

Studying at FAU for MSc CE/AI students

Welcome, Master's students!

Winter semester 2025/26

Dr. Felix Schmutterer

Svenja Wübker, M.A.

Topics



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Study program coordinators MSc CE & AI



Svenja Wübker, M.A.

study-ai-master@fau.de



Consultation (online / in-person)

Mo-Wed 13:30-15:00 in room 02.157

Thu 13:30-15:00 in room 08.152

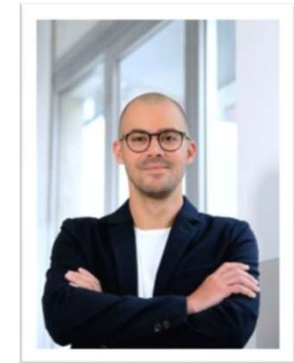
Please book an appointment via the website [\(Link\)](#).

Same-day bookings might not be confirmed.

Please send a meeting link if you want to meet online.

Dr. Felix Schmutterer

study-ce-master@fau.de

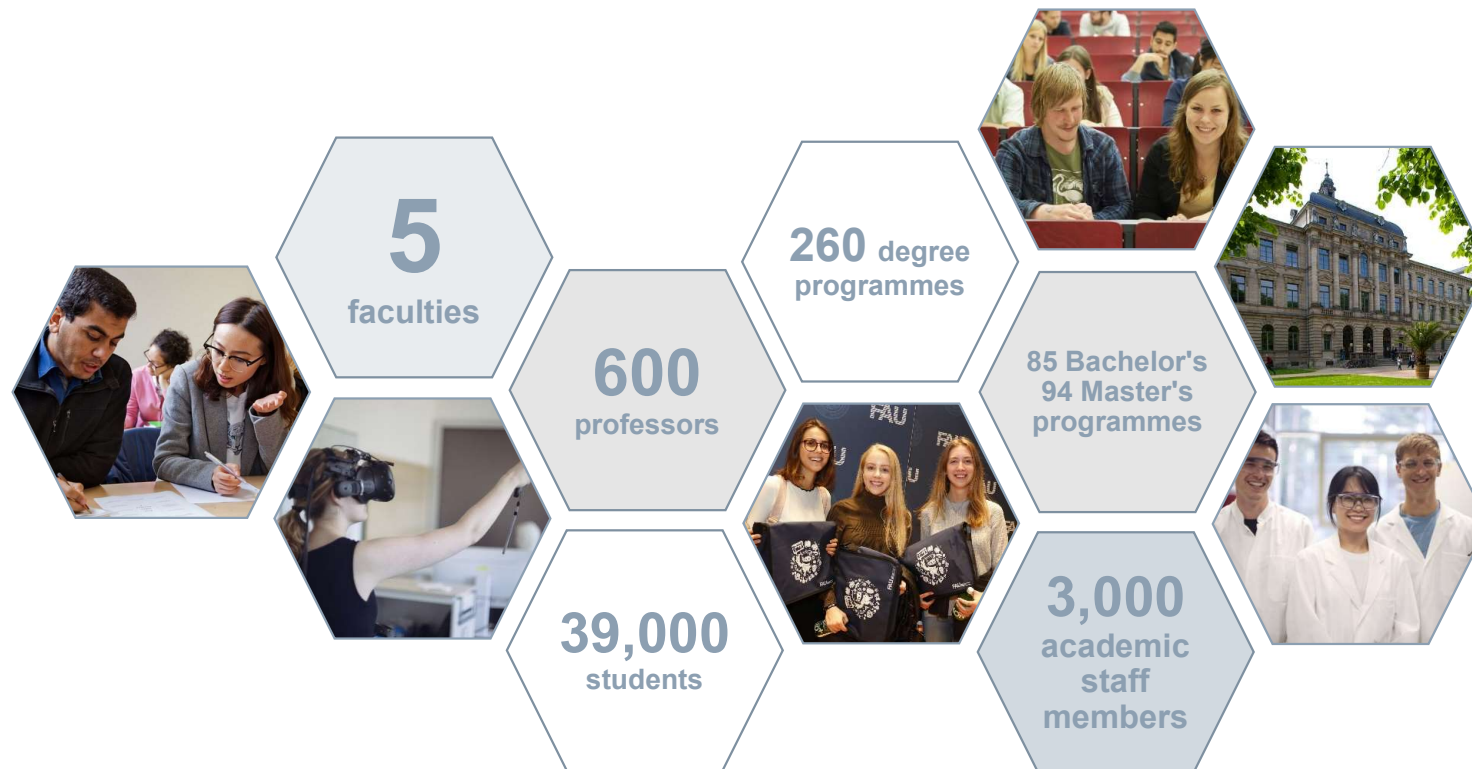


Consultation (online / in-person)

Tue/Wed/Thu 13:30-15:00 in room 07.155

Please send a meeting link if you want to meet online.

