal Procedure Law
- Constitutional and Administrative Law
- International Law
- Business Administration and Economics
- Civil Procedure Law

Each subject has its own **specific course offer** with **specific topics**.

Labor and Social Law

The aim is to enable students to analyse legal problems in labor law applying the given regulations and develop solutions. The understanding of the historical development and the social background of these regulations are of high importance. Of primary importance, students should be able to recognize the most important differences and affinities.

The basics of social law should furnish the student with an overall view regarding the body and applying of law of social security. Primarily important is the understanding for this field of law: (compulsory insurance, financing) and the knowledge of the most important services of the health, accident, pensions and labor insurances.

Civil Law

The aim is to bring across knowledge about the fundamental structures and contents of the traditional parts (general part, law of things, law of obligation, family law, law of descent and international private law) taking course books and commentary literature into consideration. Detailed knowledge for starting a professional career as well as acquiring knowledge of how to gain information in the often so rapidly changing legal subjects should be attained.

European Law

The aim is a) the knowledge of the primary EU-law, especially its three-dimensional, factual, temporal and personal authority, organization and competence of the EU-

organs, the various legal forms of the secondary law and its functions as well as the written fundamental statements and principles of the factual main chapter; further b) fundamental knowledge of European law in all relevant factual parts with focus on the chapters of free movement of goods, right of domicile, freedom of movement, freedom of service, freedom of trade and agriculture; even though other focal points can be given; and c) knowledge in the field of the European integration outside the EU, including the EWR (EEA = European Economic Area).

Financial Law

The aim is it to bring across the fundamental issues of the Austrian finance law, especially those of factual and formal tax law. The main focus lies in bringing across the system of the most important Austrian tax laws and their constitutional basics. Further, the lateral connection to other legal and economic disciplines and the beginning of comparable international tax law is important (including the international conflict law). Overall, the aim is to maintain a practice-oriented education in the previously named fields. Students should be able to acquire such knowledge to be able to judge current tax legal problems easily and correctly.

Sociology

This course is about the introduction to current issues of society relating to Austria and the EU. It focuses on the acquisition of subject specific terminology.

Commercial Law

This subject comprises the general instruction about institutions of the merchant and other labour laws including company law, trade law and commercial law. The aim is to bring across knowledge of the subject-specific rules and systems of rules, the better understanding of necessary questions and problems and the practical-based application of the theoretical knowledge.

Legal Methodology and Computing

Basic methods of law are taught in a manner where various subjects are connected with another. Primary importance is the use of computers for legal purposes in addition to traditional techniques. The course that is established in the context of this subject starts with technical basics of informatics and the opportunity to use the Internet for legal purposes. The focus lies on the legal databases. They comprise of all three kinds of legal sources: rules, literature and judicature. All three segments are introduced in the traditional printed version as well. Besides the practical training, an introduction to the library and legal solutions of cases and methods of interpretation is taught. This course is recommended to beginning international students.

History of Law

With the courses offered in the subject of the history of law the development of the Austrian legal order and the achievements of the Austrian legal sciences and its involvement in the European legal development should be shown. Furthermore, the association of basic elements of the social and economical history opens the possibility of acknowledging the law as being the indicator of the social reality. The focus is on „History of the Public Law of Modern Times“ and „Basic Elements of the History of the Private Law“. The function of propaedeutics for the law in force is

emphasized. This leads to a preferred study with the newer history of law. It is important to realize that the law remains in a constant process of further development.

Legal Philosophy

This course deals with basic issues and with the structure of law as a system of elementary rules of civilizing societies. Basic issues of ethics are also dealt with.

Roman Law

The aim is to give an insight into the historical knowledge of law that is part of the Roman Private Law and that is needed to comprehend the law in force today. Besides the highly scientific character of Roman lawyers' way of thinking the main focus lies on the Roman Law of Things, and Law of Obligations. Furthermore, fundamentals of Law of Persons, Family Law, Law of Descent and Procedure Law are covered. The private law in force should be understood as a result of the deliberate development of the occidental culture of law. The courses should also give an insight into the techniques and the spirit of the Roman Law and its solutions of cases.

Criminal Law and Criminal Procedure Law

The main goal is to understand the general prerequisites of judging a behaviour as offensive, the range and limitation of single criminal facts as well as the different kinds of criminal law punishment including the rules of the specific award of punishment. Besides the knowledge of the law in force special importance is given to the understanding of the function of criminal law as ultimate means of overcoming severe social conflicts and as protection of elementary interests of the individual and the society. At the same time it focuses on the problem of declaring a person "guilty" and on the necessity of dealing in a responsible way with imprisonment, a punishment heavily affecting an individual's life. In criminal procedure law the main focus is put on the basic principles of a fair and constitutional trial saving the effectiveness of the prosecution as well as the right of defence of the defendant. Practical issues of competence, trial procedure, coercive measures and the system of legal remedy are dealt with.

Constitutional and Administrative Law

The subject of Constitutional Law covers the system of the Austrian Federal Constitutional Law as well as fundamentals of the General State Law and the Constitution. It is aimed to bring across the fundamental knowledge of functioning and structuring of organization of modern governments and democracies. It is focused to enable students to methodical and linguistic accuracy when solving problems incorporating contents of Constitutional Law.

The subject of Administrative Law focuses on knowledge and skills of the Austrian Administrative Law. The understanding of methodical problems and circumstances of the various administrative sciences should be enhanced. An overview of the Administrative Law should be maintained as well as deeper knowledge of the Administrative Procedure Law. Furthermore, explicit knowledge in relation to important administrative subjects of the department should be acquired. Students will be trained to solve cases of Administrative Law. They should also solve problems

regarding the administrative procedure in front of federal, state and community authorities as well as the procedure in front of independent administrative senates and the administrative Supreme Court.

