Campus Management Glossary

Term	Definition / Explanation
Final module (Abschlussmodul)	A final module comprises various components (i.e. courses and credits). It serves as a template for the final modules on offer. Within the final module, general settings are defined without reference to a specific semester. These settings are used as default values for all final modules on offer that are based on this final module. This includes the evaluation system for calculating the overall academic performance, credit points, contents, and examinations. Within a specific final module on offer, the default values are adjusted for a specific semester. Generally, there is one final module per study programme, which usually contains the bachelor's or master's thesis as well as an oral defense. In rare cases, final modules may also require additional courses or credits. The final module number adheres to a predefined numerical format and is structured as follows: A.abc.12345. "A" stands for "Abschlussmodul" (final module), followed by a full stop. The following three characters "abc" specify the organisational unit to which the final module is assigned (e.g. 032 for Chemistry or 127 for Philosophy), again followed by a full stop. The last five digits may be determined within the organisational unit.
Final Modules on Offer (Abschlussmodulangebot)	See "Modules on Offer"
Final Examination (Abschlussprüfung)	Final examinations conclude the study programme, i.e. they are taken by the end of a study programme or at the end of a study section. They are always relevant to a particular final module on offer. A final examination represents a performance assessment that has previously been defined in a particular final module on offer (e.g. a final oral examination or a bachelor's thesis). Students can register by submitting a written application to the responsible Examinations Management staff member in consultation with the supervisor or examiner of the thesis. If all the required preliminary credits have been obtained, the students are authorised to register for the final examination.
Address Directory (Adressbuch)	The campus management system's address directory serves as a repository for general data of Paderborn University stakeholders (e.g. addresses, communication data, birthdays, and relationships to other stakeholders).
Stakeholder (Akteur)	A stakeholder is a person or an institution within the campus management system (e.g. a student, teaching staff, another higher education institution, or a company).
Stakeholder Category (Akteurkategorie)	Stakeholder categories divide the various stakeholders in the campus management system into general categories (e.g. applicant, student, teaching staff). Stakeholder categories are predetermined and define which specific data relevant to a stakeholder must be managed. For example, a person from the "student" stakeholder category requires information on their studies, their academic performance, or their health insurance. Each stakeholder must be assigned to at least one other stakeholder category with the help of stakeholder types.

Stakeholder Class (Akteurklasse)	Stakeholder classes are predefined and categorise stakeholders into “person”, “institution”, and “all”. The stakeholder class is used as a search criterion when searching for stakeholders. For example, companies are entered as institutions and the associated contacts are entered as persons.
Stakeholder Type (Akteurtyp)	Stakeholder types are a more precise breakdown of stakeholder categories. While stakeholder categories are predefined in the campus management system, stakeholder types can be configured individually by each higher education institution (e.g. the stakeholder category “teaching staff” can include the stakeholder types “contract lecturer” and “tutor”). Stakeholder types serve as search criteria and link stakeholders with stakeholder categories: each stakeholder must be assigned to at least one stakeholder type, and each stakeholder type must be assigned to exactly one stakeholder category.
Activity (Aktivität)	Activities are processes that are recorded for students in the campus management system. There are different types of activities (process, note, appointment), which can be used e.g. to track when a student has received a certain message.
Official Announcement (Amtliche Mitteilung)	Official announcements (Amtliche Mitteilung, AM) are published on Paderborn University’s website (https://katalog.ub.uni-paderborn.de, only available in German). Each official announcement has a unique AM number (e.g. AM17.24 for the 17th Official Announcement in 2024).
Offer (Anbieten)	The term “offer” refers to the process of converting an abstract course or (final) module into a concrete course or (final) module on offer and making it available to students. The courses on offer correspond to the classes on offer (i.e. a specific class).
On Offer (Angebot)	See “Classes on offer”
Registration Group (Anmeldegruppe)	Registration groups are a method of selecting participants for a course. Registration groups are necessary when students are required to choose exactly one course from a range of courses. A registration group comprises several courses. The selection is made based on a ranking procedure. As part of this procedure, each student indicates their preference for all courses within a registration group by means of a personal ranking.
