Friedrich-Alexander-Universität
Technische Fakultät

Studying at FAU for M.Sc. AI students

Welcome, Master‘s students!

Summer semester 2026

Svenja Wübker, M.A.

Welcome Events M.Sc. AI students

Before we start...

- In general: please be punctual
- Please do not record this session (data protection in Germany!)
- Presentation slides will be available on the Master‘s News & Events website
- We try to include short breaks between presentations
- You can ask questions at the end of each chapter and at the end of the presentation

Welcome & Orientation Events

Master‘s AI students and Faculty of Engineering April 8/9

M.Sc. AI students:

Studying at FAU
General information regarding your studies

April 8, 16:00-17:30 CEST
Online

Welcome Event
Specific Information regarding study program
Introduction FSI AI and program director

April 9, 12:00-14:00 CEST (sharp)
In-person:
Martensstr. 3, Erlangen, Room 02.134-113 (2nd floor)
Online: Link sent via email

Faculty of Engineering:

Campus rallye
April 9, 14:30-15:30 CEST

Welcome by the Dean of Studies Prof. Lechner and get together with drinks and pretzels
April 9, 15:30 – 17:00 CEST
Red place, in case of rain: Foyer CBI, Cauerstr. 4

Welcome & Orientation Events

Welcome Week International Affairs Service (April 2-10)

Program on April 10 available via Zoom:

Library and Catalogue Basics for International Students
09:00 AM –10:00 AM
(Registration required)

StudOn
10:00 AM –11:00 AM

Need Help with Writing? Services Offered by the Writing Center
11:15 AM –11:30 AM

Psychological Counseling Services of the Studierendenwerk Erlangen-Nürnberg
11:30 AM – 12:00 PM

Working as an International Student
Career Service
12:00 PM –01:00 PM

Zoom links available in pdf:
https://www.doc.zuv.fau.de//S-INTERNATIONAL/Aus_dem_Ausland/Welcome_Week_Program/Welcome%20Week_Program.pdf

20 April 2026
"**Ask a Local. Ask Each Other** – An intercultural exchange over food" (program tba)

May 5, 2026
Late Arrival Day

Topics

01 Academic departments

02 Online systems at FAU

03 Semester and course organization

04 Your rights as a student

05 Support during your studies

06 Central services

07 Social activities

08 Q&A

Study program coordinator M.Sc. 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.

Introduction to FAU

FAU Erlangen-Nürnberg

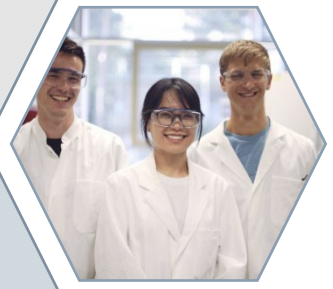
5
faculties

600
professors

39,000
students

260 degree programmes

85 Bachelor's
94 Master's
programmes



3,000
academic staff members

FAU Campuses

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

Communication with FAU employees

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.

Communication with FAU employees

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.
- M.Sc. AI specific: If your enquiry is very extensive and complex, please consider visiting consultation hours.

Online Systems

campo

STUDON

IdM-Portal

Campo

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

- 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.

Please note:

- Access might only be possible once the enrollment is completed.
- Make sure to connect with fellow Master‘s AI students if your enrollment is not yet finalized and you need access to course material.

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

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

Summer Semester 2026 (April 1, 2026 – September 30, 2026):

Lecture Period:	April 13, 2026 – July 17, 2026
Exam Registration:	mid May, 2026 – June 7, 2026
Re-Registration for WS 26/27:	July (1st week, tentative), 2026
Semester break (lecture-free):	May 26, 2026 June 5, 2026 July 18, 2026 – October 11, 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/studying/organizing-your-studies-and-where-to-go-for-advice/semester-dates/
https://www.fau.eu/education/study-organisation/re-registration/

Semester and Course Organization (1)

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)

Semester and Course Organization (2)

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)

Semester and Course Organization (3)

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.

Semester and Course Organization (4)

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

Semester and Course Organization (5)

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

Semester and Course Organization (6)

Study duration

- Regular study duration Master‘s program (120 ECTS): 4 subject semesters
- Maximum study duration at Faculty of Engineering: 6 subject semesters

→ resulting in a regular workload of 20-30 ECTS per semester

→ regular workload also counts for the first semester

- After 6th subject semester:

➢ Application for semester extension with justification with the Examination Office required

➢ Late arrival is not considered a sufficient justification for semester extension

➢ Examination Office tends to be strict regarding semester extensions

Study duration

- International students face additional challenges and tend to require more time for their studies:
  - Finding long-term, affordable accommodation
  - Adjusting to German University system, culture and new surrounding
  - Working a student job
  - Potential health issues
  - Potential personal issues: family issues, crisis in home country, culture shock…

→ International students should plan with a study duration of 6 semesters

→ Loosing 1 or more semesters due to late arrival will seriously jeopardize your study success

→ If you encounter issues during your studies and you are unable to meet the min 20ECTS per semester for more than 1 semester, please schedule an appointment with the study advisor.

Your rights as a student

Your rights as a student (1)

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**.

Please contact the Student Records Office for further information.

Your rights as a student (2)

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 chronical illnesses

Your rights as a student (3)

Advice for students with disabilities or chronic diseases

Salome Höfer beeintraechtigt-studieren@fau.de

- **General advice and support** for managing studies and limitations/sudden or chronical illness

→ Examples: ADHD, autism, physical or mental health issues, disabilities…

- Information regarding **compensation of disadvantages** during examinations and studies, e.g. adjustment of exam setting

Your rights as a student (4)

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 pregnanc, parental leave and benefit, childcare, care of relatives

Your rights as a student (5)

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

Support for international students

- **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

  -> Check out the slides on formalities on their website

- **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

- **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/

- **International Affairs Office (RIA)**
  - Contact form on website
  - https://www.fau.eu/education/international/going-abroad/
  - information sessions offered on a regular basis

Psychological Support

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

General Study Advisory

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

Academic support

Study Program coordinator and advisor

- Svenja Wübker (MSc AI)
- 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

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

Career advice

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“
- Attend online event “Working as an International Student “ April 10, 12:00 CEST as part of the RIA Welcome Week

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

Central Services (1)

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“!

Central Services (3)

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 M.Sc. AI program**

Social activities

Social activities (1)

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 (2)

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 April 7, 2026 for the summer semester 2026
- 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 tomorrow at the Welcome Event!

Thursday, April 9

12:00 CEST

In-Person: Martensstr. 3, room 02.134-113 (2nd floor)

Online: https://fau.zoom-x.de/j/63484607947?pwd=udM79E2rqlanxM8ZbqA0WyYy8virPT.1