



Introduction to PAUL

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Thanks for the screenshots to Dr Rainer Feldmann!

What's PAUL?

- <https://paul.upb.de>
- “Paderborner Assistenzsystem für Universität und Lehre“
- Course Catalogue
- Course (de)registration
- Exam (de)registration
- Overview of course achievements
- Documents (e.g. overview of grades)

Course Catalogue

- List of all courses of the university
 - Separated by department
 - Current and past courses
- Searchable


Course Registration

- Only during registration phases
- Prerequisite for exam registration
- Deadlines:
<https://www.upb.de/studium/paul-info/fristen-und-termine/>
- Course registration in the following order:
 1. Module
 2. Lecture/Seminar
 3. Exercise/Lab (if existing)

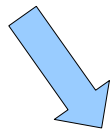
Course Registration – How To

after clicking Register:

Module registration


		 Next
No.	M.079.4014	
Name	Clustering Algorithms	
Studies	Informatik Master v3	
No.	Name	
M.079.4014	Clustering Algorithms	

(Next)



Module registration

Note:
Please check the registration data below. Confirm to register.

No.	M.079.4014		
Name	Clustering Algorithms		
Studies	Informatik Master v3		
No.	Name	Exam (Weighting)	Date
M.079.4014	Clustering Algorithms		
Confirm			
			 Submit

(Submit)

Course Registration – How To

- After module registration:
Register for corresponding lecture/seminar
(analogously to module registration)
- If there's an exercise for a lecture, you must
choose which group to attend during lecture
registration

Course Registration – How To

- Study → Current Semester → Course Registration →
 - Focus Areas → \$focus_area → modules & lectures
 - Seminars
 - General Studies
 - Minor Subject

Course Registration – How To

- Study → Current Semester → Course Registration →

- Focus Areas → \$focus_area → modules & lectures

- Seminars

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- Minor Subject

Before selecting courses in either of these, you must choose between these 2 options:

Study → Current Semester → Subject Choice (link on left-hand side)

Course Registration – How To

- Study → Current Semester → Course Registration →
 - Focus Areas → \$focus_area → modules & lectures
 - Seminars
 - General Studies → ... → ...ZfS... → \$language
 - Minor Subject
- **NOT:** Study → Current Semester → Language Courses: Language Course Registration (ZfS) (link on left-hand side)

Course Registration – How To

- Study → Current Semester → Course Registration →
 - Focus Areas → `$focus_area` → modules & lectures
 - Seminars
 - General Studies
 - Minor Subject
- **Lectures:**
Write down in which focus area you registered for each lecture (or take a screenshot)!

Exam Registration

- Only during registration phases
- Deadlines:
<https://www.upb.de/studium/paul-info/fristen-und-termine/>
 - Reminder by mail – read your university mails!
- For each course: register for exam **and** course achievement (“Studienleistung”) – if existent
- Where? Study → Exam Information → Online exam registration

Exam Deregistration

- Until 7 days before exam → online (analogously to exam registration)
- Afterwards: only possible with a doctor's certificate ("Attest" declaring "Prüfungsunfähigkeit") → exam office
- No deregistration + non-appearance at exam = failed attempt!!

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- To drop a course, deregister from exam **and** course achievement/"Studienleistung"
- Else (e.g. postpone), deregister **only** from exam

Other Features

- If you need an (official) Transcript of Records, e.g. to apply for a job:
 1. Request it at central exam office (“ZPS“)
 2. You’ll find it at PAUL → Study → Exam Information → Documents
- Apply for admission to write your thesis:
Study → Exam Information → Requests in examination management

Forwarding PAUL-Messages

- ...is very useful!!
- ...e.g., class is cancelled tomorrow, grades are available

The screenshot shows the PAUL system interface. At the top, there are navigation icons for Home, Timetable, Course Catalogue, Study, My Files, and Help. The PAUL logo is in the top right corner. The main content area is titled 'Personal data' and 'PaulS Test-EIM'. Below this is an 'Information' section with a 'Save' button and a 'Cancel' button. A checkbox labeled 'Forward messages to uni-mail-account?' is visible, with a red arrow pointing to it from a red circle labeled '1'. Another red arrow labeled '2' points to the 'Save' button. A red box with the text 'University account only!' is positioned below the checkbox.

My Files → Forwarding → Configuration of system messages →
Change button → tick off “Forward...” → Save button

Problems with PAUL

- Quite normal, especially if you don't do everything according to plan ;-)
- Technical issues: PAUL Support: paul@upb.de
 - Include all information they might need: name, study program (incl. version), matriculation number, if relevant: course and module (name and number), ...
- Comprehension questions/"where is...": student council math/computer science ("Fachschaft"):
 - in our office: E1.311
 - mail: fsmi@upb.de (**don't** include your matriculation number!)