International Law

It is aimed to acquire knowledge of the structure of the international order including its sub-systems (as international organizations) as well as the knowledge of the intersection of International and Federal Law. This incorporates a) the focal points of special sources of International Law, the relation of International to State Law, the countries as main players, the law of international organizations and the one of state responsibility and b) Environmental Law, the ban of violence, the international protection of human rights, International Economics, and the Law of War and Humanity, and c) the international status of Austria.

The acquiring of knowledge is maintained in a subject specific manner – meaning case and practically oriented. Supreme objectives are the political education, knowledge of methodical specialties of the subject and the practical education.

Business Administration and Economics

Students acquire fundamental methods, ways of thinking and terms of economics as well as connections between single and universal economics. Important is the explanation and discussion of fundamental concepts of economic politics aiming to solve problems of the society. The fundamental knowledge of economics should put the students in the position to understand and use problems of the society from the economic point of view, and thus, be able to develop a steady point of view.

Civil Procedure Law

The subject is focused to cover Enforcement of Proceedings, Insolvency Law and Non Contentious Law as well as organization of courts (also in the European context of basic rights). Theoretical knowledge to understand the above mentioned should be taught. Further, the approach to law, the solution of real cases is important always taking into consideration theory and jurisdiction and the writing of pleadings and decisions. The didactic objective is to make the student understand the special rules of the procedure and to enable them to understand the differences as well as the connections between Formal and Fundamental Law. It is of the highest importance to be able to use theoretical knowledge in practical cases.

5.4. Types of Courses (LV - Lehrveranstaltungen)

There are the following types of Courses: Lectures (Vorlesungen), Seminars (Seminare), Courses (Kurse), Exercises (Übungen), Study Groups (Arbeitsgemeinschaften), Conversatoriums (Konversatorien) and Repetitions (Repetitorien).

Vorlesungen (VL) introduce students into the main fields and methods of the relevant subject. They mostly cover the current doctrines and facts. The active interest and discussions on the part of students are welcomed.

Seminare (SE) serve the scientific discussions. Oral or written assignments are compulsory. Seminars can be held as excursions or project studies.

Kurse (KU) should give the students the opportunity to contribute to the course through independent preparation. Attendance is compulsory, courses end with an examination where the performance of the whole semester is taken into account.

Übungen (UE) enhance the practical application and use of the acquired knowledge. Especially regarding the subjects covering Procedure Law references to practical law (visit of trials, acquiring of techniques of argumentation, compositions of drafts of decisions and files).

Arbeitsgemeinschaften (AG) In this type of course, students learn in small groups how to approach and how to solve juridical problems with the help of which techniques and scientific methods. Furthermore, they learn the principles of teamwork and scientific cooperation. Finally, the objective is also a focussed preparation for completion of written examinations (Klausuren).

Konversatorien (KO) is a special type of course in which students have the possibility to ask questions and discuss problems together with their professors.

Repetitorien (RE) are refresher courses where matters of some subject areas are repeated. Furthermore, the students have the occasion to express their wishes with regard to specific topics and matters of their interest, of specific subjects that come up at examinations etc. Repetition courses can be organized in the form of discussions: students are motivated by the lecturers to ask questions connected with the subject.

5.5. Course Offer

First Stage Curriculum

Introduction to the Studies of Law

	Types of Courses	Units weekly	Credits
1. Civil Law:			
a) General Law of Contracts I	VL	2	4.5
b) Practical Exercise on Civil Law I	UE	2	5
2. Constitutional and Administrative Law:			
a) Basic Elements of Public Law	VL	2	3
b) Exercise on Constitutional and Administrative Law I	UE	2	5
3. Introduction to the Sociology	KU	2	4.5

Further Courses

1. Roman Law:			
a) Historical Foundations and General Notions of Roman Law	VL	2	3
b) Roman Law as Basis of Modern Private Law (Focused on Law of Property and Obligations)	VL	3	4.5
2. History of Law:			
a) History of Public Law in Modern Time	VL	2	3
b) Basic Elements of the History of Private Law	VL	2	3
3. Civil Law:			
a) General Law of Contracts II	VL	2	3
b) Exercise on General Law of Contracts II	UE	2	5
4. Constitutional and Administrative Law:			
a) State Organisation Law	VL	4	6
b) Introduction to Administrative Law	VL	2	3
5. Criminal Law and Procedure:			
Construction of the Criminal Act, Basic Offences, Basic Structures of the Criminal Procedure	KU	2	4.5
6. Introduction to International Dimensions of Law	VL	2	3

Second Stage Curriculum

	Types of Courses	Units weekly	Credits
1. Criminal Law and Criminal Procedure			
a) Criminal Law - General Part	VL	2	3
b) Criminal Law - Special Part	VL	3	4.5
c) Criminal Procedure	VL	2	3
d) Exercise on Criminal Law and Criminal Procedure	UE	2	5
2. Civil Law			
a) Law of Contracts - Particular Part	VL	2	3
b) Law of Torts	VL	2	3

