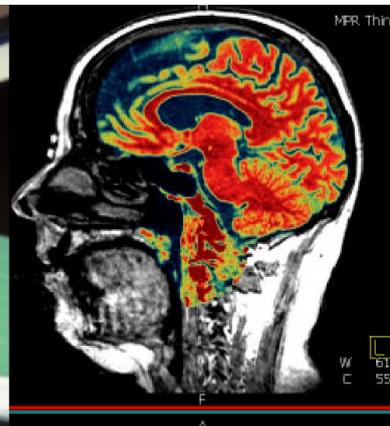


Master's Degree Program

# Medical Engineering



Study Guide  
SS 23



## Preface

This study guide is meant as a handbook for the master's students of Medical Engineering at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) to find their way through the sometimes confusing university life. **It is primarily directed towards students completing their studies according to the new degree program and examination regulations for Medical Engineering ("FPO" version 2022, study start: 1st October 2022 or later).** Master's students of the old degree program and examination regulations (FPO version 2013, 2018 or 2019) can also find useful information in this study guide but should consult the regulations that apply to them on the Medical Engineering homepage.

All facts and information were researched thoroughly and worded with great care. However, only the degree program and examination regulations for Medical Engineering (FPO) and the general examination regulations for the bachelor's and master's degree programs at the Faculty of Engineering (ABMPO TechFak) form the legally binding basis for all study-related issues.

If you are unsure about some technical terms and abbreviations used, you can consult the glossary at the end of this study guide. In the last chapters you can also find explanations of online tools relevant for your studies and the information of all contacts mentioned.

The team of the Medical Engineering program wishes you fun and success with your studies!

Claudia Barnickel

Study Advisor and Coordinator Medical Engineering

Last updated: March 2023



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## 1 Introduction

### 1.1 What is Medical Engineering?

The fast-paced progress in medicine pushes the medical engineering sector to search for innovative developments and improved processes. This concerns the imaging techniques applied in the process of diagnosing and treating patients, e.g., computed tomography (CT) or magnetic resonance imaging (MRI) as well as the constant improvements of highly complex technical equipment, such as x-ray systems, radiation therapy units and surgical robots. Other trendsetting areas are the research of new materials (e.g., artificial bone) used for implants (e.g., hip implants) and prosthetics as well as the development of robots for rehabilitation and medical care.

This broad spectrum of requirements demands great efforts from researchers. Research teams increasingly consist of experts of various fields and require a vast cooperation of medicine, computer sciences, electrical engineering, mechanical engineering and material sciences to meet the manifold demands. Medical engineering companies and research centers therefore seek engineering specialists who have an interdisciplinary background, a request answered by the Medical Engineering study program.

### 1.2 Medical Engineering Career Prospects

Which jobs are suitable for Medical Engineering graduates?

Medical Engineering graduates work in research and development, sales or service and maintenance of complex medical equipment and units, as well as in training and counseling on medical engineering issues. Prospective employers can be found in academic research, private businesses, healthcare institutions, consulting companies and public health agencies. The specific job opportunities can be divided into four work environments:

In **hospitals** and **laboratories**, medical engineers are responsible for the entire equipment and ensure that devices and units are fit to operate. The area of work might include fields like intensive care, nuclear medicine and the central data acquisition and processing including its extensive monitoring system and storage procedures. Being experts for the technical devices, medical engineers work mostly independently from the hospital staff, but must remain in communication with doctors and (sometimes) patients.

# Introduction

In **research institutions** or the **development laboratories** of industrial manufacturers, medical engineers test devices for new examination methods, analyzing their functions and comparing them to already existing methods. They can also be in charge of clinical examinations and risk assessments.

In larger **medical practices** (e.g., in dialysis centers) medical engineers supervise the equipment, ensure its operability, and instruct medical practitioners on equipment issues and the testing of new devices.

Medical engineers can also operate in **sales** and **consulting**. The highly specialized medical devices require the experts in these areas to be properly trained in the field of engineering, to possess basic knowledge in medicine and to fully understand the general and specific technology. Our graduates also have the possibility to work as consultants on medical products or as product managers.

What does the job market offer for medical engineers?

The job perspectives in medical technology are promising. Experts state that the demand for engineers and scientists will continue to increase, due to the success of German medical engineering companies on the world market. In 2021, the roughly 1450 German medical engineering companies achieved a total turnover of 36 billion Euros. At the moment, more than 250 000 people work in the medical engineering field in Germany, and 12 000 of these jobs have only been created in the past five years. The medical engineering market is very agile and innovative. For instance, the German medical engineering manufacturers made one third of their turnover with products less than three years old. This industry needs engineers with innovative ideas who are competent in research and want to continue to drive the improvement and new development of medical technology products forward.

The industry is looking for well-educated personnel not only for research and development but also for questions of authorization and registration. The path of medical devices from their conception to the launch on the market is becoming increasingly more complex and demands improvement of the know-how and personnel resources within a company.

The income potential of graduates is attractive and comparable to the earnings in the pharmaceutical industry. The excellent opportunities for career building and the increasing internationalization of medium-sized medical engineering businesses facilitate a fortunate salary development.