Registration Period (Anmeldephase)	The registration period for modules and courses is a period defined by Paderborn University during which enrolment for modules and courses is possible. It is also possible to de-register from modules and courses at any time during the registration period and sometimes even afterwards. The second registration period of each semester is known as the revision period. Newly enrolled students can register for classes for the first time during the revision period.
Registration Status (Anmeldestatus)	Overview of accepted, pending, and rejected registrations in the web portal of the campus management system. The system automatically sends a message when the registration status changes.
Registration (Anmeldung)	See “Registration Period”
Type of Address (Anschriftstyp)	The type of address describes the local or functional type of an address (e.g. home address, semester address, or billing address).

Component (Baustein)	The term “component” (also ‘’module component’’ or ‘’study component’’) is used in the campus management system for various situations. It designates a course as part of a module or a class as part of a particular module on offer. Modules and modules on offer can consist of one or more components (= courses or classes). In addition to modules, modules on offer, courses, and classes, “study components” also include learning materials, e-learning units, and final modules on offer.
User Account (Benutzerkonto)	A person’s user account contains the user name and general data. This information is used to log into the campus management system (e.g. web portal). If a person does not have a user account, they will not have access to the campus management system.
Section (Bereich)	Sections are used to structure a study programme or to structure digitally displayed examination regulations. Sections can be organised hierarchically and contain sub-sections.
Evaluation System (Bewertungssystem)	Evaluation systems (Bewertungssystem, BWS) define the input and output of evaluations for examinations and are based on the specifications of the respective examination regulations. As each evaluation system can be converted into another within the campus management system, different evaluation systems can be defined for input and output (e.g. a point system or a grading system).
Campus Management System (Campusmanagement-system)	An integrated campus management system helps to map the daily academic and administrative processes of a higher education institution. It digitally depicts the entire student life cycle. This minimises the administrative workload and optimises the quality of studies and teaching. Paderborn University's campus management system is called “PAUL” (“**P**aderborner **A**ssistenzsystem für **U**niversität und **L**ehre”, Paderborn assistance system for use at the University and in teaching). The original name of the underlying software is "CampusNet®”, which is distributed by the company "Datenlotsen Informationssysteme GmbH" in Hamburg. Paderborn University's Subdivision 3.4 in Department 3 is responsible for the campus management system. It works closely with the various administrative units as well as the faculties.
CampusNet® Client	The CampusNet® client (also called “Rich Client”) is used by various employees of Paderborn University. Using a Windows application, you can access the campus management system from your PC and use it to manage the data from your tasks and fields of work.
CampusNet® Web Portal	The CampusNet® web portal (also known as the “web client”) is used by students and teaching staff at the University. With the help of a browser, you can access the web portal (web client) of the campus management system via the internet and/or intranet and manage your personal and course-specific data there (e.g. courses, examinations, credits, materials, etc.).
Credits	The credits in the campus management system correspond to the credit points (Leistungspunkte, LP) or ECTS points of Paderborn University's examination regulations. These are awarded for assessing the workload of a module. All compulsory module components and examinations must be successfully completed for the credits of a module to be recognised. The distribution of credits is regulated in the respective examination regulations (and/or in module catalogues). Generally, 180 credits are required for a bachelor's degree and 120 credits are required for a master's degree.

Diploma Supplement	The Diploma Supplement is a document issued in addition to the university certificate and provides standardised information on German university degrees, explaining the German education system and categorising the degree in question. The Diploma Supplement provides information on the completed study programme and the academic and professional qualifications acquired as a result of the degree. It contains key information about the degree programme, the course of study, the competencies acquired through the degree, and the higher education institution awarding the degree.
(University) Lecturer (Dozent)	A (university) lecturer is a person who teaches courses. In the campus management system, a distinction is made between the roles of main lecturer, small group lecturer, and class assistant.
ECTS	European Credit Transfer System (see "Credits")
Claim (Forderung)	Outstanding payments due from the student (semester fee) are uploaded before the start of each re-enrolment. Re-enrolment is only possible if the outstanding payments are paid in full.
Fees (Gebühren)	In the campus management system, fees (semester fees) are defined in the fees regulations. It specifies when and under which conditions fees must be paid for a course or a degree programme. Fee models are attached to the examination regulations. This means that fees are assigned to examination regulations.
