



Faculty of Business Administration and Economics:

How to register modules and courses in PAUL

(July 2017)

Dear Students,

In the course of the last semesters, we were made aware of some insecurities on how to use PAUL successfully. This is why we want to give out some information on the procedures in PAUL, so that you can navigate through registering and cancelling modules, courses and examinations in the system. This document contains the most frequently asked questions but is of course not complete.

We would like to ask you to carefully read the information below and to act accordingly during the registration phases. Should you encounter any difficulties which are not mentioned in this document or which seem unclear, please contact the Studienbüro during the registration phases in order to get assistance. (studium@wiwi.upb.de).

Kind Regards,

Studienbüro

PS: Please remember that the central and only legally valid document for all students are the examination rules of the corresponding course of study. They contain all rights and duties of students at our faculty.

Preliminary Information:

- Modules consist of courses. So courses are subunits of modules. Courses contain information concerning dates and rooms for lectures.
- Modules in Business Administration and Economics start with M.184.XXXX, corresponding courses start with K.184.XXXXX.
- Modules in IBS start with M.IBS.XXXX, corresponding courses with K.IBS.XXXXX.
- Courses for a repeated module – and exam registration start with K.184.XXXX9 and have the name „Erneute Modul- und Prüfungsanmeldung zu M.184.XXXX“
- Modules in Mathematics start with M.105.XXXX, corresponding courses start with L.105.XXXXX.
- Courses in Computer Science start with K.079.XXXXX / L.079.XXXXX



Do I need to register right away after registration is possible?

For Business Administration and Economics Modules:

- **No.** There’s no First come, first served. The point in time of registration does not matter as long as registrations are open. The first registration phase last four weeks. Registering for a modules works as follows (Screenshots in German, structure is the same in the English version of PAUL):

M.184.4164 Empirische Managementforschung (WS 2015/16) Prof. Dr. Rene Fahr	21.08.2015	Anmelden
K.184.41641 Empirische Analysen zur Corporate Governance		
K.184.41641 Experimentelle Ansätze der empirischen Managementforschung (Vorlesung) Prof. Dr. Rene Fahr	21.08.2015	
Mi, 21. Okt. 2015 [09:00] - Mi, 10. Feb. 2016 [11:00]		
K.184.41642 Empirie der Corporate Governance		
K.184.41642 Experimentelle Ansätze der empirischen Managementforschung (Übung) Prof. Dr. Rene Fahr	21.08.2015	
Mi, 21. Okt. 2015 [11:00] - Mi, 10. Feb. 2016 [13:00]		
K.184.41643 Empirische Projektarbeit		
K.184.41643 Empirische Projektarbeit Prof. Dr. Rene Fahr	21.08.2015	
Di, 10. Nov. 2015 [09:00] - Fr, 5. Feb. 2016 [18:00]		

Modulanmeldung

[Weiter](#)

Nr.	M.184.4164
Name	Empirische Managementforschung
Studium	Betriebswirtschaftslehre Master v2 (AM43/12, AM77/13, AM87/13, AM39/15)

Nr.	Name
M.184.4164	Empirische Managementforschung

Hinweis:
Bitte überprüfen Sie die angezeigten Anmelddaten. Bestätigen Sie, um sich anzumelden.

Nr.	M.184.4164
Name	Empirische Managementforschung
Studium	Betriebswirtschaftslehre Master v2 (AM43/12, AM77/13, AM87/13, AM39/15)

Nr.	Name	Prüfung (Gewichtung)	Datum
M.184.4164	Empirische Managementforschung	Prüfungsleistung (100%)	1.Termin (Offen)

[Bestätigen](#) [Abschicken](#)

For IBS Modules:

- **Yes.** Seats in language courses are given out on a First-Come-First-Served basis. If you have a clear preference for a certain time slot, you should register early on.

For Maths and Computer Science Modules:

- **No.** There’s no First-Come-First Served-System.



Do I have to register separately for the exam?

For Business Administration, Economics and IBS Modules:

- **No.** The exam registration is included in the module registration in Modules with M.184.XXXX and M.IBS.XXXX .

For Maths and Computer Science Modules:

Yes. With a first registration, please register for the module, the courses and the exam separately-. If you're repeating the module, you only need to register for the exam.

Do I have to register for the courses in a module?

- **Yes!** The registration process is like the one for modules (see screenshots). You have to register separately for all courses within a module. The process in PAUL is as follows: Only after you registered for the module, registration for courses inside the module is possible.