c) Property Law	VL	2	3
d) Law of Credit Securities	VL	2	3
e) International Private Law, Uniform Private Law and Basic Characteristics of Comparative Law	VL	2	3
f) Law of Unjust Enrichment	VL	1	1.5
g) Family Law and Law of Descent	VL	2	3
h) Exercise on Civil Law	UE	2	5
3. Commercial Law			
a) General Instructions, Commercial Business and Company Law	VL	4	6
b) Competition Law	VL	2	3
4. Civil Procedure Law			
a) Decision Procedure	VL	3	4.5
b) Law of Insolvency, Enforcement of Judgments, Civil Procedure in Non-Contentious Proceedings and other special Procedures	VL	3	4.5
5. Labour Law and Social (Security) Law			
a) Contract Labour Law	VL	2	3
b) Labour Relations and Safety at Work	VL	2	3
c) Social (Security) Law	VL	2	3
6. Constitutional and Administrative Law			
a) Human Rights and Fundamental Freedoms	VL	4	6
b) Administrative Law I	VL	4	6
c) Administrative Law II/1	VL	2	3
d) Administrative Law II/2	VL	2	3
e) Administrative Procedure and Administrative Criminal Law	VL	2	3
f) Jurisdiction of Public Law	VL	2	3
g) Exercise on Constitutional and Administrative Law	UE	2	5
7. Financial Law			
a) General Tax Law	VL	2	3
b) Financial Procedure Law	VL	1	1.5
c) Financial Criminal Law	VL	1	1.5
8. International Law			
a) Introduction to International Law	VL	4.5	4.5
b) International Human Rights Law and International Humanitarian Law	VL	1.5	1.5
c) International Organisations	VL	1.5	1.5
9. European Community Law			
a) Formal European Law	VL	3	3
b) Material European Law	VL	3	3
10. Legal Training Techniques and Computing	KU	2	4.5

Third Stage Curriculum

The main focus of the **3rd stage** is the diploma thesis and deepening courses by means of combination subjects chosen by the student. In the field of the topic of the diploma thesis one further seminar is compulsory. Additionally examinations in the field of economics and legal philosophy have to be taken.

1. Seminar in the field of the Topic of Diploma Thesis	SE	2	5
2. Combination Subject			
a) Seminar	SE	2	5
b) Further Courses	VL/KU/UE		20
3. Business Administration and Economics			
a) Introduction to Political Economy	VL	2	3
b) Introduction to Business Administration	VL	2	3
4. Legal Philosophy	VL	2	3

The Diploma Thesis is a scientific homework about a topic taken from the field of the subjects of the diploma examination of the three stages and from the subjects Women's Right, Legal Computing and Legal Sociology. It can deal with theoretical issues or case analysis and critics of decisions. Diploma Theses have 50 to 70 computer typed pages on an average.

Combination Subjects may consist of different legal fields and non-legal fields which deal with specific topics from different points of view. They should contribute to interdisciplinary understanding. Therefore the students must choose from one of the offered combination subjects and pass the courses which contain to an extent of 25 ECTS-points.

Combination subjects are offered in the following fields:

Court Law

This combination subject wants to deliver practically relevant fundamentals for forensic education and the proper appearance in "classical professions for lawyers" like judges, public prosecutors or solicitors. The aim is to help young lawyers find their way in future court practice. Deepening courses specifically concentrated on court practice are central. In addition to the previously mentioned offers there are trainings in topics linked to professional law, interdisciplinary key techniques like rhetorics, legal argumentation and forensic psychology as well as in forensic Medicine.

Civil Law and Civil Procedure Law: Practice and Special Fields

Civil Law is an essential part in the studies of law. Knowledge in Civil Law is a prerequisite for many legal professions. For an adequate understanding of Civil Law also the Procedure Law plays an important part. The combination Subject Civil Law

and Civil Procedure Law has the task to deepen and extend the knowledge-input of the first two study stages and to familiarize the students with new aspects of these fields. Relevant fields among others are Banking Law, Insurance Law and Insolvency Law. Comparison of Law, represented in courses and seminars, encourages students to have a look at law systems of other countries. Those who wish to work as prospective solicitors or notaries receive practical tips on how to counsel their future clients in the lecture "Contract drafting". One of the most essential parts of the combination subject is the seminar on the "Moot Court".

Every year we celebrate an Austrian wide Moot Court on Civil Law. Fictitious Law Cases are presented and students act as solicitors there. The winner will be the team that best defends his mandate's position. The selection and supervision of the Salzburg team will be done in the frame of the seminar on the "Moot Court".

Finally the courses on fundamentals in the combination subject of Civil Law are not being neglected: In an excursion the historic fundamentals are presented to the students. This course is especially popular among law students.

Company Law

This combination subject is dedicated to the "Foundation, Management and Liquidation of a Company". As most essential part of it we offer thematically linked courses on Company Law, Financial Law, Labour and Trade Law. Questions of kinds of legal forms and local positioning arise. Which amount of money do I have to invest, which risks of liability, which taxes are there, how do I define my employees' contracts, what is a manager according to Trade Law? Similar to the work of an accountant the aim is to prepare a registrable legal entity including all necessary documents (company agreement, request for registration) and to let the latter enter life and let die again.

As we intend to have an intensive group work in the essential part the number of participants is limited to 40. Additionally we offer deepening courses in the field of Business Administration, Bond Law, Money Market Law, Cartel Law and Intellectual Property.

These fields are of major importance in practice but they show a relatively high degree of specialization. In so far the participants should be given the opportunity to find a first profile of their own by free choice.

Economy and Administration – Public Management

The public sector's economic activity in Austria like in all EU countries still amounts to half of the whole economic performance. All attempts of public withdrawal during the last decades haven't changed this situation: In fact only some rebuilding has been done which has led to shiftings within the public sector and has given birth to new merged forms (like "Private Public Partnerships"). All that, however, must still be regarded as administrative behaviour. The public sector's significance and its continual rebuilding open a wide range of occupation for lawyers who have received a solid education in the field of administrative law and who are used to finding solutions for specific and special problems in the administration, in outsourced fields as well as in enterprises and institutions acting as agents, partners or non-profit organisations in close relation with the public sector. This combination subject wants to deliver the necessary know-how for all that.