Grade Point Average (GPA)	The current Grade Point Average (GPA) can be viewed in the campus management system under Studies -> Examination administration -> Academic record. When calculating the GPA, the campus management system weights the study records as defined in the respective examination regulations. Only the completed study records (e.g. modules passed in full) are included in the calculation. Any study records yet accomplished and modules not yet completed are not included in this calculation. Modules that have been started but not yet passed are considered an exception. These are then included in the GPA if a status ("pass", "incomplete", or "fail") is recorded under study records. Modules with no status (e.g. with registered credits without assessment or modules with only several exams that have been passed without all planned individual exams having been assessed at least once) are not taken into account in the GPA calculation. The current average grade shown is purely informative. Only the final grade which is determined and communicated on the degree certificate is legally recognised.
Group (Gruppe)	See "Small Group"
Major Subject Examination Regulations (Hauptfach-Prüfungsordnung, HF-PO)	See "Examination Regulations"
Auditor (Hörer)	Auditors are participants in a class who have registered via the auditor registration in the web portal of the campus management system (e.g. for language courses at the Language Centre (ZfS)) or who have been explicitly registered as auditors by rich client users (e.g. class managers). Unlike participants, auditors cannot register for examinations. The auditor status of a student can be "main auditor" or "cross-registered students".

International Office	The International Office (IO) is responsible for international students at Paderborn University, stays abroad, exchange programmes with universities abroad, as well as international cooperation.
Internal Notification System (Internes Benachrichtigungssystem)	The internal notification system (in the form of system messages) is available to teaching staff and the administration to keep students informed. E-mails can be forwarded to the University e-mail address in the web portal. Students can reply to system messages for specific classes.
Small Group (Kleingruppe)	Small groups are separate sessions within a class. A class with small groups has additional sessions for each small group (e.g. tutorials or exercises accompanying the course) in addition to the general class with participants from all small groups.
KOMO	KOMO (Kooperations-Moodle, Cooperation Moodle) is a Paderborn University cooperation platform and is based on the "Moodle" learning management system. It supports collaboration with external participants in cooperative study programmes, projects, and (working) groups. In contrast to the closed and university-internal Moodle-based learning platform PANDA, KOMO can also be accessed by people who are not members of Paderborn University.
Quota Allocation (Kontingentierung)	Quota allocation is a method of allocating a limited number of spots in a course to a selected number of participants. The total number of spots available is divided into several quotas, with the allocation being based on various criteria.
Course (Kurs)	A course (Kurs, K) is a study component and serves as a template for a class. General settings are determined in the course without semester-specific reference. These settings are used as default values for all classes based on this course. These include, e.g. weekly hours per semester, possible lecturers, examinations, and credits. In a specific class, the default values are adjusted for a specific semester. The course number adheres to a predefined numerical format and is structured as follows: K.abc.12345. "K" stands for "course", followed by a full stop. The following three characters "abc" specify the organisational unit to which the course is assigned (e.g. 032 for Chemistry or 127 for Philosophy), again followed by a full stop. The last five digits may be determined within the organisational unit.
Courses on Offer (Kursangebot)	See “Class”
Course Area (Kursbereich)	A course area (= course programme) is an area to which only courses or modules can be assigned. The Studium Generale, for example, is organised as a course area so that a certain number of modules (and courses) can be completed there. The extent to which the credit points (credits) are included in the overall grade calculation is also defined in the course area.
Course Programme (Kursprogramm)	See “Course Area”
Course Type (Kurstyp)	The course type denotes the specific type of class (e.g. lecture, seminar, excursion, etc.). A class adopts the course type of the course from which it was created. The course type of a class can be overwritten manually.
Teaching Staff (Lehrende)	Teaching staff are usually professors or academic staff members who teach classes.

Class (Lehrveranstaltung)	A class (Lehrveranstaltung, LV) is a study component and is based on a course. The abstract default values of the course are specified within a class for a specific semester (e.g. lecturer, times, examination type, etc.). For example, if the course includes literary interpretation, the class may focus on Goethe, Schiller, or Kafka. One or more classes form a module on offer. Classes can include lectures, seminars, small groups, exercises, tutorials, excursions, colloquia, internships, projects, etc. If desired, an existing class can be manually assigned to other modules on offer at any time. The class number adheres to a predefined numerical format and is structured as follows: L.abc.12345. "L" stands for "Lehrveranstaltung" (class), followed by a full stop. The following three characters "abc" specify the organisational unit to which the class is assigned (e.g. 032 for Chemistry or 127 for Philosophy), again followed by a full stop. The last five digits may be determined within the organisational unit.
