

Studying at FAU for M.Sc. AI students

Welcome, Master's students!

Winter semester 2026/27

Svenja Wübker, M.A.

Before we start...

- 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 a short break after about one hour
- 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 October 5/6

M.Sc. AI students:

Studying at FAU

General information regarding your studies

October 5, 16:30-18:30 CEST

Online

Welcome Event

Specific Information regarding study program
Introduction FSI AI and program director

October 6, 16:30-18:30 CEST

In-person:

Cauerstr. 7-9, Erlangen, H16

Online: Link sent via email

Faculty of Engineering:

Guided library tour

October 8, 10:00 - 10:30 and 11:00 - 11:30 CEST

Campus rallye

October 8, 14:30 -15:30 CEST

Welcome by the Dean of Studies and get together with drinks and pretzels

October 8, 15:30 – 17:00 CEST

Red place, in case of rain: Foyer CBI, Cauerstr. 4

Welcome & Orientation Events

Welcome Week International Affairs Service (October 5-10)

Program on October 10 available via Zoom and in person:

09:00 –10:00 CEST

Library and Catalogue Basics for International Students

(Registration required)

10:00 –11:00 CEST

StudOn & ISS

[Zoom links](#)

October 7

12:30 - 01:00 CEST

Psychosocial Counseling Services of the Studierendenwerk

14:00 - 15:00 CEST

My FAU Story

November 3

Late Arrival Day

-
- 01 Introduction to FAU
 - 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

Svenja Wübker, M.A.

study-ai-master@fau.de



Consultation (online / in-person)