(sources: [bvmed.de](https://www.bvmed.de); [spectaris.de](https://www.spectaris.de))

## 1.3 Medical Engineering at FAU

### 1.3.1 General Information

The Bachelor's degree program Medical Engineering was launched in the winter semester 2009/10 and the classes of the two-year Master's degree program Medical Engineering began in the winter semester 2011/2012. The principles of our degree program consist of providing a thorough education in engineering, incorporating the benefits of our specific location in the Medical Valley of the Nuremberg Metropolitan Region and promoting international and interdisciplinary studies. The Study Commission for Medical Engineering of FAU's Faculty of Engineering determine the concept and organization of the study programs. We would like to emphasize not only our close cooperation with different departments of the University Hospital in Erlangen, which facilitate the clinical internships for our students, but also the variety of our contacts with external partners, e.g., companies of all scales, medtech hubs, associations, research facilities and other universities. The integration of our study program into national and international networks (such as EIT Health) makes it meet the current research demand and the expectations of future employers.

Almost 850 students are currently enrolled in our master's degree program. Within the last years, the student numbers have continuously increased, as Figure 1 indicates. The balanced gender ratio is remarkable for a study program in the field of engineering.

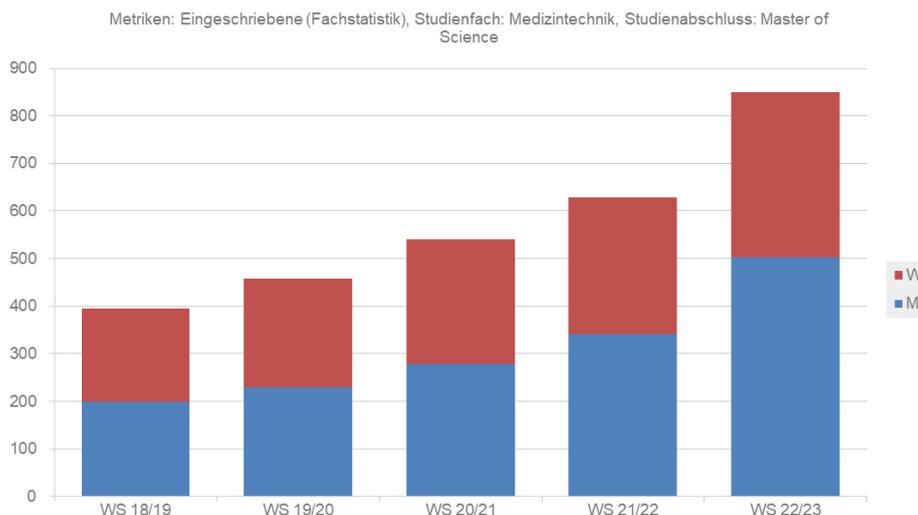


Figure 1: Development of student numbers (master's) since 2018

## 1.3.2 Structure and Objectives of Master's Degree Program

The research-oriented master's degree program is designed to complement the interdisciplinary education of the bachelor's degree and prepares the graduates for working as engineers on the highest scientific level. The studies build on the knowledge acquired during the bachelor's degree program in mathematics, algorithmics and engineering. This allows for both specialization and broad employability across disciplines.

The master's degree program offers five branches of study: "Medical Image and Data Processing" (can be studied entirely in English or as a combination of German and English), "Medical Electronics" (language of instruction: German), "Medical Device Engineering, Production Technology and Prosthetics" (language of instruction: German), "Health & Medical Data Analytics and Entrepreneurship"/HMDA (language of instruction: English) or "Medical Robotics" (language of instruction; English). The students gain deep technical knowledge in their chosen engineering field with a clear focus on problem solving and application methods in their respective area of medical engineering. Through our close cooperation with the University Hospital and our Faculty of Medicine, students have the opportunity to learn about medical processes and anatomic-physiological connections and develop medical terminology skills. Additionally, they can prepare for the regulatory, ethical and economic issues of the medical engineering sector by attending classes on medical device law, medical ethics, health economics and business creation within the soft skills section of their studies. Another key element of the study program is the interdisciplinary master's thesis, which is supervised by members of both the Faculties of Engineering and Medicine or a compatible medical facility.

### 1.3.2.1 *Requirements of the Study Program*

Who is suitable for the Medical Engineering study program?

The Medical Engineering study program is directed towards prospective students with a technical and scientific (especially mathematical) understanding and teaches technical problem-solving competences for hands-on medical applications. Therefore, you will not only need extensive knowledge in **Mathematics** but also consolidated skills in **Electrical Engineering** and **Computer Science**. Accompanying the engineering studies, basic medical knowledge (Anatomy, Physiology, and Biochemistry) is incorporated into the study plan from the first semester on. Due to the broad technical spectrum and the simultaneous specialization, great commitment is required to master this challenging degree. The interdisciplinary nature of the studies requires open-mindedness across disciplines, excellent communication skills and an interest in diverse subjects. Endurance while handling complex tasks and the ability to be well-organized are key. In exchange, you gain the opportunity to enter an exciting prospective job field.

