

**Note:**

The following curriculum is a consolidated version. It is legally non-binding and for informational purposes only.

The legally binding versions are found in the University of Innsbruck Bulletins (in German).

**Original version** published in the University of Innsbruck Bulletin of 31 January 2024, Issue 22, No. 414

Curriculum for the  
**Continuing Education Programme: “Academically Certified Legal Assistant”**  
at the Faculty of Law at the University of Innsbruck

**§1 Qualification profile**

- (1) The graduates of this continuing education university programme have a practice-oriented specialist knowledge based on the latest findings, which enables them to recognise and understand fundamental legal relationships and structures in all relevant areas of responsibility of a law firm.
- (2) The continuing education programme provides graduates with the skills and knowledge to support and accompany the processing of legal issues relevant to legal practitioners and the resulting business cases in a well-founded manner. As a result, graduates are able to contribute to the efficient fulfilment of tasks in law firms.

**§2 Admission**

- (1) The following people can be admitted to the continuing education programme:
  - a) people with general university entrance qualification or
  - b) people who can resort to a professional experience of at least three years.
- (2) In any case, work experience in a law firm shall be regarded as relevant professional experience.
- (3) The programme director selects the candidates under the aspect of the professional aptitude. If possible, the agreement with the Tyrolean Bar Association, a cooperation partner, is to be sought. If more than 35 people apply, the applicants to be admitted are selected according to objective criteria, in particular according to previous education, motivation, relevant professional experience and the balanced composition of the group of participants.
- (4) Participants who are accepted to the continuing education programme and who have paid the programme fee, are admitted as non-degree students to the University of Innsbruck by the Rectorate.

**§3 Scope and duration**

- (1) The continuing education programme covers 60 ECTS-Credits. One ECTS-Credit corresponds to a workload of 25 hours.
- (2) The continuing education programme is offered as part-time programme and stretches over four semesters.

#### §4 Types of courses

Courses with continuous performance assessment:

- (1) Courses with integrated practical parts (VU) focus on the practical treatment of concrete scientific tasks that are discussed during the lecture parts of the course. Maximum number of students per course: 35.

#### §5 Compulsory modules

1.	Compulsory Module: Introduction to Law	h	ECTS-Credits
a.	VU Introduction to Private Law	1	2
b.	VU Introduction to Public Law	1	2
	<b>Total</b>	<b>2</b>	<b>4</b>
	<b>Learning Outcomes:</b> The students have a basic knowledge of public and private law related to law firms. They are able to assign business cases to these areas of law and to assist in their processing.		
	<b>Prerequisites:</b> none		

2.	Compulsory Module: Lawyers' Act, Digitisation and Data Protection	h	ECTS-Credits
a.	VU Fundamentals of the Legal Profession Act	0.5	1
b.	VU Data Protection and Digitisation in Law Firms	0.5	1
	<b>Total</b>	<b>1</b>	<b>2</b>
	<b>Learning Outcomes:</b> Students have a basic knowledge of the Legal Profession Act as well as digitalisation and data protection in law firms. They are able to recognise this content systematically and put it into practice.		
	<b>Prerequisites:</b> none		

3.	Compulsory Module: Office Organisation – Deadlines, Correspondence and ERV	h	ECTS-Credits
a.	VU Fundamentals of Office Organisation, File Structure, Deadline Management	0.5	1
b.	VU Digital Applications (ERV)	1	2
c.	VU Correspondence	1.5	3
d.	VU Introduction to English Legal Language	1.5	3
	<b>Total</b>	<b>4.5</b>	<b>9</b>
	<b>Learning Outcomes:</b> Students have knowledge of office organisation related to law firms. They are able to fulfil corresponding tasks relating to deadlines, correspondence and web- ERV in practice. In addition, they are also able to fulfil related tasks in English.		
	<b>Prerequisites:</b> none		

4.	Compulsory Module: Cost and Fee Law, Legal Aid	h	ECTS-Credits
a.	VU Introduction to Cost and Fee Law	1	2
b.	VU Fundamentals of Legal Aid	0.5	1
	<b>Total</b>	<b>1.5</b>	<b>3</b>
	<b>Learning Outcomes:</b> Students have basic knowledge of cost and fee law in relation to law firms and are familiar with the main features of legal aid. They will be able to systematically recognise these matters and assist in the completion of related tasks.		
	<b>Prerequisites:</b> none		

5.	Compulsory Module: Selected Areas of Civil Law and Civil Procedure Law	h	ECTS-Credits
a.	VU Introduction to Family Law	1.5	3
b.	VU Introduction to Inheritance Law and Probate Proceedings	1.5	3
c.	VU Fundamentals of Civil Court Proceedings	2	4
d.	VU Civil Dunning Actions	1.5	3
	<b>Total</b>	<b>6.5</b>	<b>13</b>
	<b>Learning Outcomes:</b> Students have a basic knowledge, relevant to law firms, of family law, inheritance and probate law and civil court proceedings, including the preparation of civil dunning actions. They are able to recognise these matters systematically and to play a supporting role in the fulfilment of associated tasks in these areas.		
	<b>Prerequisites:</b> none		