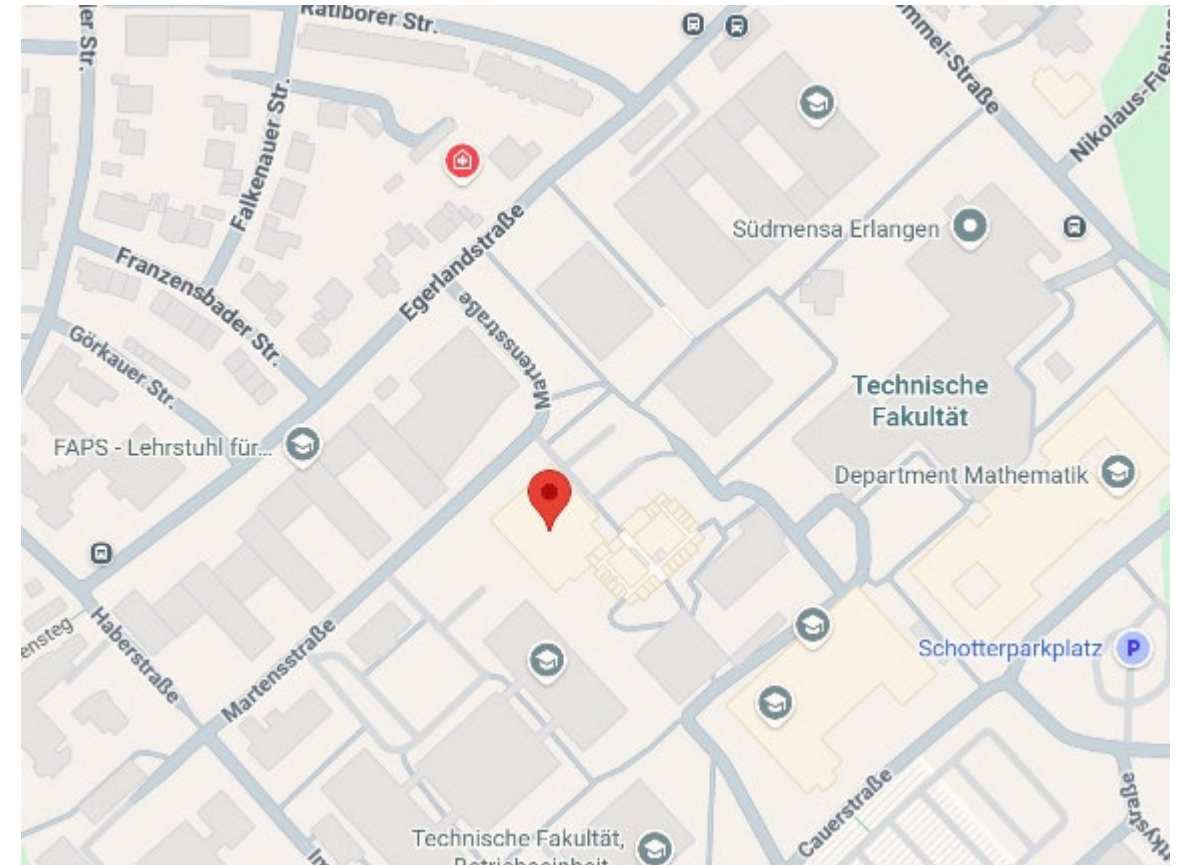
Mo-Wed 13:30-15:00 in room 02.157

Thu 13:30-15:00 in room 02.173

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

Same-day bookings might not be confirmed.

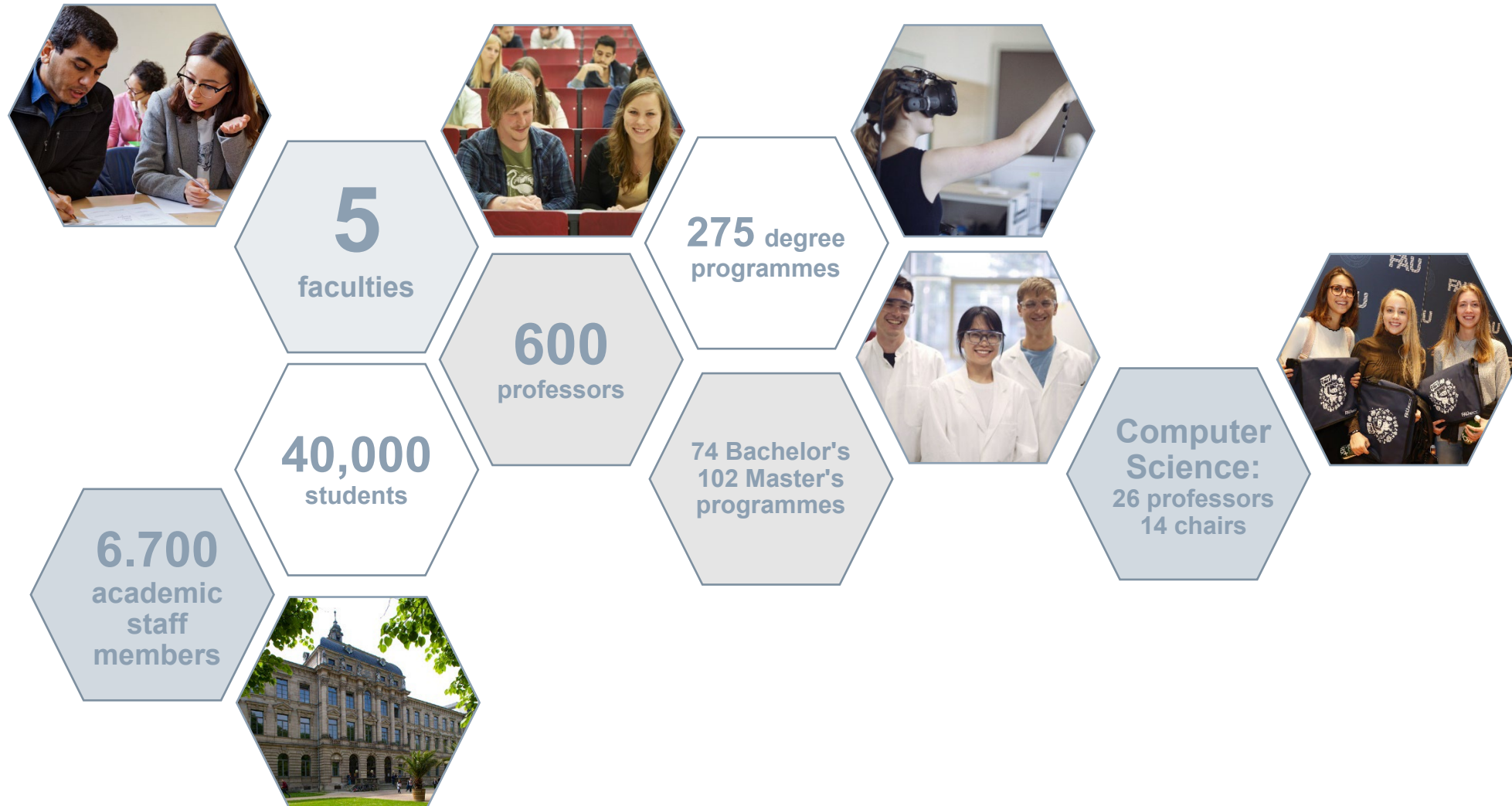
Please send a meeting link, if you want to meet online.