## 2 Master's Program Medical Engineering

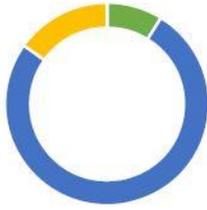
### 2.1 Overview

The standard duration of studies for the Master's program Medical Engineering amounts to four semesters. The students must indicate in their application one of the five possible branches of study (*figure 2*): "Medical Image and Data Processing" (can be studied entirely in English or as a combination of German and English), "Medical Electronics" (language of instruction: German), "Medical Device Engineering, Production Technology and Prosthetics" (language of instruction: German), "Health & Medical Data Analytics and Entrepreneurship"/HMDA (in English) or "Medical Robotics" (language of instruction: English). **The master's study plan is very flexible except for a few compulsory subjects; students may design their plan individually according to their branch of study.** Practical knowledge is gained through an academic laboratory (laboratory training class) and a research laboratory carried out at one of the chairs involved in the program. In the "Flexible Budget Faculty of Engineering" module, students are free to take any module offered on master's level at the Faculty of Engineering. In the "Free Choice Uni" module, students can take non-subject-related classes. The master's exams take place after each lecture period, right at the beginning and at the end of the semester break. The fourth semester is designated for the master's thesis paper. In order to successfully complete the master's degree program, 120 ECTS points must be acquired. Upon completion, the academic title Master of Science (M.Sc.) is awarded.

# Master Medical Engineering

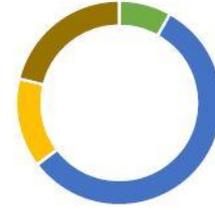


### Medical Image and Data Processing



- Medicine
- Computer Science
- Electrical Engineering
- Mechanical Engineering
- Material Science
- Innovation and Entrepreneurship

### Health & Medical Data Analytics and Entrepreneurship



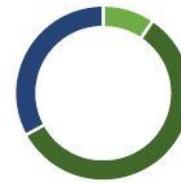
- Medicine
- Computer Science
- Electrical Engineering
- Mechanical Engineering
- Material Science
- Innovation and Entrepreneurship

### Medical Electronics



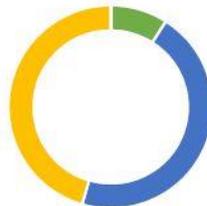
- Medicine
- Computer Science
- Electrical Engineering
- Mechanical Engineering
- Material Science
- Innovation and Entrepreneurship

### Medical Production Technology, Device Engineering and Prosthetics



- Medicine
- Computer Science
- Electrical Engineering
- Mechanical Engineering
- Material Science
- Innovation and Entrepreneurship

### Medical Robotics



- Medicine
- Computer Science
- Electrical Engineering
- Mechanical Engineering
- Material Science
- Innovation and Entrepreneurship

Figure 2: Subject distribution within the master's branches of study



## 2.2 Before Beginning your Studies

### 2.2.1 Admission Requirements

To successfully apply for the Master's degree program Medical Engineering, you must have a **subject-related bachelor's degree** and a **minimum grade average of 2,5 (according to the German grading system)**, in which 1,0 is the best grade and 4,0 is the worst passing grade).

The subject-related bachelor's degrees must be **exclusively from the field of engineering**, e.g.:

- (potentially) (Bio-)Medical Engineering degrees from other universities
- Electrical/Electronic/Communication Engineering
- Computer Science
- Mechatronics
- or similar.

A degree in a non-engineering field (e.g., Medicine or Biochemistry) does not meet the admission requirements for the Master's degree program Medical Engineering.

We cannot give you a general statement on your chances for admission. We must analyze your application and determine whether your bachelor's degree is comparable to the Bachelor's degree in Medical Engineering from FAU or if your subject knowledge does not meet the standards of the degree program. If you are applying from abroad, your grades and credits must be converted into the German system. In order to get a general idea of whether the program is suitable for you, we highly recommend that you take our [online self-assessment test](#).

## 2.2.2 Application

The application for the master's degree program can only be entered via the online portal [Campo](#), available in German and English.

The application deadline for the winter semester is **June 30th** and for the summer semester it is **January 15th**. **Non-EU applicants should hand in their application as soon as possible in order to have enough time to apply for their visa after being accepted.** The following documents must be submitted with your application (only online via our application portal Campo, it is not necessary to submit hard copies via post):

- Certificate of secondary education (e.g., high school diploma)
- Certificate of university degree, diploma supplement (if already available)
- Transcript of records
- Personal data sheet (= CV)
- Letter of motivation (one DIN A4 page)
- If the language of instruction is not your native language, a certificate of language skills is required:
  - **Either** for German: DSH 2 or equivalent (<https://www.fau.eu/education/international/from-abroad/application-and-enrollment/german-language-skills-and-certificates/>)
  - **Or** English: internet based TOEFL: at least 80, paper based TOEFL: at least 547, computer based TOEFL: at least 210, IELTS: at least 5.5, Cambridge Certificate in English (FCE) or Business English Certificate (BEC) Vantage, UNiCert III
- If you haven't completed your bachelor's studies and **do not** study according to the ECTS credit system (see [7 Glossary - Important Terms for Studying Medical Engineering](#)): confirmation from your current university on when you will have completed your bachelor's degree.

Foreign certificates must be submitted as certified copies. If the certificates are not available in German, English or French, a certified translation is required (see <https://www.fau.eu/study/from-abroad/important-information/notes-on-certification-of-documents/>). Certificates from Germany can be submitted as non-certified copies. However, the original documents must be submitted for enrollment. If your bachelor's degree is graded by the ECTS credit system (this applies to many universities in Europe and some non-European countries), you can apply for the master's degree program once you have acquired at least 140 ECTS points in your bachelor's. After enrolling in your master's degree program, you have one year to submit your bachelor's certificate or else you cannot continue your studies.