International Law

The target group of this combination subject are students who wish to gain a deep insight into the international dimensions of law because they strive for a job with international components like the one of an attorney, an employee of a non-profit organisation, of a chamber, in the diplomatic service, in the field of public administration or in an international organisation. The courses of this combination subject should also attract students of other study areas like politics or communication sciences and also exchange students in Erasmus programme. The compulsory courses deepen essential parts of the International dimension of law. Besides a deepening course in International Law, the Law and activities of the United Nations, of the special organisations and the regional organisations are dealt with. Human Rights protection and the protection of endangered persons and groups which is treated in the combination subject is a central part of the tasks of attorneys and of legal advisors in non-governmental organisations. Compulsory and selective courses on International, European and International Criminal Law are also central parts of the combination subject and emphasize the interdisciplinarity. The interdisciplinary aspect gets reinforced by the courses on fundamentals in politics (Introduction to International Politics, Introduction to Politics of the European Union). Part of the courses are taught in foreign languages. An excursion (optional) should give insight into international practice.

International Economy Law

The combination subject International Economy Law is dedicated to prospective lawyers who wish to work in an internationally oriented tax consultant office or in an international association of companies. We offer deepening courses in the field of European Economy Law (Cartel Law, Domestic Market). The way of functioning of European Institutions which are responsible for an essential part of the economic legislation should be brought closer to the students by means of an excursion to Strasbourg, Luxembourg and Brussels.

Teachers from big internationally oriented tax consultant offices offer workshops on e.g. concluding of contracts in international business and on M&A Transactions.

In addition we provide courses on essential questions in Procedure Law like on Arbitral Jurisdiction and on international recognition and execution of judgments. A considerable part of the courses are taught in English partly by guest lecturers and professors from all over the world. A good knowledge of English is a prerequisite of course.

Human Resource Management and Labour Law

Work environment is in a phase of revolutionary change which means a big challenge for those involved (Companies, Workers' Councils, Advisors). Keywords like flexibility, result driven orientation, autonomy of time, Work-Life-Balance, the growing significance of tasks like management of stress, employee retention or reduction of absence of work, the changes of technologies are involved as well as the alteration of companies to centres of knowledge and learning outline these changes. During the last 25 years Human Resource Management has developed from executive Human Resource administration to a complex and autonomous field of activity. Higher staff costs, higher expectations of employees towards employers, a stronger pressure of performance on companies and their employees as well as different demands on work (more creativity and cooperation, less

routine) have contributed to this development. The decisive processes for the competitiveness of companies are especially labour intensive nowadays. An effective Human Resource Management creates and secures a company's competitive advantage and is capable of reaching synergy effects for the employees. Many employees have internally resigned from work, a considerable part of women's work and qualification profile remains unused, family friendliness in the company and workplace health promotion pay off microeconomically. Forms of a soft resolution of conflicts (like mediation, outplacement, coaching and conflict prevention) are rarely used in Austria.

The programme doesn't only aim at the interests of the management but at the same level also respects the employees' and the public's interests (low health costs, growth effects, effects of employment, effects of qualification, socio-politically relevant effects like integration of older employees). The combination subject offers an interdisciplinary programme adjusted to practical problems. Taking into consideration new fields of problems, new methods in the finding of solutions and innovative approaches the objectives in the Human Resource Management get interlocked with Labour Law. Correspondingly the teaching programme consists of three parts:

- Human Resource Management (e.g. Human Resource Management embedded in the company's strategy, Human Resource Planning, Recruitment and Employment, Management Techniques, Systems of Evaluation)
- Fundamentals in social sciences and sociology (e.g. sociology of industry, labour, company and conflict, trends on the labour market)
- Labour Law relevant issues

An interdisciplinary seminar with the collaboration of practitioners will integrate the knowledge of all three parts. The combination subject offers an overall basis for a more and more important field of decision in companies and at the same time a practical deepening of the knowledge gathered in Labour Law.

Legal Informatics and Law of Informatics

The Information Society often referred to as the second industrial revolution has become reality. Information is one of the most important economic factors today. Information technologies, data processing and telecommunication are more important than ever. This development besides its technical, economical and sociological effects also has its legal implications. For a lawyer this means that on the one hand he/she can and must make use of means and methods of the information technologies in his/her daily routine. On the other hand it is obvious that with the new technologies a variety of new legal questions has arisen. The combination subject includes both aspects. It consists of a specific seminar, practically oriented courses on applied legal informatics and of courses on Private and Public Law of Informatics, the online Media Law, the online Computer-Criminal Law and the economic aspects of the Information and Communication Technology. All relevant special fields: E-Government, Data-Protection Law, Telecommunication Law, Media Law, E-Commerce Contracts, Competition Law relevant questions on advertising in the Internet, electronic signature, online banking and electronic payment, Computer-Criminal Law and many more are covered by those courses.

It applies to all courses in this combination subject that they are particularly practically oriented.

Environmental Law

This combination subject's aim is to give the students in the third stage of their studies the possibility to concentrate in the deepening phase on Environmental Law and sustainable development. As a cross sectional area the Environmental Law can often not be restricted to questions in single legal fields but needs to be judged on a wider horizon. International Law, European Law and the various branches of National Law (Public Law in the first place) interlock; Matters of the Environmental Law, like protection of species, protection of water, land use, air emissions, access to environmental data, etc. need to be dealt with on the basis of all these different disciplines. In the search for sustainable models of solution political, social, ethical, and predominantly economical considerations have to be respected. Therefore Interdisciplinarity is the keyword in this combination subject.

Besides the subject of the Diploma Thesis, a *Combination Subject* can be chosen among these courses: General Federal and Constitutional Law, Canon Law including Federal Canon Law, Criminology, Information Law, Legal Ethics, Philosophy, Sociology, Logics, Methodology or Comparative Law.

Where can students get the Programme of Courses (Vorlesungsverzeichnis)?