Martensstraße 3, 91058 Erlangen



Introduction to FAU





FAU Campus Erlangen
Faculty of Humanities, Social Sciences and Theology
Faculty of Medicine

FAU Campuses



FAU Campus Erlangen Südgelände
Faculty of Engineering
Faculty of Sciences



FAU Campus Nürnberg
Faculty of Business Economics and Law

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**.
- ... 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



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 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)



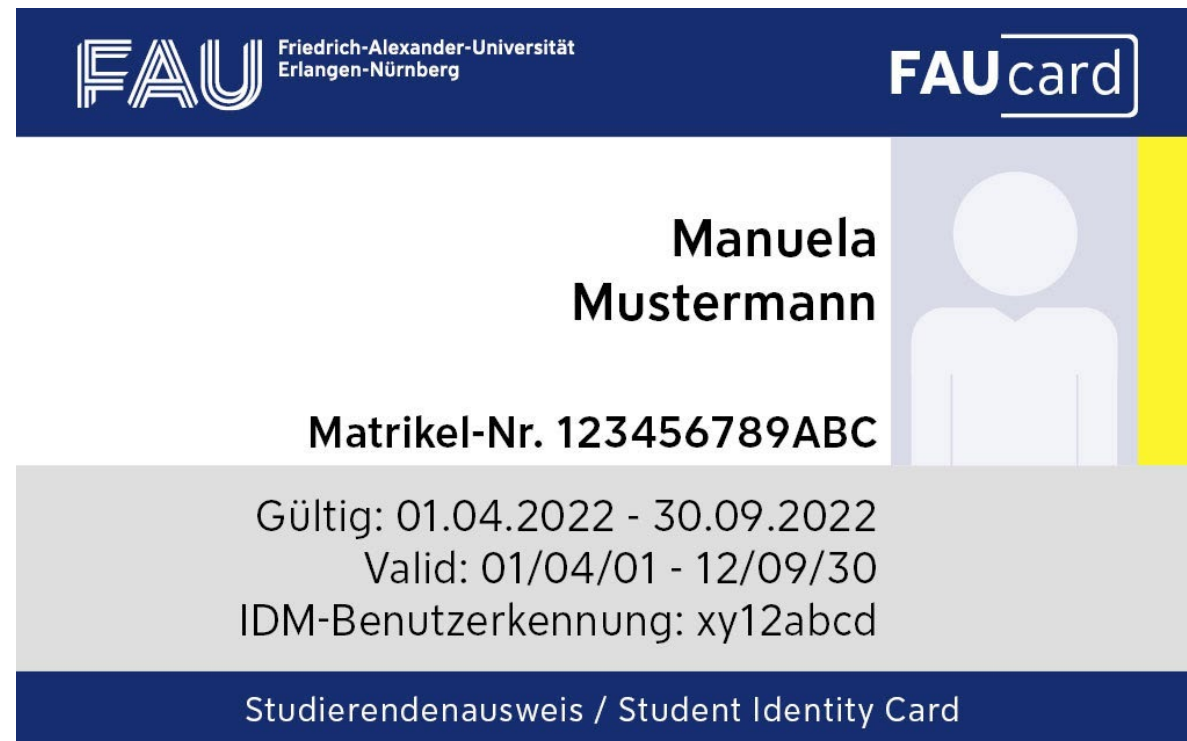
The IdM portal is **crucial for basically all online services at FAU**:

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



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

Semester and Course Organization (1)

Important dates

Winter Semester 2026/27 (October 1, 2026 – March 31, 2027):

Lecture Period:	October 12, 2026 – February 5, 2027
Exam Registration:	mid November, 2026 – December 6, 2026
<u>Re-Registration for Summer 2027:</u>	February (1 st week, tentative), 2027
Semester break (lecture-free):	December 23 2026 – 6 January 2027
	November 01 2026 (Allerheiligen, All Saints Day)

- 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”)

Semester and Course Organization (2)

Exams:

- You can only take exams if you **register** for them within the **exam registration period** (!)
- **4 exam attempts** allowed
 - **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
- **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 (3)

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 (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)

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 (include proof)
 - Late arrival is not considered a sufficient justification for semester extension
 - Examination Board tends to be strict regarding semester extensions
 - Rejection of semester extension results in loss of examination right

Semester and Course Organization (6)

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:
 - **International students should plan with a study duration of 6 semesters**
 - Loosing one 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 one semester, please schedule an appointment with the study advisor.

Your rights as a student

Your rights as a student (1)

Semester Leave

- Possible for several **specific reasons** and requires **application usually before 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
- Number of subject semesters is “frozen”, 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
 - Exception: students on parental leave can still attend courses and exams
 - Exception: students on leave due to medical reasons can take exam re-takes (manual registration)
- Further Information: [Academic Leave of Absence Policy](#) or contact **Student Records Office**

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

Your rights as a student (3)

Advice for students with special needs or chronic diseases

Salome Höfer

- **General advice and support** for managing studies and limitations/sudden or chronic illness
→ Examples: ADHD, autism, physical or mental health issues, special needs...
- 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/>