## 2.2.3 Qualification Assessment Process (QFV)

During the qualification assessment process (QFV), it is determined if applicants have the required technical qualifications for the Master's degree program Medical Engineering at FAU. Unlike studies with a *numerus clausus* system (NC), there is no limitation to the numbers of students accepted. **All suitable applicants are admitted.** The QFV process is divided into several steps:

- First, all applications received by the master's office of FAU are examined with regard to their completeness and formal requirements. Foreign grades are converted to the German grading system. The conversion to the German grading system is dependent on your country and sometimes even university.

In order to get a rough non-binding estimation, you may use the equation:

$$\text{German grade} = 1 + 3(N_{\text{max}} - N_{\text{d}}) / (N_{\text{max}} - N_{\text{min}})$$

$N_{\text{max}}$  and  $N_{\text{min}}$  are the best possible and the minimum passing grade in your grading system, respectively, and  $N_{\text{d}}$  is your personal bachelor's grade. Please note that in the German system, a 1.0 is the best possible grade, higher numbers mean worse grades.

- In the next step, your application documents are evaluated: Is the bachelor's degree discipline-related or not equivalent? Applicants with a non-equivalent degree are rejected. Has the applicant achieved a final grade (grade average) of 2.5 or better (according to the German system)? This assessment is made based on the conversion of your grade to the German grading system; the conversion will be made by our officers at FAU. Applicants with a discipline-related degree but a final grade worse than 2,5 (according to the German system) will be rejected.
- After that, applicants with a discipline-related degree and a final grade equal to or better than the German grade 2.5 are invited to an online admission test via our platform StudOn Exam, in which the following criteria are tested:
  - competent knowledge of the basics of the subject (mathematics, physics, algorithms), 25%,
  - consolidated knowledge in engineering corresponding to the chosen specialization in the Master's degree program, 75%.

If you are invited to the online admission test, you will be informed about it at least 7 days in advance.

Please note that we do not provide you with mock exams, examples for potential questions or similar. If you possess the solid engineering background we require from our students you will be able to pass it without additional studying. If you don't pass it this means that our program is not suitable for you.

For applicants of Medical Image and Data Processing, Health & Medical Data Analytics and Entrepreneurship, and Medical Robotics, the test is offered in English, for all other branches of study, in German. The examination shall be rated as "bestanden" (passed) or "nicht bestanden" (failed).



## 2.3 During your Studies

### 2.3.1 Conditions and “Compulsory Electives”

Applicants from other universities and programs usually receive so-called “conditions” with their master’s admission. The aim of these conditional subjects is that you catch up on certain qualifications which have already been acquired by the bachelor’s students of Medical Engineering at FAU. The conditional subjects are usually between one and three of the following lectures:

- **Algorithms, Programming and Data Representation**
- **Engineering Mathematics OR Probability and Stochastic Processes**
- **Fundamentals of Electrical Engineering**
- **Dynamical Systems and Control**

More information on these subjects can be found in the online database Campo (see [5.5 Campo](#)). The conditions must be met within one year (i.e., from October 1st until September 30th of the subsequent year or from April 1st until March 31st of the subsequent year), **otherwise you will be de-registered**. In total you have **at most two chances** of passing these exams. **Even if you have missed the exams for your conditional subjects due to health issues, we cannot prolong the deadline and no further exam attempt is given**. The conditions entail an additional workload of up to 20 ECTS credits on top of the 120 ECTS credits of the master’s degree program. However, students can only use a maximum of 5 credits from their conditional subjects for the module “Free Choice Uni” if they wish to (only recommended if you have very good grades). Once you have passed your conditional subjects, please contact Ms. Jahreis at the Examinations Office (see [8 Useful Addresses and Contact Persons](#)) and inform her. She will pass the information on to the Student Records Office so you can be re-registered for the third master’s semester (see [3.4 Re-registration](#)).

As indicated in the footnotes in the master’s module catalogs, some compulsory electives must also be completed in addition to the conditional subjects if certain qualifications have not been acquired in the bachelor’s studies. This applies to the lecture “**Fundamentals in Anatomy and Physiology for Engineers**” and for the following lectures:

- Branch of study “Medical Image and Data Processing” and “Health & Medical Data Analytics and Entrepreneurship”: **Pattern Recognition, Pattern Analysis**
- Branch of study “Medical Robotics”: **Robotics 1**

Your freedom to select compulsory electives is limited because of these compulsory modules if you are lacking certain qualifications. These compulsory electives are, however, not conditions (i.e., they don’t have a one year-deadline). You have time until the beginning of your master’s thesis



to pass these courses and they are also included in the total workload of the 120 ECTS credits of your master's course. If you believe that you already possess the respective knowledge of the compulsory modules and can prove this with a module description from your bachelor's program, you are welcome to contact our officer for accreditation and file a petition for accreditation - please visit our Medical Engineering website for further details. Your module description will be checked by the lecturer responsible for the FAU module, who will decide whether accreditation is possible. If they give their permission, you are free to skip the respective "compulsory module" and choose other modules of the same module group instead. Please note, however, that your credits and grade from your bachelor's module cannot be accounted for your master's studies, as you are legally required to build up new competencies in your master's studies in comparison to your bachelor's studies.

## 2.3.2 Branches of Study

In the master's degree program, you can choose between five branches of study: Medical Image and Data Processing (focus on Computer Science), Medical Electronics (focus on Electrical Engineering), Medical Device Engineering, Production Technology and Prosthetics (focus on Mechanical Engineering/Material Sciences), Health & Medical Data Analytics and Entrepreneurship/HMDA (focus on Computer Science and Innovation/Entrepreneurship) or "Medical Robotics" (focus on Artificial Intelligence and Electrical Engineering). "Medical Image and Data Processing", "Health and Medical Data Analytics" and "Medical Robotics" are international branches of study offered entirely in English. Of course, students of these branches can choose to attend lectures in English as well as in German if they are fluent in both languages.