Introduction to FAU



FAU Campus Nürnberg

- Faculty of Business Economics and Law

FAU Campus Erlangen

- Faculty of Humanities, Social Sciences and Theology
- Faculty of Medicine

FAU Campus Erlangen Südgelände

- Faculty of Engineering
- Faculty of Sciences

Enquiry Logistics:

Please...

- **...research the relevant office/person for your enquiry and contact only them directly.**
Contact information for FAU employees/offices can be found on the relevant websites.
- If you need to contact several offices at the same time with the same enquiry, include all of them in one email.
- ...only send one email and wait for at least 3 - 5 work days (Mo-Fri) for a response.
 - If you send a reminder, please respond to the previously sent message.
 - If you need a response urgently, opt for consultation hours or a call.
 - We take every inquiry seriously; repeated inquiries are not necessary and only cause more work.
Give FAU colleagues time to process your request.

Content of your enquiries:

Please...

- Send complete emails: include a greeting, the name of the person/office you are addressing, **all** your enquiries, a closing line and your name.
- Provide all the needed information directly to ensure quick support. State your name, matriculation number, the course of study and other relevant information e.g. the specific exam number.
- MSc AI specific: If your enquiry is very extensive and complex, please consider visiting consultation hours.

Online Systems





Campo is the **lecture and room directory of FAU.**

In Campo you can:

- Get an overview of available courses (in your study program)
- Create your timetable
- Register for examinations
- View the current status of your studies (enrollment certificate, Transcript of Records, re-registration information,...)



- StudOn www.studon.fau.de is an **e-learning platform** where instructors can post documents and information for lectures and courses, e.g. lecture notes, exercises, video recordings, mock exams, etc.
- Used for: registrations for seminars/modules/courses. In some cases, e-exams are also held via StudOn.
- Same log in data as for Campo.

IdM (identity management)



The IdM portal www.idm.fau.de is **crucial for basically all online services at FAU**:

- Managing your personal data (address, etc.)
- Connecting with WLAN (e.g. eduroam)
- Using your E-mail account
- FAUcard
- Campo
- University library
- Single Sign-On (e.g. for StudOn)

FAU Card

- You will receive your FAU Card via postal mail to your Campo address once your enrollment is completed.
- Your FAU Card functions as your:
 - student ID
 - library card
 - cafeteria card (electronic purse)
 - copy card
 - door opener e.g. for PC Pools

Semester and course organization

Important dates



Winter Semester 2025/26 (October 1, 2025 – March 31, 2026):

Lecture Period:	October 13, 2025 – February 6, 2026
Exam Registration:	mid-November, 2025 – December, 2025
Re-Registration for SS 23:	February (2 nd week), 2026
Semester break (lecture-free):	December 19, 2025 - January 6, 2026 February 7, 2026 – April 12, 2026
Exam period:	February & April 2026

- Semester: lecture period (14/15 weeks) + lecture-free period (≈12 weeks)
- Two exam periods: first 3 weeks and last 4 weeks of the lecture-free period (“holidays”)

<https://www.fau.eu/education/study-organisation/re-registration/>

Exams:

- You can only take exams if you **register** for them within the **exam registration period** (!)
- **4 Exam attempts** allowed
 - **Exception:** conditional subjects / “Auflagen” need to be completed in max. 2 chances, i.e. 1 year!
 - **Caution:** Failing a 4th attempt results in the loss of examination rights for the complete study program!
- No mandatory re-registration after failing an exam
 - Exception: conditional subjects / “Auflagen” (max. 2 chances, i.e. 1 year!)
- **Withdrawal** from registered exams possible until 3 working days (Mon – Fri, no holidays!) before the exam without a reason – or later in case of illness/severe reasons (medical / other certificate)
- **Sick on the day of the exam:**
 - Get a medical certificate from a general practitioner / specialist at the latest on the day of the exam
 - Send your medical certificate to the Examination Office (email or postal mail)

Types of Courses:

- V/L: Vorlesung / lecture – generally no registration, attendance not mandatory but recommended
- Ü/E: Übung / Tutorium; exercise class/tutorial – usually start in the 2nd week, further details in the 1st lecture, attendance usually not mandatory
- P: Praktikum / Practical course (lab course) – attendance mandatory, early registration (see Campo)
- S: Seminar – attendance mandatory, early registration (see Campo)

Types of exams/course achievement:

- **Prüfungsleistung (PL) / Graded course achievement (gCA)**
 - schriftlich [written]
 - mündlich [oral]
 - Seminar (presentation and paper)
- **Studienleistung (SL) / Ungraded course achievement (uCA)**
 - e.g. exercise classes or practical courses
 - Hochschulpraktikum / academic laboratory
 - Forschungspraktikum / research laboratory

What is “ECTS”?