6.	Compulsory Module: Creation of Contractual Documents and Land Register Law	h	ECTS-Credits
a.	VU Creation of Contractual Documents	1.5	3
b.	VU Land Register Law in Theory and Practice	1	2
c.	VU Introduction to Land Transaction Law	0.5	1
	<b>Total</b>	<b>3</b>	<b>6</b>
	<b>Learning Outcomes:</b> Students have a basic knowledge of the drafting of contractual documents, the land register and land transaction law in relation to law firms. They are capable of systematically recognising these matters and assisting in the fulfilment of related tasks in these areas using the land register.		
	<b>Prerequisites:</b> none		

7.	Compulsory Module: Taxes, Fees, FinanzOnline, Archivium and Trust Book	h	ECTS-Credits
a.	VU Fundamentals of Tax Law for Law firms	1	2
b.	VU Fundamentals of the Law on Fees	0.5	1
c.	VU FinanzOnline, Archivium and Trust Book	0.5	1
	<b>Total</b>	<b>2</b>	<b>4</b>
	<b>Learning Outcomes:</b> Students have basic knowledge of tax law related to law firms, including selected taxes and fees, as well as knowledge of FinanzOnline, Archivium and the trust book. They will be able to systematically recognise the essential areas of these matters, assist in the completion of related tasks and put them into practice with the help of FinanzOnline, Archivium and the trust book.		
	<b>Prerequisites:</b> none		

8.	Compulsory Module: General and Selected Special Administrative Law	h	ECTS-Credits
a.	VU Fundamentals of General Administrative Law	0.5	1
b.	VU Introduction to Selected Matters of Special Administrative Law	1	2
	<b>Total</b>	<b>1.5</b>	<b>3</b>
	<b>Learning Outcomes:</b> Students have basic knowledge of general and special administrative law in relation to law firms. They will be able to systematically recognise these matters and assist in the completion of related tasks in these areas.		
	<b>Prerequisites:</b> none		

9.	Compulsory Module: Introduction to Company Law and Commercial Register Law	h	ECTS-Credits
a.	VU Introduction to Company Law	1	2
b.	VU Commercial Register Law in Theory and Practice	0.5	1
	<b>Total</b>	<b>1.5</b>	<b>3</b>
	<b>Learning Outcomes:</b> Students have basic knowledge of company law in relation to law firms. They are able to systematically recognise the specific areas of company law and, with the aid of the company register, to contribute to the fulfilment of the associated tasks in practice.		
	<b>Prerequisites:</b> none		

10.	Compulsory Module: Introduction to Criminal Law and Criminal Procedure	h	ECTS-Credits
a.	VU Fundamentals of Criminal Law	1	2
b.	VU Introduction to Criminal Procedure Law	1	2
c.	VU Introduction to Criminal Financial Law	0.5	1
d.	VU Register of Beneficial Owners, Money Laundering, Financing of Terrorism	0.5	1
	<b>Total</b>	<b>3</b>	<b>6</b>
	<b>Learning Outcomes:</b> Students have a basic knowledge of selected criminal law matters, including procedural law and financial criminal law. They will be able to recognise the associated problems and support compliance with the relevant legal provisions.		
	<b>Prerequisites:</b> none		

11.	Compulsory Module: Introduction to Enforcement and Insolvency Law	h	ECTS-Credits
a.	VU Introduction to Enforcement Law	1	2
b.	VU Introduction to Insolvency Law with Special Consideration of Insolvency Administration	1	2
	<b>Total</b>	<b>2</b>	<b>4</b>
	<b>Learning Outcomes:</b> Students have basic knowledge of enforcement and insolvency law in relation to law firms. They are able to systematically recognise the specific areas of these two fields of law and participate in the associated task fulfilment in practice.		
	<b>Prerequisites:</b> none		

12.	Compulsory Module: Soft Skills	h	ECTS-Credits
a.	VU Workplace Management, Professional Demeanour, Manners, Appearance	0.5	1
b.	VU Telephone Training, Communication and Dealing with Clients, De-escalation and Conflict Management Strategies, Gender Aspects	0.5	1
c.	VU Digital Skills & Media Training	0.5	1
	<b>Total</b>	<b>1.5</b>	<b>3</b>
	<b>Learning Outcomes:</b> Students have soft skills related to law firms. They are able to present themselves in a professional and communicative manner and to contribute to the fulfilment of the associated tasks in practice.		
	<b>Prerequisites:</b> none		

## **§6 Examination regulations**

- (1) A module is completed by the positive evaluation of its courses.
- (2) For lectures with integrated practical parts (VU), the evaluation is based on a minimum of two written, oral and/or practical contributions of the participants.
- (3) Before the start of the continuing education programme, the course instructors have to inform the students about the objectives, contents and methods used in their courses as well as about the contents, methods and evaluation criteria for the course examinations in a suitable fashion.

## **§7 Academic denomination**

Graduates of the Continuing Education Programme “Academic Legal Assistance” are awarded the denomination “Academic Legal Assistant” after positive evaluation of all prescribed exams.

## **§8 Coming into force**

This curriculum comes into force on the first day of the month following its announcement.

For the Curriculum Committee:

Univ.-Prof. Dr. Dr. Martin Schennach, MAS

For the Senate:

Univ.-Prof. Dr. Walter Obwexer

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