You must indicate your desired branch of study in your master's application and if you get admitted, you are only admitted for this specific branch, meaning that you must stick to it throughout your studies.



## 2.3.3 Structure of the Master's Program

The Master's degree program Medical Engineering is composed of nine module groups. Module group M1 (Medical Specialization Modules), M4 (Advanced Seminar Medical Engineering), M6 (Medical Engineering Practical Modules), M7 (Flexible Budget for Faculty of Engineering), M8 (Free Choice Uni) and M9 (Master's Thesis) apply equally to all master's students. Only for the branch of study HMDA there are specific restrictions regarding module group M7, as HMDA students *must* take courses related to business and innovation in this module group, whereas this is *optional* for students of the other branches of study. Modules M2, M3 and M5 vary according to the chosen branch of study. All module catalogs for the master's degree program are updated every semester and published on the Medical Engineering homepage (<https://www.medical-engineering.study.fau.eu/current-students/general-study-information-masters-program/>)

Modulgruppe		
Nr.	Name	ECTS
M1	Medizinische Vertiefungs-module/Medical specialisation modules gemäß § 44a Abs. 1	10
M2	Ingenieurwissenschaftliche Kern-module/Engineering core modules gemäß § 44a Abs. 2	20
M3	Medizintechnische Kernmodule/Medical Engineering core modules gemäß § 44a Abs. 3	20
M4	Hauptseminar Medizintechnik/Advanced Seminar Medical Engineering gemäß § 44a Abs. 4	5
M5	Medizintechnische Vertiefungs-module/Medical Engineering specialisation modules gemäß § 44a Abs. 5	10
M6	Medizintechnische Praxis-module/Medical Engineering practical modules gemäß § 44a Abs. 6	10
M7	Flexibles Budget Technische Fakultät/Flexible budget Faculty of Engineering und FB WiSo gemäß § 43 Abs. 4	10
M8	Freie Wahl Uni/Free choice Uni	5
M9	Masterarbeit/Master's thesis	30
<b>Summe ECTS-Punkte</b>		<b>120</b>

Figure 3: Master's study plan template



In the master's studies, there are very few mandatory courses. You will mainly choose modules offered for a certain module group according to your own interests. **This freedom in selecting courses also means that there is no pre-determined course of study, and you must compose your schedule on your own every semester.**

Even if the master's study plan template and the module catalogs give you a recommendation as to when you can take your classes, you are not bound to comply. It is possible, however, that the responsible lecturer states certain previous qualifications required for successfully completing the course in the module description in Campo. Please consider these notes in your selection.

In general, you must inform yourself very carefully, which lecture is offered when (winter or summer semester or both), which requirements are given for participating, and if/when you have to register for a course (see Campo or, if in doubt, contact the lecturer in question). It is also important to keep the workload (ECTS credits) required for the module group in mind while designing your schedule.

## 2.3.4 Description of Individual Module Groups

### 2.3.4.1 *Modules of the Core Curriculum (for all branches of study)*

#### **Medical Specialization Modules (M1)**

This module group is mainly offered by lecturers of the Faculty of Medicine and contains lectures about disease diagnosis and the application of technical devices in the clinical field. Students who have not gained medicinal knowledge in their bachelor's studies are obliged to take the lecture "Fundamentals in Anatomy and Physiology for Engineers". If you are interested in attending lectures at the Faculty of Medicine, which are not mentioned in the module catalog for module group M1, you are free to do so. All you have to do is contact the professor and ask if they are willing to let a Medical Engineering student attend their classes and discuss with your study advisor if the lecture in questions is suitable for the module group M1.

#### **Advanced Seminar Medical Engineering (M4)**

For the seminar module, students can choose between different options from the seminar catalog. You can either attend one seminar with a workload of 5 ECTS or two different seminars worth 2.5 ECTS each. In the seminar, you will give a presentation and write a report on a special topic, which can either be assigned to you by your lecturer or chosen by yourself from a list of potential topics.

## Medical Engineering Practical Skills (M6)

This module is composed of two non-graded practical achievements, which are both carried out at the university. Please do not confuse these practical modules with business internships. There is no business internship included in our master's curriculum.

### *Academic Laboratory (M6.1)*

Academic Laboratory refers to a laboratory training in which students learn how to prepare, execute, and document experiments at the university. Academic Laboratory tasks at the Department of Computer Science, for example, include the resolution of a given problem with a hardware- or software-based method and the analysis of the solution incorporating a database. The preparation for the laboratory training is conducted according to the course instructions and generally includes literature or exercises connected to the experiment. Your work must be documented in a laboratory journal. This documentation must contain the applied materials and methods, the results, and an analysis and discussion of the lab work.

Many classes offered by the Faculty of Engineering and the Faculty of Sciences that are marked as “practical” (practical training) in Campo fulfill the requirements for the Academic Laboratory. It is also possible to divide the Academic Laboratory into two laboratory trainings with a workload of 2.5 ECTS credits each.