The Programme of Courses for each semester is available online at www.db.sbg.ac.at/lvz/home.asp

5.6. Examinations

Each stage of the studies ends with a **General Examination (Diploma Examination)**, which has to be taken in **Part Examinations**. The Part Examinations incorporate the following subjects:

First Diploma Examination - I. Stage

1. History of Law
2. Roman Law
3. Civil Law I
4. Constitutional and Administrative Law I
5. Introduction to the Sociology
6. Criminal Law and Criminal Procedure Law I
7. Introduction to International Dimensions of Law

The Examinations in History of Law, Roman Law, Civil Law I. and Constitutional and Administrative Law I. are *Oral Subject Examinations*. The three other subjects - Introduction to the Sociology, Criminal Law and Criminal Procedure Law and Introduction to International Dimensions of Law require a *Course Examination*. In order to be allowed to participate in the examinations on Civil Law I and on Constitutional

and Administrative Law I students must have been graded positively in the corresponding exercises (UE).

Second Diploma Examination – II. Stage

1. Criminal Law and Criminal Procedure Law II (**Klausur**)
2. Civil Law II (**Klausur**)
3. Civil Law II
4. Commercial Law
5. Civil Procedure Law
6. Labour and Social (Security) Law
7. Constitutional and Administrative Law II (**Klausur**)
8. Constitutional and Administrative Law II
9. Financial Law
10. International Law
11. European Community Law
12. Legal Methodology and Computing

The Examinations in Civil Law II, Constitutional and Administrative Law II, Criminal Law and Criminal Procedure Law II are **Written Subject Examinations (Klausuren)**. Students are given **4 hours** for completion of the written test in Civil Law II and Administrative Law II and **3 hours** for Criminal Law and Criminal Procedure Law II.

In order to be allowed to participate in these examinations students must have been graded positively in one corresponding exercise (UE) each.

The Examination in Civil Law II (ad 3.), Commercial Law, Civil Procedure Law, Labour and Social (Security) Law, Constitutional and Administrative Law II (ad 8.), International Law as well as European Community Law are **Oral Subject Examinations** which have to be done in form of single examinations. The examination in Financial Law is a written test. The examination on Legal Methodology and Computing is a course examination.

Third Diploma Examination - III. Stage

1. Subject of the Diploma Thesis
2. Combination Subject
3. Business Administration and Economics
4. Legal Ethics

Examinations in the Combination Subject, in Business Administration and Economics and those in Legal Ethics must be taken as Course Examinations. The Course Examinations in Business Administration and Economics and Legal Ethics can also be done as early as in the second stage.

5.7. Doctoral Studies

Erasmus students can use their study period in Salzburg also for research on the topic of their doctoral dissertation. It is important therefore before departure from their home country to contact a university professor at the law department who's willing and capable of supervising them.

6. THE BACHELOR STUDIES OF LAW AND ECONOMY

The Bachelor Studies "Law and Economy" comprise 6 semesters. It offers substantial education in Law and in Business Administration and Economics. Accordingly the curriculum provides substantial knowledge in all fields of **economically relevant law** – economically relevant Private Law, Trade and Company Law, Competition Law, Labour and Social Law, Tax Law, Public Economy Law – as well as an education in **fundamentals of business and economy** like cost accounting, organisation, human resource and management as well as microeconomics and macroeconomics.

It is the studies' aim to give a **generalistic education on university level** by considering especially the interdisciplinary approach and involving related subjects of Humanities and Natural Sciences. By doing so the students' ability of critical analysis of economic and legal processes should be fostered. By offering a variety of optional courses (corporate communication, economic psychology and corporate ethics) we meet the economy's request for employees equipped with so called „**soft skills**“. Language courses in „Business English“ and „English as Contractual Language“ complete the curriculum.

In continuation of the Bachelor Studies we will develop master studies comprising 4 semesters, allowing an ongoing specialization in Law and Economy as well as the acquisition of substantial knowledge about the European Single Market.

The Bachelor Studies Law and Economy is divided into two stages with 90 ECTS-point each. Graduates will be awarded the degree „**Bakk.iur.**“ (Bakkalaurea/Baccalaureus iuris).

These studies are especially recommended for students who wish to work in the private industry. It should also be interesting as additional training for students of other fields and should teach them the basics of Economy and Law. The Bachelor Studies „Law and Economy“ are the perfect further training for lawyers and provide competencies in business management and economics which are of major importance today.

Further information can be obtained online: www.rwa.sbg.ac.at

6.1. Structure of the Bachelor Studies “Law and Economy”

The work load of the Bachelor Studies “Law and Economy” is equivalent to 180 ECTS points (6 semesters). The Bachelor Studies are divided into two stages with 90 ECTS points each. The successful completion of the first stage is certified with a “Diploma of Completion of the first Stage”.

6.2. Structure of the Contents of the Bachelor Studies „Law and Economy“

In the frame of the Bachelor Studies the following subjects are taught:

- Labour and Social Law
- Finance and Taxes
- Cost Accounting
- Controlling & Strategic Management
- English
- European Law
- Financial Law
- Fundamentals in Business Administration
- Public Law (including Public Economy Law)
- Private Law
- Private Economy Law
- Political Economics
- White-Collar Crime Law
- Civil Procedure Law

Each subject provides its own offers of courses linked to special contents.

Labour and Social Law

The aim in this subject is the students' ability to analyse labour legal problems by means of existing regulations and to develop solutions. Therefore the understanding of the historical development and the socio-political background of regulations is of major importance. Furthermore the students should get the ability to detect the most important similarities and differences in comparison to the General Civil Law. The basic characteristics of Social Law ought to give the students an overview on the subject and to teach them the way that the Law of Social Security works. Most central is the understanding of this legal field's singularity (compulsory insurance, financing) and the knowledge of the most important benefits in the insurances of health, accident, retirement pension and unemployment.

