Rules and Dates for Registration and Examinations Winter 2026/27

Everything said here applies to the Bachelor and Master Programs in Computer Science according to the current regulations. Most aspects are also applicable for students of business computing and of teacher training programs in Computer Science who study according to the current regulations. In some course programs of other departments, there are no Studienleistungen, e.g.; consequently, students of those programs are not required to meet this requirement to be allowed to participate in the exam.

If in doubt, students should always check the dates and rules as published in PAUL and the documents linked there as well as the information pages of the examination management and of the examination committee responsible for them.

Registration for Modules, Courses, and Examinations

Usually four registrations are necessary to complete a course and module:

- Registration for the module
- Registration for the course
- Registration for the course achievement (if applicable according to the module book)
- Registration for the examination
- For few courses an additional registration for qualifying participation is needed.

Registration in each case is done via PAUL. Each registration requires two clicks („Register“ and „Submit“) to confirm.

As a general rule, within a module or course students should register for everything they see as an option for registration in PAUL. If anything looks suspicious, students should contact the examination management immediately (https://www.uni-paderborn.de/en/zv/3-2/teams/team-eim).

The **registration phase for modules and courses started on 15 August and ended on 15 September**. A **second registration phase** („revision phase“) allows students to register between **1 and 31 October**. De-registration from modules and courses is possible until 31 December – except for proseminars, seminars and project groups; see below.

Course Achievement (Studienleistung)

Registration for a course achievement is possible from 22 October until 26 November. **De-registration from a course achievement** is possible until **22 January**.

- If the module handbook defines a course achievement, the registration for a course achievement is required. The course achievement must then be fulfilled to participate in the exam.
- Students who do not wish to take an exam in a particular module in this term or in the future should de-register from the course achievement before **22 January**. If they fail to do so, the course achievement will be entered into PAUL (as passed or failed) and the module can no longer be de-registered. The module then takes a spot in the compensation container and can only be removed from there by passing the exam at some point in the future or by deregistering the module.
- The course achievements need to be entered into PAUL **between 25 January and 5 February**. **If the course has a course achievement according to the module handbook, students must pass it and it needs to be entered.** They should not be entered before that date as otherwise a course achievement would be entered into the system, no longer allowing students to de-register from the module. If for some reason, you can only enter the course achievements at a later point in time, please contact the examination management before **5 February**.
- Starting **8 February**, all students who have not passed the course achievement will be automatically de-registered from the exam. Students will receive a system message within PAUL that they have been de-registered from the exam because a requirement for participation in the exam was not fulfilled. Lecturers will receive a system message in PAUL with a list of de-registered students.
- If you plan to give exams before **8 February**, please contact the examination management to coordinate the process for the differing dates. In that case, you will need to enter the course achievements early enough to allow the examination management to check the prerequisites for the exam.
- A late registration for a course achievement is possible via the form at https://www.uni-paderborn.de/en/zv/3-2/teams/team-eim/general/forms-eim, which needs to be submitted directly to the examination management. The late registration must be submitted until **22 January**; later submissions will be rejected. Late registrations are only possible twice during the course of study.

- There is another possibility for late registering of a course achievement for the second examination phase from **1 until 12 March**.

Qualifying Participation (Qualifizierte Teilnahme)

Some modules and courses require a qualifying participation. The rules for the registration and de-registration of course achievements apply here as well.

Exam (Prüfungsleistung)

Registration for exams in the first phase is possible from **22 October until 26 November**. **Registration for exams in the second phase** is possible from **1 until 12 March**. **De-registration** from an exam is possible until **two days** before the exam takes place. Examination dates will be announced early in the term, well in time before the examination phase starts; in case of oral examinations, the dates will be set by individual appointment. Written examinations will usually be held within the examination phase. Oral examinations can only be held after the course achievement has been entered into PAUL as passed and verified by the central examination management, i.e. in general not before **8 February**. If you want to give an oral exam before that date, please contact the examination management.