Classes on Offer	Classes on offer include all classes at Paderborn University. Classes are generally based on courses. Other University events include all events that are not classes (e.g. faculty council meetings, opening ceremonies, and Campus Days).
Class Coordinator (Lehrveranstaltungs-koordinator)	The class coordinator (Lehrveranstaltungskoordinator, LVK) coordinates the entire area of class management and the related secondary roles such as (main) class manager and class administrator.
Class Manager (Lehrveranstaltungs-manager)	Class manager (Lehrveranstaltungsmanager, LVM) refers to employees in the organisational units, the study subjects, as well as the academic advisory offices of the faculties and of the PLAZ, who schedule the classes in the campus management system and link them to the course catalogue (Vorlesungsverzeichnis, VVZ). They also oversee the modules and classes on offer and are the point of contact for students as participants in the respective modules and classes.
Class Administrator (Lehrveranstaltungsver-walter)	Class administrators (Lehrveranstaltungsverwalter, LVV) are usually student assistants who support the class managers in carrying out their tasks.
Study Records (Leistung)	A study record serves as a template for an examination. A study record is defined as a course, a module, and, in certain cases, as a class. The record is then assigned to a study record category. General settings are defined in the study record. These settings are used as default values for all examinations based on a particular study record. Examples of these settings include the specific examination type, the duration of the examination, and whether participation is compulsory. In an examination, the default values are supplemented with specific data (e.g. dates, participants, and grades).
Study Record Category (Leistungskategorie)	See “Study Records”
Academic Record (Leistungskonto)	The academic record is a simplified representation of the credits earned in accordance with the examination regulations in the campus management system. It is an overview of the current overall status of the students’ respective study records (for all enrolled study programmes). Two semesters after completing a study programme, the respective academic record is automatically hidden.
Credit Point (Leistungspunkt)	See “Credits”

Credit Semester, Subject Semester, and University Semester (Leistungs-, Fach- und Hochschulsemester)	Credit semesters reflect Paderborn University's internal semester count. These could be, for example, trimesters that are assigned to a semester. Subject semesters and university semesters reflect the official semester count of the Statistisches Landesamt (State Statistical Office) and are counted alongside the credit semesters.
Multiple Allocation (Mehrfachzuordnung)	Multiple allocation refers to the possibility of manually allocating a class to any number of courses in any number of different modules on offer. In special cases, a class can also be assigned to several courses within the same module on offer.
Modelling (Modellierung)	Modelling is one of four areas that make up the campus management system. Modelling digitally maps the individual study programmes and examination regulations of Paderborn University in the campus management system. The respective examination regulations, which are published in the Official Announcements of Paderborn University with legal validity (only available in German), are decisive for the modelling. In each case, the entire student life cycle is depicted.
Modeller (Modellierer)	Modellers set up the study programmes and examination regulations in the campus management system on the basis of the existing examination regulations and module handbooks. They can be assigned either centrally in the administration or decentrally in the individual faculties.
Modelling Coordinator (Modellierungskoordinator)	The Modelling Coordinator (Modellierungskoordinator, MK) coordinates the entire area of modelling as well as the associated modellers.
Module (Modul)	A module is a combination of classes (or study components) to form a common subject area. It serves as a template for a module on offer. A module defines general settings without reference to a specific semester. These settings are then used as default values for all modules on offer that are based on this module. These include, for example, the evaluation system for calculating the overall academic performance, credit points, contents, and examinations. In a specific module on offer, the default values are then adjusted for a specific semester. The module number adheres to a predefined numerical format and is structured as follows: M.abc.12345. "M" stands for "Modul" (module), followed by a full stop. The following three characters "abc" specify the organisational unit to which the module is assigned (e.g. 032 for Chemistry or 127 for Philosophy), again followed by a full stop. The last five digits may be determined within the organisational unit.
Modules on Offer (Modulangebot)	Modules on offer indicate the actual availability (for enrolment) of a particular module for a certain number of semesters (module duration). If the module frequency and duration are appropriate, different (overlapping) modules on offer may exist simultaneously for the same module. In addition, there are ongoing modules on offer, which continuously exist and do not have to be regenerated each semester. A specific module on offer includes one or more classes (study components).