Finance and Taxes (Special Business Administration)

In the specialisation „Finance and Taxes“ the effects of taxes on the company (in consideration of the accounting rules) are dealt with in order to enable participants to act at optimal tax, when founding the company, during the operating process and when shutting down the company. (Conveyance of company, conveyance of shares or liquidation). The aim is to reach a theoretically substantial and practically tested education in the field of finance and taxes as well as accounting. Tangible case studies are central therefore and serve to show the effects of taxes and the scopes of design.

Cost Accounting

The aim of this subject is to give students a basic understanding of connections in business administration which are reflected quantitatively in the internal accounting as well as in the external accounting. Students must learn the fundamentals of cost accounting, raising capital (funding), capital appropriation (investing) including the registration in the balance sheet. By profound teaching of the methods of business administration. It should be assured that students can recognize business administrative problems of accounting and can solve them by means of practical examples.

Controlling and Strategic Management (Special Business Administration)

In the specialisation „Controlling and Strategic Management“ a global understanding for strategic management as modern approach to management should be reached. The students learn to recognize business administrative connections and gain a substantial methodological knowledge. The main focus is on the teaching of basic approaches like Balanced Scorecard, Lean Management etc. In the foreground there are strategic and operative controlling and the corresponding instruments (strategic systems of analysis and planning, of budgeting, of key data etc.) Methodologically a high practical relevance should be established by means of case studies, projects and business games.

English

The students' knowledge of English must be improved for professional purposes. In the field of economic language as well as in the field of contractual language we put emphasis on the improvement of the knowledge of grammar as well as on the acquisition of the respective vocabulary. The oral presentation in small groups or the plenary plays an important role throughout the courses. During the time between the single course dates the students have to do research exercises and/or written works.

Material European Law

The educational goal is the knowledge of the Material European Law in all respective special fields and focussed deepening in the area of free goods traffic, right of domicile, freedom of movement, freedom of services and competition law whereas in case also other focuses can be considered.

Financial Law

The fundamentals of the Austrian Financial Law are dealt with. In particular we concentrate on Material and Formal Tax Law. A general focus is put on the teaching of the systematics of the most important Austrian tax laws and their constitutional basics, moreover on the cross links to other legal and economic disciplines as well as partly on comparable foreign tax law systems (including the International Law of Conflicts). On the whole the goal consists of a practical related training in the named fields. The knowledge necessary for a methodologically acceptable judgment of current problems in tax law should be achieved.

Fundamentals in Business Administration

In this subject a holistic understanding of Business Administration as leading doctrine should be reached. Special consideration is given to the describing, arranging and explaining function. The following modules are central parts of the course "Introduction to Business Administration": The Strategic Managing Circular Flow, Strategic Management, Management Organisation, Planning and Controlling as Instruments of Company Management as well as Portfolio Management. Also the fields of "Organisation/Personnel/Management" (OPM) and "Operational Activity Function" (BLF), which are dealt with in other courses too, belong to the fundamentals in management. In the centre of the first part are organisation theories and structures as well as ways of motivating the personnel. In the frame of the Operational Activity Function the student has to deal with fundamentals in acquisition, production, sale and logistic.

Public Law (including Public Economy Law)

In the frame of the Public Economy Law the students get acquainted with the fundamentals in economically relevant sub areas of Public Law (Trade Employment Law, Installations Law, Building Law, Land Use Regulation Law, Procurement and Subsidy Law, etc.). Students will get an introduction to the organisation, mode of operation and basic structure of modern states and democracy. Beside the Material Law the Procedure Law plays an important role. Special emphasis in the teaching of contents is given to discussions and to the dealing with practically relevant cases.

Private Law

The educational goal is to give cognition on basic structures and contents of economically relevant sub areas of Private Law (Contract law, Tort Law, Property Law, Banking Law, Loan Securing Law), considering relevant literature of text books and commentaries as well as practical decisions. We strive to teach the detailed knowledge necessary for the entry into professional life as well as the status of knowledge which leads to a self-dependent access to an ever-changing legal field.

Private Economy Law

This field comprises the general doctrines and single institutions of the Merchant Law and other Company Laws including Corporate Law, Competition Law and Trading Transaction Law. The educational goal is the acquisition of the knowledge of pertaining standards and system of standards, of questions and problems necessary for a better understanding as well as of the practically relevant application of theoretical cognition on tangible conflicts.

Political Economics

The educational goal in the subject Political Economics is to give the students a substantial overview of the way of functioning of the labour, commodities, money and capital markets in a market-economical system as well as of central and current problems and political approaches in the economic and financial policy. For these purposes connections between "Economy" and other social subsystems like the development in technology, ecology, politics and Law are pointed out in this introductory lecture course. The lecture on micro economy deals with central questions of economic behaviour of budgets and enterprises as well as of the competition. By means of the discussion of macroeconomic processes and by means of the comparison of neoclassical and post Keynesian models the social relevance of economic doctrines are pointed out in the lecture course of macro-economy. A further lecture course deals with the development, institutions and strategies of economic and financial policy.

White-Collar Crime Law

In the subject of White-Collar Crime Law the most important penal limits of economic activity are pointed out. Beside the teaching of general fundamentals in criminal law the central economic crimes of the criminal code (especially defraud, infidelity, abuse of subsidy, withholding of social insurance contributions, organised illegal employment, fraudulent trading crimes, environmental crimes, corruption crimes, computer crimes) as well as of the additional criminal law (financial criminal law, stock corporation law, limited liability company law, food law, law against unfair competition, external trade law, etc.) are dealt with. Furthermore international aspects of economy law are discussed. Finally penal responsibility of companies (associations) is explained as an addition to culpability of individuals according to VbVG.

Civil Procedure Law

The educational aim in this subject is to teach the Austrian court organisation and essential fundamentals in procedure law. Insolvency Law as applicable law in case of economic failure will be studied intensively.

