Faculty of Business Administration and Economics:

How to register for modules and courses in PAUL

(July 2019)

Dear Students,

Over the course of the last semesters, we have been made aware of some uncertainties regarding the successful use of PAUL. For this reason, we wish to provide some detailed information on the procedures to be followed in PAUL. This should serve as a useful navigation when registering for or cancelling modules, courses and examinations in the PAUL system. This document contains the most frequently asked questions but does not claim to be complete in nature.

We ask that you carefully read the information provided below and act accordingly during the registration phases. Should you encounter any difficulties which are not referenced in this document or which seem unclear, please contact the Studienbüro during the registration phase. The colleagues can then assist you further (studium@wiwi.upb.de).

Kind Regards,

Your Studienbüro

PS: Please note that the current examination regulations of the corresponding course of study is the central and only legally valid document. These contain all rights and duties of students at our faculty.

Preliminary Information:

- Modules comprise of courses. Courses are therefore subunits of modules. Courses provide information on dates and rooms for lectures.
- Modules in Business Administration and Economics start with M.184.XXXX, corresponding courses start with K.184.XXXX.
- Modules in IBS start with M.IBS.XXXX, their corresponding courses with K.IBS.XXXX.
- Courses for a repeated module – and exam registration start with the number K.184.XXXX9 and have the name „Erneute Modul- und Prüfungsanmeldung zu M.184.XXXX“
- Modules in Mathematics start with M.105.XXXX, their corresponding courses start with L.105.XXXX.
- Modules in Computer Science start with K.079.XXXX / courses with L.079.XXXX
- Modules in Sports Science begin with M.098.XXXX / courses with L.098.XXXX.
- Modules in Media Science begin with M.030.XXXX / courses with L.030.XXXX.
Do I need to register immediately once the registration phase has begun?

For Business Administration and Economics Modules:

- **No.** There’s no First-Come-First Served-System. The timing of your registration does not matter, as long as the registration phase is still open. The first registration phase lasts four weeks. Registering for a module works as follows (Screenshots in German, structure is the same in the English version of PAUL):

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 as early as possible.

For Math 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 and Economics, as well as IBS Modules:

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

- If you would like to take part in an exam for the second time, you can register for the corresponding course “Erneute Modul- und Prüfungsanmeldung” (see below for detailed information)

For Math, Computer Science and Sport 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 similar to the process for modules (see screenshots). You have to register separately for all courses within a module. The process in PAUL is as follows: Once you have successful registered for modules, the courses within the module can, and should, in turn be registered for.

Please note: Registering only for courses is not enough! In order to be registered for the exam, you have to either be registered for the module (M.184.XXXX) or the “Erneute Modul- und Prüfungsanmeldung” (K.184.XXXX9) course!
How does registration work for limited modules?

There are some modules with a limited number of places for students. These modules can only be registered for in the first phase of registration. Information on these limited courses can be found in the module handbook. The registration process is very similar to that of the general modules.

The lists for admitted or waiting students are only available on the faculty homepage. As usual, all related information and list updates are posted on the homepage as well as on the Studienbüro Facebook page.

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

Rule of Thumb: Whenever the course is made available within a 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 two 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 for “Erneute Modul- und Prüfungsanmeldung” is a substitute way to register, a second time for the exam and the module.

Even if the examiner of the module has changed: It remains the same module (even if the examiner for the module has been altered).

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 course is not sufficient!

How many ECTS points can I register for?

You can register for up to 45 ECTS per semester.

What if I 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. This will affect all courses exceeding the 45 ECTS limit. The modules which were registered for last will be affected first. This process will occur automatically until 45 ECTS or less are registered for in your account. This is particularly relevant for the first registration phase.

I haven’t finished the assessment phase.

- Up to and including the 4th semester, you may take modules from the profiling phase parallel to taking assessment phase modules. If, from the 5th semester onwards, the assessment phase is still open (there are still modules to be completed), you may not select any modules from the profiling phase until the assessment phase modules has been successfully completed.
How can I register for Master Modules?

I have almost completed my Bachelor degree (or my transition phase modules) and want to continue with a Master program in Paderborn.

- **For B.Sc. WiWi und B.Sc. IBS:** If you’re short of 20 ECTS or less for a successful completion of your bachelor degree (or transition phase modules), you can take up to 20 ECTS in Master program modules. Please send an email to the Studienbüro in the second phase of registration (incl. an up-to-date overview of your grades/ Screenshot from PAUL).

- **For B.Sc. Winfo:** If you’re short of 22 ECTS or less for a successful completion of your bachelor degree (or transition phase modules), you can take up to 20 ECTS in Master program modules. Please send an email to the Studienbüro in the second phase of registration (incl. an up-to-date overview of your grades/ Screenshot from PAUL).

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 (Prüfungssekretariat) during the first or second registration phase. Third attempts cannot be registered for in PAUL.

How can I cancel modules and exams?

You want to cancel a module/exam **during** the first or second registration phase:

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

You want to cancel a module/exam **after** the second registration phase:

- The cancellation of modules and repeating courses is no longer possible, following an end to the second registration phase. You need to cancel the exam in PAUL. By clicking „Prüfungsverwaltung“ → „meine Prüfungen“ in PAUL you can successfully cancel the exam.

- Cancellation is only possible up to 7 days before the first exam date of a module. The dates of the intermediate and final exams can be found online on the faculty website.

Modules in Maths, Computer Science and Sports always need a separate cancellation for 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).