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

Study (1) → Current Semester (2) → Course Registration (3) → ... → Register (4)
Course Registration – How To

after clicking Register:

Module registration

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

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

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
  - General Studies
  - 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 (analoguously to exam registration)
- Afterwards: only possible with a doctor‘s certificate ("Attest" declaring "Prüfungsunfähigkeit") → exam office
- No deregistration + non-appearance at exam = failed attempt!!
Exam Deregistration

- Until 7 days before exam → online (analoguously to exam registration)
- Afterwards: only possible with a doctor’s certificate ("Attest" declaring "Prüfungsunfähigkeit") → exam office
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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

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!)