European Credit Transfer and Accumulation System

Student workload required for the learning outcomes of a program

- Regular study duration for Master's program: 4 semesters
 - Required ECTS for Master's program: 120 ECTS
- 30 credits: **recommended** workload per semester
- 1 credit: ≈ 25-30 working hours (attendance-based learning + self study!)



You will find information on ECTS in the module catalogs, in the online information system Campo, on your Master's certificate/Transcript of Records

Conditional Subjects / “Auflagen”

- Must be passed within **one year**. Otherwise, they will prevent successful re-registration for the 3rd semester.
 - Exception: Bachelor's certificate required for enrollment
- After successful completion of conditional subjects: Actively inform Mrs. Barthelmann (Examinations Office)!
- Examination results of the 2nd semester might be published late. If this is the case, contact your lecturer to get the results faster.

Your rights as a student

Semester Extension

- Regular duration of studies: 4 semesters/two years
- At Faculty of Engineering: 2 additional semesters without justification allowed
 - Maximal study duration: 6 semesters
- After that: application for semester extension with justification with Examination Office required

Semester Leave

- A leave of absence is possible for several **specific reasons** and must usually be **applied for before the start of lectures**:
 - Internship, if at least seven weeks are during the lecture period (i.e. more than half of the lecture period)
 - Illness
 - Study abroad for a maximum of two semesters
 - Care and supervision of close relatives or children
- Taking a semester leave “**freezes**” **subject semesters**, enrollment at FAU is still valid but you are a “passive” student: You cannot take any classes or gain any ECTS during a leave of absence
 - Exemptions: students on parental leave can still attend courses and exams
 - Exemption: students on leave due to medical reasons are allowed to take exam re-takes

What to look for is detailed in the University's [Academic Leave of Absence Policy](#).

Compensation for disadvantage and support

You are not in the position to concentrate on your studies because of...

...physical or mental difficulties?

...a disability or chronic illness?

...pregnancy?

...you need to take care of family members?

This shouldn't be a disadvantage!

- Get support at specialized FAU Offices
- Compensation for disadvantage (Nachteilsausgleich) available specifically for students with disabilities and chronic illnesses

Advice for students with disabilities or chronic diseases

Salome Höfer beeintraehtigt-studieren@fau.de

- **General advice and support** for managing studies and limitations/sudden or chronic illness
 - Examples: ADHD, Autism, cancer, mental health issues, physical disabilities...
- Information regarding **compensation of disadvantages** during examinations and studies, e.g. adjustment of exam setting

Your rights as a student (5)



Office for Gender and Diversity

gender-und-diversity@fau.de

- Help for students with a migratory background
- Support for women (in cases of violence, harassment)
- Support for students experiencing discrimination of any kind (due to gender, ethnicity, religion, sexual orientation etc.)

Family Service

<https://www.familienservice.fau.eu/>

- Advice for students and employees with children
- Information regarding pregnancy, parental leave and benefit, childcare, care of relatives

Your rights as a student (6)



Women's representative at Faculty of Engineering

<https://www.tf.fau.eu/faculty-of-engineering/womens-representative/>

- Women's representatives **support female students and researchers in order to foster equality**
- Check website for **funding opportunities and events**, e.g. „Let's meet over lunch“ (registration by Oct 19)

Support during your studies

- **International Affairs Office (RIA)**

- Contact form on [website](#), Open consultation in person and online
 - **Support with non-academic questions** such as residence permits, health insurance
 - **Events for international students:** Buddy program and [Orientation event for international students](#) (slides!)
- > Check out the slides on formalities on their website and attend the **Late Arrival Day on Nov 17, 2025**

- **International Office Faculty of Engineering**

- Christine Mohr christine.mohr@fau.de
- General help and support for international students

Studying abroad opportunities



- **International Office Faculty of Engineering**
 - Christine Mohr christine.mohr@fau.de
 - [International Day](#) on Nov 4, 2025 (online and in-person)
- **Erasmus coordinator for the Department of Computer Science:**
 - Dr. Zinaida Benenson cs-erasmus@fau.de.
 - <https://www.informatik.studium.fau.de/studierende/wege-ins-ausland/>
 - Erasmus info session on International Day, Nov 4 at 13:00 via Zoom
- **International Affairs Office (RIA)**
 - Contact form on [website](#)
 - <https://www.fau.eu/education/international/going-abroad/>
 - [information sessions](#) offered on a regular basis (e.g. on Oct 28, 2025 in English)