Module Component (Modulbaustein)	A module consists of one or more module components (classes). See "Component".

Module Duration (Moduldauer)	The module duration (or module runtime) of a module indicates how long a specific module on offer runs. If a particular module on offer is not completed within its module duration, completion is only possible when the modules are offered again. At Paderborn University, the duration of each module is given in the study plan or the examination regulations. Generally, this results in module durations of one to two semesters.
Module Frequency (Modultaktung)	The module frequency specifies the semester intervals at which a particular module on offer is generated for a module (e.g. every two semesters).
Minor Subject Examination Regulations (Nebenfach-Prüfungsordnung, NF-PO)	Minor subject examination regulations (NF-PO) are structured in the same way as regular examination regulations, with the exception that the former cannot itself contain any minor subject examination regulations. It represents a specific minor subject for one or more major subjects and is integrated into the examination regulations for these major subjects. The choice of a minor subject (minor subject selection) can be made by the student or by the administration, depending on the examination regulations.
Minor Subject Selection (Nebenfachwahl)	See "Minor Subject Examination Regulations (NF-PO)" or "Specialisation Selection"
Org Unit (Orga-Einheit)	An org unit is an organisational unit which offers a module or class (e.g. Chemistry, German Studies, Mathematics, etc.).
PANDA	PANDA is Paderborn University's learning management system. It was initially developed under the working title "koaLA Next Generation" as a standardised university-wide learning platform.
PAUL	PAUL stands for "**P**aderborner **A**ssistenzsystem für **U**niversität und **L**ehre" (Paderborn assistance system for use at the University and in teaching) and is an integrated campus management system at Paderborn University. The original name of the underlying software is "CampusNet®", which is distributed by the company "Datenlotsen Informationssysteme GmbH" in Hamburg. It helps map daily academic and administrative processes. In doing so, it digitally represents the entire student life cycle. This minimises the administrative workload and optimises the quality of studies and teaching. See "Campus Management System".
Compulsory Course (Pflichtkurs)	A compulsory course is a course that must be completed in order to pass the module.
PLAZ	The "PLAZ - Professional School of Education" at Paderborn University views itself as a research and development agency with professional cross-sectional management working in close cooperation with the faculties to fulfil its various tasks. Therefore, the PLAZ sees itself as an institution with a cross-faculty task structure that works in cooperation with the faculties in overarching areas.
Priority Scheme (Prioritätsschema)	A priority scheme is a method of selecting participants for a class. It consists of at least one priority criterion. Multiple priority criteria can be combined in order to create a multi-level priority scheme. When using the priority scheme, each student who has registered for a class is assigned an individual priority value based on their data. Students are then admitted to a class according to their priority value until the maximum number of participants is reached.
Process Manager (Prozessmanager)	The process manager (Prozessmanager, PM) is responsible for the entire range of processes within the campus management system. They develop and implement measures to increase overall business process efficiency. Ad-

	ditionally, they are the central point of contact for the overarching coordination of process analysis and documentation in coordination with the respective parties involved.
Examiner (Prüfer)	Examiners are usually professors or academic staff members who conduct and evaluate examinations.
Examination (Prüfung)	An examination is a concrete performance test. Examinations are taken during the course of study, i.e. they are taken continuously over the course of a study programme and always relate to a specific (final) module on offer and/or a separate class (without affiliation to a specific module).
Examination Registration Period (Prüfungsanmeldephase)	The examination registration period is a period set by Paderborn University during which registration for examinations is possible. In the case of implicit examination registration, the registration for the examination is automatically effected when the student registers for a particular module on offer (only at the Faculty of Business Administration and Economics). Students can de-register from the examination at any time during the registration period. There is a university-wide examination registration period of one month at the beginning of the lecture period for all organisational units. For some organisational units (teaching units in Physics, Chemistry, Computer Science, Mathematics, Media Studies, possibly Sports, and Home Economics) a second examination registration period is planned after the first examination period.
Examination Type (Prüfungsart)	The term “examination type” refers to the type of examination that must be taken to complete a specific module on offer or a class (e.g. written examination, term paper, etc.). The lecturer can freely modify the examination type "graded assessment” to a format of their choice in accordance with the examination regulations.