6.3. Types of Courses (LV - Lehrveranstaltungen)

There are the following types of Courses: Lectures (Vorlesungen), Exercises (Übungen), Study Groups (Arbeitsgemeinschaften), Proseminars (Proseminare), Seminars (Seminare), Courses (Kurse) and Language Courses (Sprachkurse):

Vorlesungen (VO) introduce students into the main fields and methods of the relevant subject. They mostly cover the current doctrines and facts. The active interest and discussions on the part of students are welcomed.

Übungen (UE) enhance the practical application and use of the acquired knowledge. Especially in the procedural subjects references to legal practice (visit of trials, learning of techniques of argumentation, writing of drafts of pleadings and decisions) are taught. A main focus is put on solution finding techniques and case relevant writing skills.

Arbeitsgemeinschaften (AG) serve the treatment of tangible questions in group work. Methods and techniques of research are taught and an introduction to scientific work in small groups is given. Students get well prepared for writing scientific papers .

Proseminare (PS) introduce to professional discourse and processes of argumentation. Exemplary case problems are dealt with in oral presentations, written papers and/or discussions.

Seminare (SE) serve the scientific discussions. Oral or written assignments are compulsory. Seminars can be held as excursions or project studies.

Kurse (KU) should give the students the opportunity to contribute to the course through independent preparation.

Sprachkurse (SK) comprise lecture parts and exercise parts, which are linked together by methodological aspects of teaching. These courses serve the treatment of scientific and practical issues as well as the active and passive control of essential communicational situations in economic life.

6.4. Course Offer

First Stage Curriculum

Business Administration: a total of 27 credits

Fundamentals in Business Administration (BWL): a total of 13.5 credits

2 VO Introduction to Business Administration(BWL) (3)

2 VO Operational Activity Function (BLF) (3)

2 PS Operational Activity Function (BLF) (3)

1 VO Organisation/Personnel/Management (OPM) (1.5)

2 PS Organisation/Personnel/Management (OPM) (3)

Operational Cost Accounting : a total of 13.5 credits

- 1 VO Accounting and Accounting Policy (1.5)
- 2 PS Accounting and Accounting Policy (3)
- 1 VO Cost Accounting (1.5)
- 2 PS Cost Accounting (3)
- 1 VO Funding and Investing (1.5)
- 2 PS Funding and Investing (3)

Political Economics: a total of 12 credits

- 2 VO Introduction to Political Economics (3)
- 2 VO Microeconomics (3)
- 2 VO Macroeconomics (3)
- 2 PS Political Economics (3)

Law: a total of 39 credits

Private Law I: a total of 12.5 credits

- 3 VO General Contract Law I (4.5)
- 2 VO General Contract Law II (3)
- 2 UE General Contract Law I or General Contract Law II (5)

Private Economy Law: a total of 9 credits

- 4 VO General Doctrines, Trading Transactions and Corporate Law (6)
- 2 VO Competition Law (3)

Public Law I: a total of 14.5 credits

- 2 VO Fundamentals in Constitutional Law (3)
- 2 VO Introduction to Administrative Law (3)
- 2 VO Public Economy Law I: Austrian and European Public Economy Law (3.5)
- 2 UE Public Law (5)

European Law: a total of 3 credits

- 2 VO (Material) European Law (3)

Optional Subjects: a total of 12 credits

Students must choose 2 (each of them 6 credits) of the following subjects:

- Labour Market and Technology
- Gender Perspectives in the world of Business and Labour
- Political Fundamentals (Introduction to Austrian Politics and to Politics of the EU)
- Corporate Ethics
- Corporate Communication/Communication Training
- Economic Geography
- Economic History
- Economic Mediation
- Economic Psychology

Second Stage Curriculum

Business Administration (BWL): a total of 16 credits

- 4 VO Special Business Administration (6)
- 2 SE Special Business Administration (6)
- 2 PS/AG Special Business Administration (4)

Economics: a total of 3 credits

- 2 VO Financial Policy **or** 2 VO Economic Policy (3)

Students who choose the Special Business Administration "Finance and Taxes" have to attend the VO "Financial Policy"; students who choose "Controlling and Strategic Management" have to attend the VO "Economic Policy".

English: a total of 6 credits

- 2 SK Business English (3)
- 2 SK English as Contractual Language (3)

Interdisciplinary Seminars: a total of 12 credits

- 2 SE (6)
- 2 SE (6)

Topics: e.g. Founding of a Company and Company Law; Possibilities of Fiscal Formations; Human Resource Management and Labour Law.

Law: a total of 53 credits

Private Law II: a total of 13.5 credits

- 2 VO Special Contract Law (3)
- 2 VO Tort Law (3)
- 2 VO Loan Securing Law (3)
- 2 VO Property Law (3)
- 1 VO Banking Law (1.5)

Labour and Social Law: a total of 9 credits

- 4 VO Labour Law (6)
- 2 VO Social Law (3)

Civil Procedure Law: a total of 3 credits

- 2 VO Introduction to Civil Procedure Law and Insolvency Law (3)

Public Law II (Public Economy Law): a total of 15.5 credits

- 2 VO Public Economy Law II (3)
(Trade Employment Law, Installations Law, Building Law, Land Use Regulation Law)
- 2 VO Public Economy Law III (3.5)
(Procurement Law, Subsidy Law)
- 2 AG Current Problems of Public Economy Law (4)
- 2 UE Public Economy Law: Analyses of Complex Cases (5)

Financial Law: a total of 12 credits

2 VO Material Tax Law (3)

1 VO Financial Procedure Law (1.5)

1 VO Financial Criminal Law (1.5)

2 KU International Business Transactions **or** 2 VO e-commerce **or** 2 VO International Trade and Business Law (Students can choose) (3)

2 VO White-Collar Crime (3)

6.5 Examinations in the Bachelor Studies Law and Economy

Examinations have to be taken as single course examinations or as subject examinations which are part examinations of the bachelor examination. The Bachelor Studies are completed after the positive grading of all part examinations and the bachelor thesis (see below).