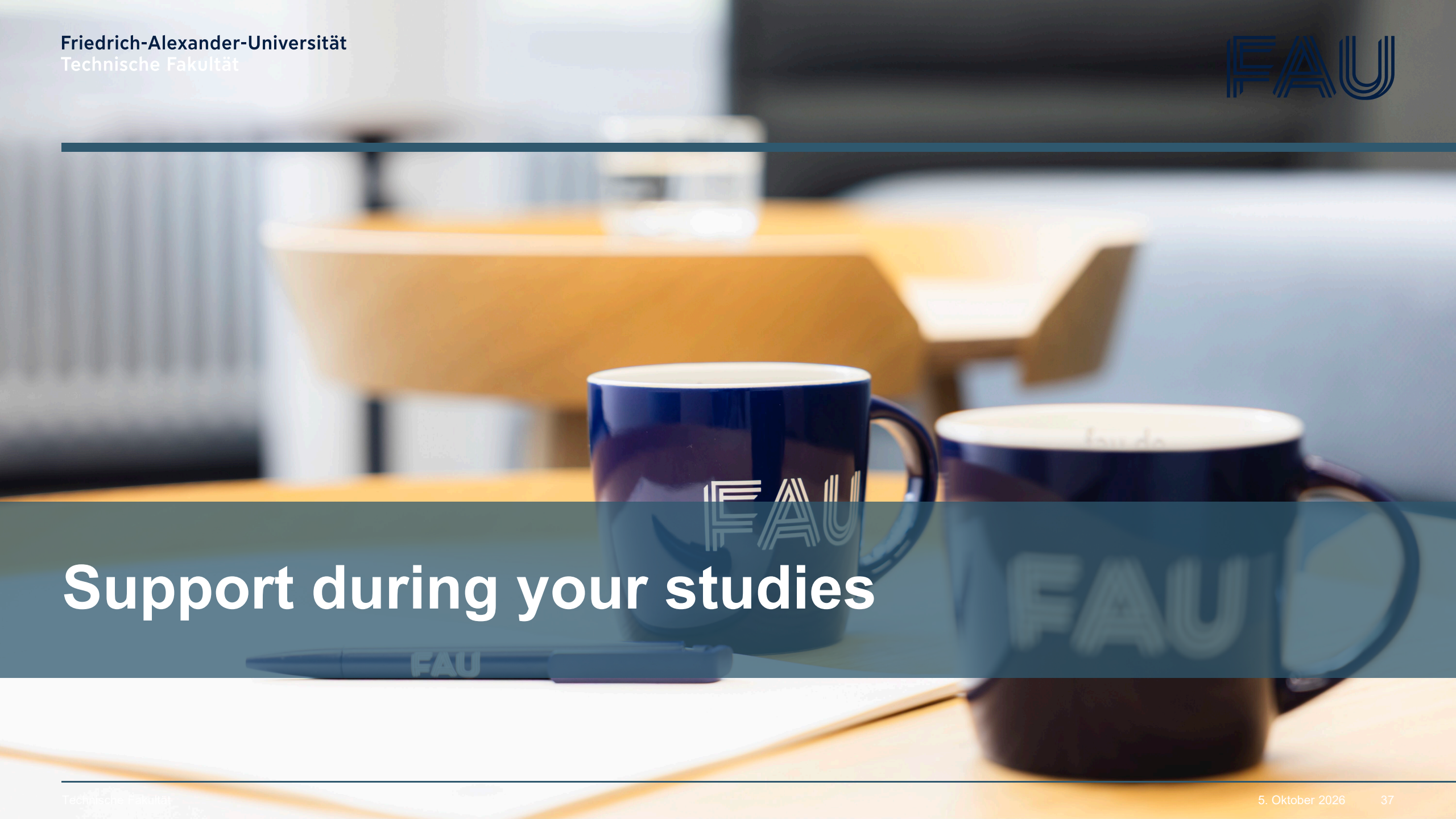
- Advice for students and employees with children
- Information regarding pregnancy, parental leave and benefit, childcare, care of relatives

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 11)

The background image shows a study desk with two blue mugs and a pen. The mugs have the FAU logo on them. The pen also has the FAU logo. The desk is wooden and there are some papers and a glass of water in the background.

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

Slides on formalities (RIA)



Welcome at FAU



Formalities after arrival



Residence permit

Studying abroad opportunities

- **International Office Faculty of Engineering**
 - Franziska Ziener
- **Erasmus coordinator for the Department of Computer Science:**
 - [Dr. Zinaida Benenson](#)
 - <https://www.informatik.studium.fau.de/studierende/wege-ins-ausland/>
 - **Erasmus Days: October 14**, info booths at Südmensa (Faculty of Engineering)
- **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
- **Confidential counseling** in scheduled appointments and open consultation as well as group session
- 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



More on Psychological Support

General Study Advisory

Student Advice Center (Zentrale Studienberatung, ZSB)

- [Elisabeth Bächle-Grosso](#)
- general study-related problems for all engineering programs
- Doubts regarding your study program and information about change of study program
- Contact person for issues with confirmation certificate foreigner's registration office (download via Campo)

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“

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

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 and Andrea Wilfert

- managing exams, credits, grades online in Campo or by paper certificates,
- withdrawal from exams (due to illness etc.)

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**

University Library

ub-tnzb-info@fau.de

Address: Erwin-Rommel-Str. 60, 91058 Erlangen

Services:

- Study spaces, internet workstations, WIFI
- book scanner, copying facility, patent screening system
- fee-based information services

<https://ub.fau.de/en/library/locations-opening-hours/science-and-technology-branch-library/>

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 → [scan QR-Code](#)
- Support for your start in Germany
- Events for international students



Social activities (2)

University sports

- 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

- 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!

Tuesday, October 6

16:30 CEST

In-Person: Cauerstr. 7-9, H16 (ground floor)

Meeting link: see email