You can search specifically for practical courses in Campo by going to the section “studies offered” – “search for courses” and selecting “show all possible search criteria”. Please select “practical” as your “course type” and “Technische Fakultät” as your “organizational unit”. You can also find a list of suitable and not suitable courses for the Academic Laboratory module on [our website](#). If you are not sure if the training you have selected is suitable for the module, please contact your study advisor.

### *Research Laboratory (M6.2)*

The Research Laboratory allows students to learn how to apply academic methods in the field of research and serves as a good preparation for the master's thesis to come. The focus of the research work can be of experimental, theoretical, or constructive nature or a combination of these areas, while always referring to the field of medical engineering. The Research Laboratory is usually conducted at a department of the Faculty of Engineering. Research Laboratories at the Faculties of Medicine or Science are also possible after being greenlit by your study advisor. The Research Laboratory can also be conducted at a company if your academic supervisor at FAU agrees. **To do so, students must inquire about industry contacts at the respective FAU chair. Do not sign a contract for an internship at a company on your own, since these projects usually cannot be**

## **supervised!**

It is obligatory that your FAU supervisor issues a certificate regarding the completion of your research laboratory to hand in at the Examinations Office. The form can be found on our homepage in the [Research Laboratory section](#).

The aim of the Research Laboratory is to familiarize the students with tasks in engineering-related research and to offer practical experience in scientific work on master's level. This includes learning how to research literature and assess its relevance, develop and apply criteria for the evaluation of the research work, and further develop the methods applied.

A written report of the conducted work must be submitted. You can either participate in a scientific publication of your supervising chair as a co-author or can present an individual report (4 to 6 pages) to your supervisor which follows the style of scientific publications (abstract, introduction, methods, results, discussion, and references).

## **Flexible Budget Faculty of Engineering (M7)**

For this module, students are generally allowed to take any **graded** course offered on **master's** level at the **Faculty of Engineering**. This means that the course must be assigned to at least one engineering master's program in Campo. Please note that your conditional subjects do not fall into this category, as they are bachelor's courses. If you are planning to go abroad for an exchange semester, this module is a good opportunity to incorporate academic achievements that would not be accredited otherwise (see [3.17 Accreditation of Academic Achievements](#)). **Students of the branch of study HMDA must choose their courses for M7 from the respective section in their course catalog, as it is mandatory for them to complete 10 ECTS in the subject field of innovation and entrepreneurship.**

## **Free Choice Uni (M8)**

For this module, you are allowed to take any course offered at our university (e.g., language courses, psychology, economics, technical or medical engineering courses you have not used elsewhere) as well as on-site exams (or online exams with identity control) offered by the Virtual University of Bavaria (see [5.6 Virtual University of Bavaria \(VHB\)](#)) with a total workload of 5 ECTS credit points. The only condition is that the class must be **graded**. If the total amount of workload exceeds 5 ECTS credits, you can still use these classes for the "Free Choice Uni" module; however, you cannot split up modules and use them partly for another module group. If you are planning to go abroad for a semester, this module is a good opportunity to incorporate academic achievements that would not be accredited otherwise (see [3.17 Accreditation of Academic Achievements](#)). M8 can also be used for up to 5 credits of the workload acquired in your conditional subjects. In this case, you should be

satisfied with the grades you have received in your conditional subject, otherwise you will lose the opportunity to improve your overall grade with a different course.

## Master's Thesis (M9)

Once you have achieved 75 ECTS credits and completed your conditional subjects (see [2.2.1 Admission Requirements](#)) and your compulsory electives (see [2.3.1 Conditions and "Compulsory Electives"](#)), you can begin your master's thesis. The thesis paper consists of a workload of 27.5 ECTS credits and therefore weighs more on your final grade than a bachelor's thesis. Additionally, you will attend a seminar (2.5 ECTS) at the chair that is supervising your thesis in the course of which you will also give a presentation about your thesis results. You should begin contemplating a master's thesis topic in your last semester at the latest, preferably earlier, so you can choose your lectures specifically to acquire the necessary knowledge for your thesis project.

The master's thesis topic is given to you by a professor of the Faculty of Engineering who is involved in the engineering core curriculum and (medical) engineering specializations of the Medical Engineering Bachelor's or Master's degree program (see: <https://www.medical-engineering.study.fau.eu/infocenter/persons-of-interest-and-departments/>). The professor signs the registration form for your thesis paper and is responsible for its grading. You can select a topic by searching the websites of the different chairs or checking the bulletin boards in the Faculty of Engineering. It is also possible to approach professors and PhD students at a chair on your own and ask if you can work on a medical engineering subject there. Only professors and junior professors can officially supervise your master's thesis.

The technical and practical supervision is usually conducted by an academic employee or a doctoral candidate of the same chair. This task can also be performed by a supervisor from a company if the department's responsible supervisor agrees that your paper is conducted within a business cooperation. If you are interested in this option, you must ask your chair of choice if there are established business contacts and partners appropriate for your paper. **You cannot establish a business contact for your master's thesis on your own since external projects cannot be supervised!**

You must also search for a medical supervisor who will not grade your paper but proofread your work regarding its medical content. This medical supervisor may be an employee of the University Hospital or a similar institution, e.g., another clinic, an x-ray center, or the Faculty of Medicine (the supervising departments often have established contacts). Before you start the thesis process, you should ask your medical supervisor to which degree they want to be involved in supervising your thesis paper. For instance, do they want regular updates from you during the process or do they prefer to proofread your final draft? The medical supervision generally can be done by any medical practitioner.