M.184.4164 Empirische Managementforschung (WS 2015/16) Prof. Dr. Rene Fahr	21.08.2015	
K.184.41641 Empirische Analysen zur Corporate Governance		
K.184.41641 Experimentelle Ansätze der empirischen Managementforschung (Vorlesung) Prof. Dr. Rene Fahr	21.08.2015	
Mi, 21. Okt. 2015 [09:00] - Mi, 10. Feb. 2016 [11:00]		

Veranstaltungsanmeldung

Hinweis:

Bitte überprüfen Sie die angezeigten Anmeldungsdaten. Bestätigen Sie, um sich anzumelden.

Nr.	K.184.41641			
Name	Experimentelle Ansätze der empirischen Managementforschung (Vorlesung)			
Im Rahmen von Modul	M.184.4164 Empirische Managementforschung			
Studium	Betriebswirtschaftslehre Master v2 (AM43/12, AM77/13, AM87/13, AM39/15)			
Nr.	Name Zeitraum	Max.Teiln. Anm.	Prüfung (Gewichtung)	Datum
K.184.41641	Experimentelle Ansätze der empirischen Managementforschung (Vorlesung) Mi, 21. Okt. 2015 [09:00] - Mi, 10. Feb. 2016 [11:00]			

Bestätigen	
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Please note:

Registering only for courses is not enough! In order to be registered for the exam, you have to either be registered in the module or the "Erneute Modul- und Prüfungsanmeldung zu M.184.XXXX" (K.184.XXXX9) course!



How does registration work for limited modules?

There are some modules with a limited number of participants, which can only be registered in the first phase of registration. Information on limitations can be found in the module handbook under "Ablaufinformationen". The registration process is almost similar to general modules.

Differences are: after registration, the modules are shown under „**schwebende Anmeldungen**“ / „**Pending registrations**“. The exam registration will only show for selected participants after the final selection is over at the end of the second phase of registration. Until then, the lists for admitted or waiting students are only available at the faculty homepage. As usual, all related information and list updates are posted on the homepage and the Facebook page of the Studienbüro.

When do I have to register for the „Erneute Modul- und Prüfungsanmeldung“ course?

Rule of Thumb: Whenever you see it in the module. The course „erneute Modul- und Prüfungsanmeldung zu M.184.*****“ is only available for you if you can't use the normal module registration (if you don't see a "Register" button next to the module).

This can have to main reasons:

- **You already took the module and did not pass the exam.**
- **You cancelled the exam after the registration phase or were ill on the day of the exam.**

In both cases, the registration in "Erneute Modul- und Prüfungsanmeldung" is a substitute way to register a second time for the exam and the module.

Please note: If you're not registered for either the module or the „repeated exam and module registration“ course, you cannot take the module exam. Just registering for the lecture is not sufficient!

How many ECTS points can I register for?

You can register for up to 45 ECTS per semester.

What if a register for more ECTS-points?

- If you're registered for more than 45 ECTS-points at the end of a registration phase, you will automatically be cancelled from the modules you registered for last until you have 45 ECTS or less in your account.
- **I haven't finished the assessment phase:**
- You're missing more than **20 ECTS**: You cannot take any modules in the profiling phase.
- You're missing less or exactly **20 ECTS**: You can take up to 30 ECTS from the profiling phase, until you finished all assessment phase modules.



How can I register for Master Modules?

I almost finished my Bachelor degree or my transition modules and want to continue the Master program in Paderborn.

- **For B.Sc. WiWi und B.Sc. IBS:** If you're short of 20 ECTS or less, you can take up to 20 ECTS points in Master modules. Please send an email to the Studienbüro in the second phase of registration.
- **For B.Sc. Winfo:** you're short of 22 ECTS or less, you can take up to 20 ECTS points in Master modules. Please send an email to the Studienbüro in the second phase of registration.

How do I register for the third attempt in an examination?

Registrations for third attempts („Joker“) have to be submitted in written form to the examinations office during the phase of registration. You cannot register third attempts in PAUL.

How can I cancel modules and exams?

You want to cancel it during the registration phase:

- Cancel the module or the course for repeating the module. This will automatically cancel your exam registration.

You want to cancel it after the registration phase:

- Cancelling modules and repeating courses is no longer possible. You can still cancel the exam in PAUL.
- Cancelling an exam is possible until 7 days prior to the first (partial) exam. All examination dates are posted on the faculty website..

Modules on Maths or Computer Science always need a separate cancelling of the exam.

Should you encounter problems with registration or cancellation, please contact the Studienbüro during (and not after!) the registration phase. (studium@wiwi.upb.de).