- If a student did not register for an exam for whatever reason, the form at https://www.uni-paderborn.de/en/zv/3-2/teams/team-eim/general/forms-eim needs to be filled in and submitted directly to the examination management. The late registration must be submitted until **22 January**; later submissions will be rejected. Late registrations are only possible twice during the course of study.
- Registration for the second examination date is also possible if a student was not registered for the first examination date.
- Students of business computing in principle need to take their exam in the term of when the course was held.
- Please enter results of examinations as soon as possible so that students are not hindered in the progress of their studies. Exam results from the 1st examination phase must be entered into PAUL no later than two days before the end of the 2nd registration phase. (Note: Students may still register for the 3rd attempt even if no result from previous attempts has been recorded. However, this should be the exception).
- **Exams in the 2nd examination phase should not take place before the 2nd registration phase for exams has ended, i.e. only from 15 March onwards.**

Please note the emails regarding dates for written exams wich will be sent to you by Jennifer Lohse during the semester. Please check whether your courses are listed there. You can and should inform your students as early as possible about all exam dates that are listed in those emails as having been planned for the upcoming examination phases. Please also tell the students that those dates are still subject to change (until they aren't).

If you wish to hold exams for courses that are not being offered in this semester, please send a note to Jennifer Lohse (in case of a written exam) or directly to the examination management (in case of an oral exam) as early as possible. Please keep in mind that the registration phases are also valid for these exams.

Please note also, that for mandatory courses in the Bachelor program, three exam dates per year need to be offered.

Proseminars

The registration for proseminars is managed through a centralized process in PAUL. The registration phases for normal modules apply. All participants need to register for the proseminar as well as for the exam. The latter must be done between **22 October until 26 November**. De-registration from a proseminar is possible until **26 November**. Lecturers should check before **26 November** whether all participants did register.

Seminars

Registration for seminars has been organized through our established registration procedure. Students need to register for the seminar module as well as the course „All Seminars Winter/Summer Term 20xx" and take then part in a grading process. Switching to another seminar is only possible if the lecturer agrees to accept the student. This is only possible until **26 November**. Later switches are not possible.

Participants also need to register for the exam in their seminar between **22 October until 26 November**. De-registration from a seminar is possible until **26 November**. Lecturers should check before **26 November** whether all participants did register.

Project Groups

Registration for project groups has been organized through our established registration procedure. Students need to register for the project group module as well as the course „All Project Groups Winter/Summer Term 20xx". Switching to another project group is

only possible if the lecturer agrees to accept the student. This is only possible until **26 November**. Later switches are not possible.

All participants need to register not only for the project group but also for the course achievement or the exam respectively between **22 October until 26 November**. De-registration from a project group is also possible until **26 November**. Lecturers should check before **26 November** whether all participants did register for the course achievement (in the first semester of the project group) or the exam (in the second semester of the project group). Late registrations are not possible.

To give students a timely feedback whether they have a chance of passing the project group, it is recommended to enter the course achievement after the first semester of the project group. This is best done before **21 February**. Students who have not passed the course achievement thus have no failed project group entered into PAUL and are also able to apply for a new project group in the following semester.

If the performance of a student only turns out to be insufficient for passing in the second semester of the project group or if the student quits the project group only then, the project group is entered as failed into PAUL.

Important Dates in a Nutshell

Registration for modules and courses	15.08.-15.09.2026
Revision phase	01.10.-31.10.2026
Registration for a course achievement	22.10.-26.11.2026
Registration for a qualifying participation	22.10.-26.11.2026
Registration for examination in the 1st phase	22.10.-26.11.2026
De-registration from modules and courses	until 31.12.2026
De-registration from a course achievement	until 22.01.2027
De-registration from a qualifying participation	until 22.01.2027
Late registration for a course achievement	until 22.01.2027
Entering course achievements in PAUL	25.01.-05.02.2027
Entering course achievements for PGs	21.02.2027
Registration for examination in the 2nd phase	01.03.-12.03.2027
Late registration for a course achievement for the 2nd examination phase (by email to the examination management)	01.03.-12.03.2027
De-registration from an exam	until 2 days before the exam

Dates for Proseminars, Seminars and Project Groups

Registration for the distribution process	15.08.-15.09.2026
Late registration for remaining seats (both, in PAUL and with the lecturer)	01.10.-31.10.2026
Registration for the exam	22.10.-26.11.2026
Check of registration status by the lecturer	19.11.-26.11.2026
Entering course achievements (project groups)	21.02.2027
De-registration	until 26.11.2026