You must register your thesis at the Examinations Office through your supervising chair. The form required must be signed by the supervising professor, the medical and, if applicable, the technical supervisor and can be found on the [Medical Engineering homepage](#).

From the date of registration, you have **six months** to complete your thesis paper. An extension of up to three months can be given if severe issues occur. **If you become ill during the working or writing process and submit a doctor's notice to the Examinations Office, your working period is on hold for the amount of time indicated in the notice.**

The master's thesis must include a short summary of the results (abstract) and a declaration by the student confirming that the thesis is an original work and that no other sources or materials than the ones listed were used. The layout must meet the regulations given by the supervising chair which usually has guidelines. Within the first two weeks after your registration, you have the possibility to resign from your master's thesis and switch your topic once. For this process, you must hand in a substantiated request at the Examinations Office. Once the paper is completed, one digital copy (PDF document on a storage device) of the master's thesis must be submitted to the academic supervisor. They can also require you to additionally submit a printed and bound version of your thesis – please check with them in due time whether the printed version is necessary or not. If the master's thesis receives the grade “unsatisfactory”, students have the option to either revise their paper or choose a new topic once in the subsequent semester.

### *2.3.4.2 Modules Specific to your Specialization*

The module groups M2 (Engineering Core Modules), M3 (Medical Engineering Core Modules) and M5 (Medical Engineering Specialization Modules) include the courses that are specific for the specialization you have chosen. They are listed in the corresponding catalog of your branch of study, which can be found on the Medical Engineering homepage and is updated each semester. **In the catalog, it is crucial to pay attention to superscripts and footnotes.** You can choose how you want to incorporate the courses specific to your specialization. For M3 you can incorporate modules worth up to 5 ECTS credits from M2 and M5 of your own branch of study or from M2, M3, or M5 of the other **(partly German-taught)** branches. For M5 you can incorporate modules worth up to 5 ECTS points from modules M2 and M3 of your branch of study or from M2, M3, and M5 from the other **(partly German-taught)** branches.



## 2.4 After Completing your Studies

### 2.4.1 Certificates

After successfully completing your last academic achievement in the master's degree program, you will receive your master's certificate (in German), a transcript of records (in German and English), a diploma supplement and a grade distribution table (both in German and English) within four to six weeks by mail. Please indicate a working postal address!

**Master's certificate:** It shows all modules that are part of your master's examination with respective grade (if available) and ECTS credit points. The certificate will also show your overall grade and the topic of your master's thesis paper. However, it will not show failed attempts or the number of semesters you have studied.

**Transcript of records** (in German and English): It shows every module you have taken, its respective grade (if available) and ECTS credit points. If you wish, modules which were not considered in your master's examination can be included here. They will be listed under the category "Additional modules". Again, the transcript does not contain information about failed attempts or the number of semesters that you needed to graduate.

**Diploma supplement** (in German and English): It shows general information regarding the content of the study program, the qualification profile of the graduate and the German university system.

**Grade distribution table** (in German and English): To simplify the comparison of final grades achieved at different universities in different countries, Friedrich-Alexander-Universität Erlangen-Nürnberg publishes grade distribution data in addition to students' final grades. For each grade in the local grading system, the number of degrees awarded with this grade in your student reference group is given.

If you intend to apply for jobs right after handing in your master's thesis paper, you can ask the supervisor of your thesis paper for a confirmation that you will receive at least a 4.0 ("passed") on your paper. After submitting this confirmation to Ms. Jahreis of the Examinations Office, you will receive a preliminary certification of your graduation.

### 2.4.2 Doctorate

If the research you have done for your master's thesis inspired you to immerse yourself further into the topic, you should think about writing a doctoral thesis. You first need to find a supervisor for your thesis. You can inform yourself online at the chair of your choice or contact your professor directly. Information on all formalities can be found here: <https://www.fau.eu/graduate-centre/>. The FAU Graduate School offers registered doctoral candidates courses in scientific work, literature administration or statistics, among other things.



## 2.5 Useful Tips

### 2.5.1 Tips for Successful Master's Studies

#### **Tip n°1: Visit the Master's Welcome Event.**

The study advisory for Medical Engineering organizes an introductory event for first semester students at the beginning of the lecture period every winter and summer semester. You will be introduced to the campus of the Faculty of Engineering (your primary study location) and will receive helpful information regarding your studies and social life on campus. The welcome meeting is also a chance to meet and bond with your fellow students, which will be essential in the upcoming semesters. The dates for the welcome event are published on the Medical Engineering homepage.

#### **Tip n°2: Visit and read the Medical Engineering homepage regularly.**

The homepage of the study program <http://www.medical-engineering.study.fau.eu/> includes the categories "prospective students" and "current students". Many questions can be solved by reading through these pages. Please also give the FAQ section a thorough read!

#### **Tip n°3: Get familiar with the campus and the city center of Erlangen.**

The courses for Medical Engineering mainly take place on the campus of the Faculty of Engineering (in the southern part of Erlangen) and partly in the city center. Knowing your way around and having a bike is an enormous advantage while getting from one course to another (please get familiar with German traffic rules!). It is also recommended to stroll around the campus and the lecture halls as they are not sequentially numbered (see [9 Map](#)). Sooner or later, you will need to know where to find an ATM or the CIP-Pool supervisor (see [5.2 CIP Pool-Account](#)). The student association FSI MedTech ([see 7 Glossary - important terms for studying Medical Engineering](#)) regularly offers guided tours through the campus at the beginning of the lecture period.