Counselling & Psychological Services at the Faculty of Engineering

- Elizabeth Provan-Klotz and colleague, tf-psychologische-beratungsstelle@fau.de
- <https://www.tf.fau.eu/studying/advice-and-services/psychological-services/>
- **Confidential counseling** in scheduled appointments and open consultation
- Please be aware of **waiting period for appointment** (several weeks)
- Support regarding different topics, including:
 - Homesickness and problems in living away from family and friends
 - Difficulties integrating into German university and society
 - Loneliness, low mood, feelings of guilt, anxiety, panic, self harm and suicidal thoughts
 - Learning difficulties, Procrastination and motivational problems
 - Identity problems; gender or sexual orientation issues

Student Advice Center (Zentrale Studienberatung, ZSB)

- **Elisabeth Bächle-Grosso** elisabeth.baechle-grosso@fau.de
- general study-related problems for all engineering programs
- Doubts regarding your study program and information about change of study program
- Study duration certificate for foreigner's registration office

Study Program coordinator and advisor

- Svenja Wübker (MSc AI) and Dr. Felix Schmutterer (MSc CE)
- advice for your studies and support with formalities
- accreditation of coursework achievements e.g. due to study program change or study abroad

Please book an appointment for complex enquiries/situations e.g. issues with your studies

-> Good advice often requires a lot of context information.

FSI AI & FSI CE

Fachschaftsinitiative = Student council initiative

- Offer advice and events for students in the specific study program
- Are involved in organizational matters of the study program and give the AI students a voice on faculty level
- Campo introduction during MSc specific Welcome event in the afternoon

FAU Career Service

career-service@fau.de ; www.career.fau.de ; [Career Service on StudOn](#)

- Help with your job search (also student jobs)
- Support with applications and check of application documents
- Useful workshops and seminars, e.g. „Working as an international student in Germany“

Academic Counselling Service of the Employment Agency

michael.huemmer@arbeitsagentur.de

Individual consultations regarding:

- Doubts regarding your studies, change of study program and career perspectives
- Starting a career in Germany, including advice on the application process
- Consultation by appointment on Fridays at Meeting 119-MHB building (see TF Newsletter)

Central services

Master's Office

zuv-masterbuero@fau.de

Responsible for:

- General enquiries on applications at FAU
- Managing the formal admission process
 - Only in charge of processes until you receive your admission
 - Only point of contact after your enrollment at FAU: application for a different study program

Central Services (2)



Student Records Office

studentrecordsoffice@fau.de

In charge of:

- Enrollment, re-registration (semester fee), de-registration
- Semester leave
- Change of degree programmes

Examinations Office Faculty of Engineering (Prüfungsamt TechFak)

Heike Barthelmann, heike.barthelmann@fau.de

- managing exams, credits, grades online by „mein campus“ or by paper certificates,
- withdrawal from exams (due to illness etc.)
- Report on conditional subjects/„Auflagen“!

Sprachenzentrum (Language Center)

www.sz.fau.de

- Courses during the lecture period are free of cost.
- Intensive courses (with a fee) during the semester break
- Registration is required for all courses.
- Registration for **German courses**: online (+ in person); **highly recommended for internships & future job!**
- Recommended languages to prepare for studying abroad: e.g. English, Spanish, Portuguese
- **Please note:** German courses are additional achievements (included in Transcript of Records), but **cannot count** towards the ECTS for the **MSc AI or MSc CE program**

Social activities

Social activities (1)



Study Buddy

- New online tool by Computer Science department to connect students in order to form study groups
- Research based: Studying in groups improves academic performance
- Currently for students in MSc AI, MSc CE, MSc MT
- Help us make this tool successful – sign up now 😊
- <https://courses.voll-ki.fau.de/study-buddy>

Social activities (2)



Events for International Students

Organized by International Affairs Office (RIA)

Join StudOn group Events for International Students and make friends on fun trips

https://www.studon.fau.de/grp4131347_join.html

Buddy program

Offered by International Affairs Office (RIA)

- New international students are matched with local students: <https://fau.matorixmatch.de/>
- Support for your start in Germany
- Events for international students
- <https://www.fau.eu/education/international/from-abroad/welcome-programme-for-international-students/buddy-programme/>

Social activities (3)



University sports

<https://www.hochschulsport.fau.de/>

- The University sport team at FAU offers courses and competition teams for a variety of sports
- Registration for courses: started on Oct 6, 2025 for the WS 2025/26
- Sign up asap, courses fill up quickly!

Language Café

Offered by Studierendenwerk Erlangen-Nürnberg

<https://www.werkswelt.de/index.php?id=sprachcafe>

- Language exchange at Gemeinschaftsraum Campus Süd, next to Cafebar SÜDBlick, Erwin-Rommel-Str. 51a
- During lecture period on Wednesdays 18 – 20 Uhr

Q&A

Thank you for your attention.

See you at the Study program specific session!

14:00 CEST:

- **MSc CE: H4, Martensstr. 2/online**
- **MSc AI: H21 /on Oct 10 online**