Welcome Days
Wintersemester 25/26

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

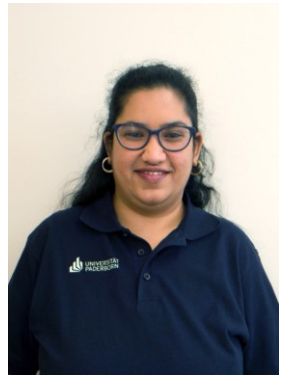
André Becker

David Ditz

Dariana Schneider

Specialized Counseling in Electrical System Engineering

Ahnaf Akif

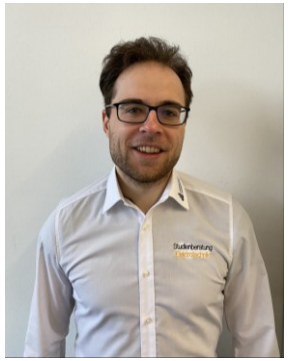


Shwetha Ganesh

Electrical Engineering Student Advisory Service – Professional Advisor

Dr.-Ing. Carsten Balewski

Specialist Advisor and Coordinator for Industrial Engineering ET



M. Sc. Michael Kuhlmann

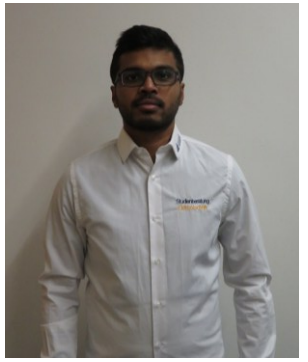
Advisor Computer Engineering

M. Sc. Johannes Schäfers

Advisor Teaching ET & Edu-Tech NET OWL

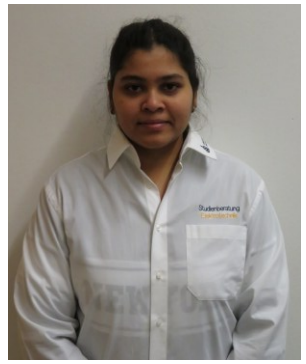
Dr.-Ing. Denis Sievers

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

- **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/

Menu → Studies → Advice and Support → Student Advisor Service ET

Examination Regulation and Module Handbook

The examination regulations and module handbooks can be found at:

go.upb.de/studi.et_regulations

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	Specifical Regulations	Amendment Statutes	Reading version
Electrical Systems Engineering Master v3	AM 32/24 (Reading Version)	AM 35/24	AM 55.24	Reading version (Reading Version)

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

- **Registration**
  - All examinations can only be registered for in PAUL during the fixed registration phases **(22.10.2025 – 26.11.2025)**
  - Exam registration is only possible after successful module **and** course registration
  - Registration phases can be found on the PAUL information sites

- **Deregistration**
  - Possible up to two days before the examination date without giving reasons
  - In case, exam date is not entered in PAUL and deregistration is not possible, please 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

Telephone 05251 60-3202

Mail studienberatung@ei.upb.de

Web go.upb.de/studi.et_en

Room P1.3.38

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

UNIVERSITÄT PADERBORN

Thank you for your attention!

STUDI.ET

Member of Support-nET