

Welcome Days Winter Semester 24/25

Department of Electrical Engineering and Information Technology
Electrical Engineering Student Advisory Service



Electrical Engineering Student Advisory Service





Electrical Engineering Student Advisory Service – Student Assistants

**General & Specialized Advising for the Degree Programs
in Electrical Engineering, Computer Engineering,
Industrial Engineering ET & Vocational Training ET**



André Becker



David Ditz



Marian Henkenjohann

**Specialized Counseling in
Electrical System Engineering**



Ahnaf Akif



Shwetha Ganesh



Electrical Engineering Student Advisory Service – Professional Advisor



Dr.-Ing. Carsten Balewski

**Specialist Advisor and
Coordinator for Industrial
Engineering ET**



**M. Sc. Michael
Kuhlmann**

**Advisor
Computer Engineering**



**M. Sc. Johannes
Schäfers**

**Advisor
Teaching ET &
Edu-Tech NET OWL**



Dr.-Ing. Denis Sievers

**Advisor
Electrical Engineering**



M. Sc. Harshan Gowda

**Advisor
Electrical Systems
Engineering**



**M. Sc. Vijayalakshmi
Shroff**

**Advisor
Electrical Systems
Engineering**



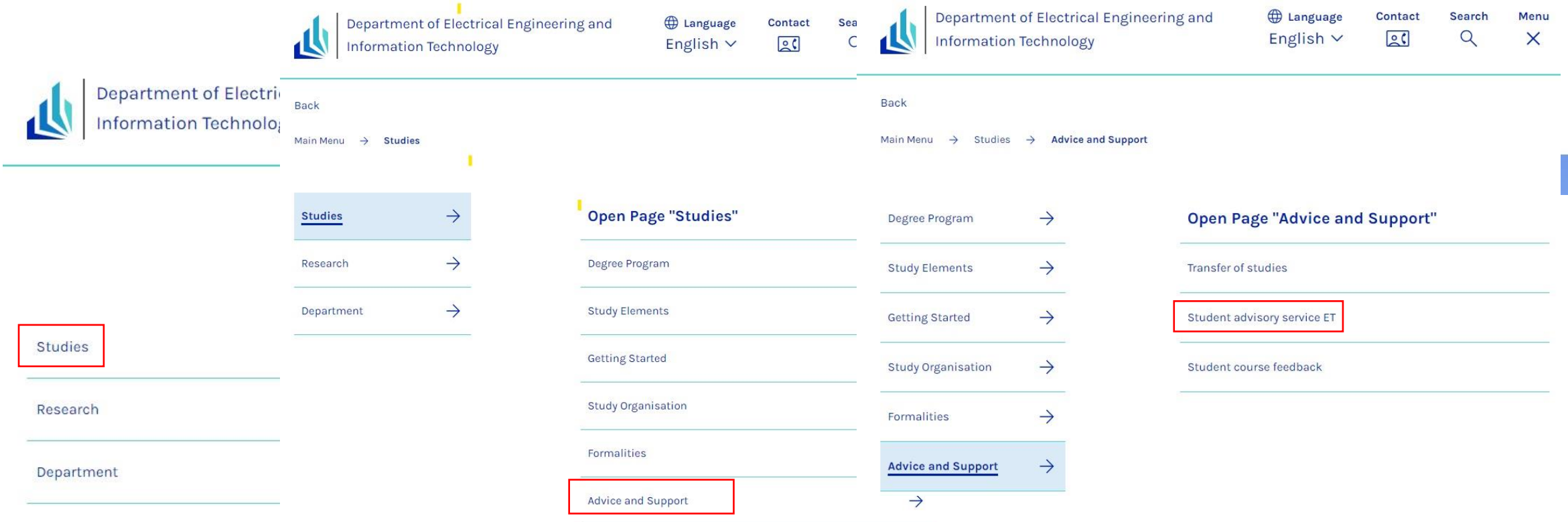
Your Support System in Academia

- **Consultation during office hours and by appointments**
 - Problems in studies
 - Questions about the course of Studies
 - Formalities and examination regulations
 - Information events during the course of studies (e.g., **E²-Day**)
- **Mediation Services**
 - Bridging communication between students, lecturers, and administration
- **Internal and External Representation**
 - Promotion and counselling of prospective students.



Homepage of the Institute for Electrical Engineering and Information Technology

<https://ei.uni-paderborn.de/en/>



The screenshot shows the navigation path from the main menu to the 'Advice and Support' page. The path is: Main Menu → Studies → Advice and Support. The 'Advice and Support' page contains the 'Student advisory service ET' link, which is highlighted with a red box.

Department of Electrical Engineering and Information Technology

Language English

Contact

Search

Menu

Back

Main Menu → Studies

Studies →

Research →

Department →

Studies

Open Page "Studies"

Degree Program →

Study Elements →

Getting Started →

Study Organisation →

Formalities →

Advice and Support →

Advice and Support

Back

Main Menu → Studies → Advice and Support

Open Page "Advice and Support"

Transfer of studies

Student advisory service ET

Student course feedback



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Examination Regulation and Module Handbook





Examination regulations and module manuals


Electrical Engineering 

Industrial Engineering and Management 

Computer Engineering 

Electrical Systems Engineering 

Master Teacher Training Vocational College ET & AT/IT 

Teacher Training Vocational College with Electrical Engineering 

Promotion 

Further information:

TRANSFER OF STUDIES
CENTRAL EXAMINATION OFFICE
EXAMINATION BOARDS
DOCTORAL COMMITTEE
BACHELOR-MASTER TRANSITION
THESES AND PROJECTS
PAUL-OFFICE EIM-E

The examination regulations and module handbooks can be found at:

go.upb.de/studi.et_ordnungen





Examination regulations and module handbooks

Examination regulations

- Regulation of the formal study requirements
- Required courses for the respective degree program
- Formalities for the final module/thesis
- Legally binding aspects

Master program Electrical Systems Engineering

	General Regulations	Specific Regulations	Amendment Statutes
Electrical Systems Engineering Master v3	AM 32/24	AM 35/24	

Module handbooks

- Descriptions of the events
- Course content descriptions
- What prior knowledge is required for courses
- Form of examination, number of ECTS, etc.
- Are legally part of the examination regulations
- Publication every semester (beginning of March & September)

Formalities





Organizational details

Central Examination Office (Department 3.2)

- <https://www.uni-paderborn.de/en/zv/3-2>
- Administration of examinations
- Admission issues
- Submission of theses
- Certification of grades, certificates and diplomas
- Change of version of the degree program

Registrar's Office (Department 3.3)

- <https://www.uni-paderborn.de/en/zv/3-3/>
- Registrations and transfers
- Certificates
- Leave of absence, re-registration and de-registration



Examinations

• Resistration

- All examinations can only be registered for in PAUL during the fixed registration phases **(21.10.2024 – 21.11.2024)**
- Exam registration is only possible after successful module and course registration
- Registration phases via the PAUL info page

• Deregistration

- Possible up to two days before the examination date without giving reasons (valid for all examinations from **01.04.24**)
- Cancellation is only possible if a date has been entered otherwise, contact the Central Examination Office
- Otherwise: valid reasons must be submitted to the Central Examination Office immediately, but no later than five working days after the examination date. A **Certificate of incapacity for examination** must be submitted, a certificate of incapacity for work is not sufficient!



Contact

Electrical Engineering Student Advisory Service

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Web go.upb.de/studi.et

Room P1.3.38

Office hours Tuesday - Thursday: 9:00 - 12:00 & 13:00 - 16:00





Thank you for your attention!

STUDI.ET



Member of
Support-nET