Examination Bundling (Prüfungsbündelung)	Examination bundling describes the bundling of examinations from different modules on offer that originated from an identical course, class, or identical modules on offer from different start semesters. Certain criteria must be met for the bundling of examinations.
Examinations Management (Prüfungsmanagement)	The Examinations Management (Prüfungsmanagement, PM) assists the examination boards in carrying out various tasks in examination administration, operates on their behalf, and, at the same time, acts as a service to students and examiners. This responsibility extends to all Paderborn University study programmes culminating in bachelor's and master's degrees.
Examination Regulations (Prüfungsordnung)	Examination regulations (“Prüfungsordnungen”, PO) are composed of two parts in the campus management system: examination regulations are always part of a study programme. A study programme contains general framework data, while the structure and content of the study programme are defined in the associated examination regulations. Additional minor subject examination regulations may also be incorporated into major subject examination regulations. An examination regulation in the campus management system is modelled as an examination regulation tree (“PO-Baum”, PO tree) and consists of areas, sub-areas, course sections, modules, courses, minor subject examination regulations, and final examinations.
Examination Attempt (Prüfungsversuch)	An examination attempt is the participation in an examination. Examination attempts may be re-sat in accordance with the relevant examination regulations. The number of re-sits is regulated by the respective examination regulations.

Quality Analysis (Qualitätsanalyse)	The quality analysis (Qualitätsanalyse, QA) of the examination regulations in the campus management system is the main component of quality assurance. It involves meetings between the modellers and the administrators from the Examinations Management to jointly review and discuss the examination regulations, potentially including specific individual tests and grade calculations. If required by the relevant faculty or the Examinations Management, the study programme manager of the respective examination regulations can also attend this meeting.
Transverse Conditions (Querbedingungen)	Transverse conditions are conditions in examination regulations that are orthogonal to the module hierarchy and are therefore difficult or impossible to depict in the campus management system.
Room Allocation (Raumplanung)	See "Room Administrators"
Room Administrators (Raumverwalter)	Room administrators are responsible for the management of buildings and rooms as well as scheduling and allocating rooms.
Revision Period (Revisionsphase)	See "Registration Period"
Re-Enrolment Deadline (Rückmeldefrist)	See "Re-Enrolment"
Re-Enrolment (Rückmeldung)	If students wish to continue their studies in the same study programme after the end of the semester, they must re-enrol. A re-enrolment is complete, when the semester fees have been transferred to the account of Paderborn University in full and within the deadline. Students can check whether they have successfully re-enrolled in the campus management system under My data -> Personal data -> Semester status.
Cycle (Runde)	Cycles are time-restricted, consecutive periods in which examinations are offered. The time limit is determined by the dates of the examinations included in the cycle. An examination can only be offered once per cycle. If an examination is made available again, it will automatically be offered in the next cycle.
Balance (Saldo)	The balance shows whether there are any outstanding fees due from students. All fees, credits, and payments up to, and including the indicated date, are listed in the balance.
Specialisation (Schwerpunkt)	Some examination regulations stipulate that certain subject areas must be explicitly selected as a field of specialisation and can only be dropped or changed once.
Specialisation Selection (Schwerpunktwahl)/ Minor Subject Selection (Nebehstnfachwahl)	This is the menu option in the campus management system's web portal for selecting fields of specialisation or minor subjects.
Semester Counter (Semesterzähler)	A student's semester counter is a semester and study-related overview of their course of study.
SLC	Student-Life-Cycle
Suspension (Sperre)	A student can be suspended for various reasons (e.g. because they have not paid their tuition fees or because they do not have a membership certificate from their health insurance provider). Each reason for suspension is linked to blocking actions via a blocking type (e.g. a student can no longer access all functions of the web portal, cannot log back in, or cannot work as a student assistant).

Study Component (Studienbaustein)	See “Component”
Form of Study (Studienform)	One form of study is, for example, a student's initial degree programme followed by a postgraduate degree programme. Information on the form of study is required for reporting degree combinations to the Statistisches Landesamt (State Statistical Office).
Study Status (Studienstatus)	A study status represents the statuses a student undergoes from the moment of application until the moment of termination of enrolment. These include the study statuses “enrolled”, “on leave”, and “exmatriculated” Study statuses are used to record the precise day-to-day study status and student status, as well as semester-related study statuses.