The **1st stage** comprises the following subject examinations:

- Private Law I
- Private Economy Law
- Public Law I
- Fundamentals in Business Management
- Cost Accounting
- Political Economics

For the admission to specific subject examinations a positive grading of the respective UE or PS provided in the curriculum is required. At the latest when doing the subject examination in Cost Accounting the proficiency certificate (details see: § 4.2) in fundamentals of accounting has to be supplied.

Course examinations have to be done in the following fields:

- European Law
- Optional Subjects

In the **2nd stage** a written subject examination in Financial Law has to be taken. In Labour and Social Law, Private Law II and Public Law II oral subject examinations have to be taken.

Special Business Administration has to be completed by a subject examination which has to be done written and orally. The time period between the written and the oral part should not exceed more than 4 weeks.

The admission to subject examinations requires a positive grading of all subject relevant UE, PS or AG provided in the curriculum.

Course examinations have to be done in the following fields:

- Civil Procedure Law
- White-Collar Crime Law
- Business English
- English as Contractual Language
- Political Economics
- International Business Transactions or E-Commerce or International Trade and Business Law

Furthermore the two required interdisciplinary seminars have to be completed positively.

In each interdisciplinary seminars a scientific paper has to be written (Bachelor Thesis). Bachelor Theses have to be labelled as such and are graded by the professor holding the seminar.

7. ADVICE FOR SOCRATES/ERASMUS STUDENTS

7.1. The Division of the ECTS-credits

After having introduced the structure of the Studies of Law and after having presented the courses, Socrates/Erasmus students will be interested in how to choose the appropriate course, how examinations are carried out and how their performances are going to be graded.

According to the European Credit Transfer System (ECTS), the 8 semesters of the Diploma Studies correspond to 240 credits. 188 credits are intended for the courses in **Compulsory Subjects**, 29 credits for the courses in **Free-Choice Subjects** and 23 credits for the completion of the **Diploma Thesis**. Erasmus students are free to choose, which course and which subject from the first to the third stage they want to take.

For each subject of examination and each course a certain number of weekly teaching units per semester are determined. These teaching units normally take 45 minutes and they are held on a weekly basis (15 x per semester). Depending on the amount of hours, type of course and demands made on the students, corresponding credits have been granted to each course (see 5.5. Course Offer).

Erasmus students are advised to seek exact information before starting their studies abroad about

- How many *credits* are required at their home university for each subject and
- If and how the structure of the studies of their home university determines the contents of the subjects where *credits* should be obtained.

The complete performance per semester is graded with 30 ECTS-*credits*. A Diploma Thesis is graded with 23 ECTS-*credits*.

7.2. Examinations

As Erasmus student can choose among the whole offer of courses, they either take a **Subject Examination (part Diploma Examination)** or (which is more likely) **Course Examination (examination about a specific course)**. Thus, they either receive a **Course Examination Certificate** or a **Subject Examination Certificate**.

In case of a **Course Examination**, Erasmus students do **not** have to register at the **Dean's Office (Prüfungsabteilung der RW-Fakultät)**. It suffices if they agree with the professor instructing their course and can set up a date for their examination. It is recommendable to agree upon dates for examinations one month before the end of the semester. In a month, more than one date of examination is offered. (During the holidays, examinations are basically not carried out). On the contrary, they have to register in case of a **Subject Examination**. An examiner will be allocated to them. The Erasmus students have to set up an appointment for the examination with the appropriate examiner (or their secretary).

Usually, students will do an oral examination (Erasmus students can also work out a written examination with their professor), which takes between 20 and 30 minutes. All examinations are public ones. The candidate has to be aware that an audience might be present. Course Examinations comprise everything covered during the course; Subject Examinations comprise everything covering the subject (also parts from other compulsory courses of that subject).

Erasmus students should be sure that the courses offered at the host university are comparable and transferable to their home university. The same applies for Austrian Erasmus students who want to study abroad.

Regarding the **Requirements of Examination**, course instructors have to explain the objectives, the contents and the methods of their course at the beginning of the semester. Students should also be informed about grading standards and criteria for the examination. The subject matter has to be complex enough to be taught within the context of the available teaching units.

Students can find a detailed programme of all courses offered for each semester order: www.db.sbg.ac.at/lvz/home.asp

7.3. Grading

There is developed a specific ECTS grading system:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

ECTS credits:

1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits

The Austrian system of grading recognizes five different levels (c.f. 1.1., 1.2.)

Sehr Gut	Outstanding performance, which can only be obtained by the best students of a year (10 % of all positive results)
Gut	Very good performance (25 % of all positive results)
Befriedigend	Good to average performance (30 % of all positive results)
Genügend	Overall satisfactory performance even though with clear deficiencies (35 % of all positive results); at least, the student has completed half of the tasks successfully.
Nicht Genügend	Deficient, unsatisfactory knowledge, the student was not able to master even the contextual focuses.

The **ECTS-grading scale** can be compared to the Austrian system as follows (meant as useful recommendation for partner institutions):

Austrian Denomination	English Translation	Recommended ECTS Grade
Sehr Gut (1)	excellent	A
Gut (2)	good	B
Befriedigend (3)	satisfactory	C
Genügend (4)	enough	D, E
Nicht Genügend (5)	Negative, not enough	FX, F

7.4. Certificates

The course instructors (professors, lecturers) complete and give out the certificates. The certificates can be obtained also at the **examination's office** (Prüfungsreferat der RW-Fakultät, MA Maria Hirnsperger, assistant of the Dean of Academic Affairs) or at the **Terminals** of the Registrar's Office.

*We wish all Socrates/Erasmus students
a successful study
and a pleasant stay
in Salzburg!*