Study Programme Manager (Studiengangmanager)	Study programme managers ("Studiengangmanager", SGM) provide the link between modellers and the dean's office and participate in the quality analysis.
Student Service (Studierendenservice)	The Student Service (Studierendenservice, STS) is responsible for applications, enrolment, re-enrolment, leave of absence, and study status.
Study Programme (Studium)	A study programme is based on examination regulations and is supplemented by specific data (e.g. invoice data and selected minor subjects). For each student, multiple study programmes can be entered. Study programmes can be completed simultaneously, consecutively, or in an overlapping manner. The processes and statuses of all of a student's study programmes are documented in the course of study.
Extracurricular Studies (Studium Generale)	Extracurricular studies (Studium Generale, SG) are designed to give students the opportunity to take modules (or classes) from a wide range of courses offered by the various faculties, within the framework of their respective examination regulations. This enables them to develop an additional profile according to their individual preferences.
Timetable (Stundenplan)	The timetable is a tabular weekly overview of all registered classes in the web portal of the campus management system. The timetable can be exported.
System Message (Systemnachricht)	See “Internal Notification System”
System Parameters (Systemparameter)	System parameters can be used to control both the behaviour and the results of the campus management system. These system parameters allow the campus management system to be tailored to the needs of Paderborn University without the need for additional programming.
Participants (Teilnehmer)	Participants are students who are registered for a class and/or (final) modules. Participants may be admitted (accepted registration) or be on the waiting list (pending registration). Unlike auditors, participants can register for examinations in the campus management system.
Transcript of Records	The Transcript of Records (TOR) is an appendix to the university certificate in which the duration of the degree programme as well as the total number of credits are listed. Before graduation, a transcript of records can be issued upon request at the Examinations Management (Prüfungsmanagement, PM) (uploaded in the campus management system or in print).
Tutorial Group (Übungsgruppe)	See “Small Group”
Teaching Unit (Unterrichtseinheit)	A teaching unit (Unterrichtseinheit, UE) is one hour of teaching and usually lasts 45 minutes.

University Event (Veranstaltung)	See “Class”
University Events on Offer (Veranstaltungsangebot)	See “Classes on offer”
Type of Class (Veranstaltungsart)	The type of class denotes the class format (e.g. lecture, tutorial, seminar, excursion, etc.).
Versioning (Versionierung)	Courses and (final) modules can be versioned in the campus management system, but examination regulations cannot. In the case of examination regulations, new versions can be created by means of adding a suffix to the name of the examination regulations (e.g. v2 for version 2).
Distribution List (Verteiler)	A distribution list is a list of recipients who have certain attributes. For example, a distribution list can contain all individuals born in a certain year. Distribution lists serve as the basis for various actions (e.g. the creation of circular letters).
Attempt (Versuch)	See “Examination Attempts”
Course Catalogue (Vorlesungsverzeichnis)	Paderborn University's course catalogue (Vorlesungsverzeichnis, VVZ) contains all modules and classes offered in a particular semester. During the two registration periods, students can register for specific modules and classes by clicking the "Study” button in the campus management system’s web portal (and selecting the corresponding examination regulations). It is not possible to register via the course catalogue.
Elective Course (Wahlkurs)	An elective course is a course that can be taken optionally within a module.
Re-Run (Wiederholung)	See “Cycle”
Workload	The workload is the expected student workload expressed in hours (60 minutes), taking into account the total study workload. It comprises contact hours and self-study hours. The workload is defined in the examination regulations and forms the basis for the allocation of credit points to modules. Generally, the following applies: Workload = LP (credit points) x 30. A bachelor's degree programme usually requires 180 LP, i.e. an average of 30 LP per semester. In principle, however, each student can take classes totalling a maximum of 44 LP per semester (Faculty of Business Administration and Economics: 45 LP).
Central Student Advisory Service (Zentrale Studienberatung)	The Central Student Advisory Service (Zentrale Studienberatung, ZSB) advises prospective and enrolled students on all matters relating to their studies. The following services are available: general student counselling, psychosocial counselling, counselling for students with disabilities, and career services.
ZIM	Central IT and Media Services (UPB’s central operating unit)