#### **Tip n°4: Get familiar with the FAU online platforms (Campo, UnivIS, StudOn).**

Whether you are looking for the email address of a professor or need to know how to register for a course, Campo, UnivIS and StudOn (see [5.3 UnivIS](#) and the following chapters) will become one of your most important tools while studying. Take some time at the beginning and get to know their functions. Unfortunately, UnivIS is only partly available in English. Don't hesitate to ask fellow German students for help and try to learn the German terms as fast as possible to be able to work with the German version.

## Tip n°5: Don't miss the first meetings of the semester!

In most lectures, the professor discusses the most important issues during the first session, e.g., where to find the study material, how you can register for the tutorials, etc. Please check if there is a set date for your laboratory training or seminar on Campo for registration or a preliminary discussion. If so, it is mandatory to respect these dates!

## Tip n°6: Be proactive and collect information.

**A unique trait of the German university system is that students must organize their studies on their own**, from the class schedule to the study material, even the topic of your master's thesis paper. If you are unsure about an issue, you should always search for the answer independently. For example, if the lecture content seems unclear, it is helpful to research the topic by looking for literature in the library or forming a study group. For general study-related questions, you can take a look at the FAU website. Navigating through the website is sometimes a bit complicated, but you will have high chances for good results if you enter your key word and "FAU" in the search engine. If you have subject-specific or legal questions, we recommend looking into the degree program and examination regulations Medical Engineering (FPO MT) or the general examination regulations of the Faculty of Engineering (ABMPO TF) (links for both documents can be found on the Medical Engineering homepage (<https://www.medical-engineering.study.fau.eu/prospective-students/masters-study-contents/>)). If none of these methods show results, don't hesitate to ask someone for help, like the student association or the study advisory. The best approach to avoid misunderstandings is to clear up any doubts as soon as possible, or else you might discover at the end of the semester that you are taking the wrong course. **This sort of organization is the student's responsibility.** You can also contact your professors regarding important issues (but refrain from asking them questions the answers to which can be found by a click online). On occasion, you will need a little patience while waiting for your professor's answer. If professors do not reply to your emails, you can visit them during their consultation hours. You can find their schedule either at the chair's homepage or by asking the chair's secretary.

## Tip n°7: Focus on your Conditional Subjects.

If your admission requires you to pass conditional subjects, then you should mainly focus on passing them. **You must pass a conditional subject within a year in order to continue your master's studies. This deadline cannot be extended, not even if you miss the exams for your conditional subjects due to illness or other severe reasons.** If you are struggling with the first semester engineering classes from the master's module catalog because you are lacking basic knowledge of the conditional subjects, you can accompany your conditional subjects with "easier"



lectures from module M1, M7 and M8 instead.

**Tip n°8: Read module catalogs and Campo thoroughly.**

Carefully study the module catalogs and pay attention as to which subject is offered in either winter or summer semester or in both when designing your personal class schedule. **Read the footnotes!** Although the module catalogs are compiled with special care and are updated regularly, it is possible that some information is incorrect. This can occur when, e.g., an external department (e.g., at the Faculty of Medicine) stops offering a certain lecture without informing the Study Commission for Medical Engineering ([see 7 Glossary - Important Terms for Studying Medical Engineering](#)). The lecture in question may still be listed in the module catalog although it is not possible to take it anymore. To avoid any misinformation of this kind, we recommend consulting both the module catalog and the Campo entries for the current semester and consult your study advisor if in doubt.

**Tip n°9: Get to Know your Professors and their Labs Early.**

Inform yourself early about the labs at which you intend to do your Research Laboratory or master's thesis paper and get to know potential supervisors. All the labs have a website, which you can check from time to time for research topics, events and offered courses. Many of them are also have a social media presence, making it even easier to follow their activities.



## 2.5.2 Obstacles in your Master's Studies and how to Deal with them

### Conditions

**Issue:** It is likely that your conditional subject is not offered every semester but only once a year. For example, if you start your master's studies in the summer semester and have the lecture "Algorithms, programming, and data representation" as a conditional subject, you only have the possibility to attend the lecture in the winter semester. However, you must complete your conditional subjects within a year after the start of your studies and should make use of your maximum of two exam attempts.

**Solution:** You acquire the lecture's content by studying the online material on your own and take therepeat exam of your conditional subject, which is also offered in the summer semester. Please contact your lecturer to get access to the course material!

### Conditions

**Issue:** If an exam for a conditional subject is scheduled to take place in the second examination period (see [3.7 Examination Registration, Examination Period](#)), you might have difficulties reporting back to the Examinations Office that you have passed your conditional subjects within the given time frame of one year.

**Solution:** In this case, contact Ms. Jahreis of the Examinations Office as soon as possible. She can support you in emergency cases in requesting a faster correction of your exam.

## 3 General Study Information

### 3.1 Semester Schedule

The winter semester always begins on October 1st and ends on March 31st; the summer semester takes place from April 1st until September 30th. The lecture period, i.e., the term in which lectures are held, is scheduled roughly from mid-October until the beginning of February and from the beginning of April until the end of July, respectively. The actual dates vary from semester to semester and can be found here: [www.fau.eu/study/current-students/semester-dates/](http://www.fau.eu/study/current-students/semester-dates/). The webpage also lists all official holidays (i.e., lecture-free days) in Bavaria and Erlangen.

### 3.2 Enrollment

The dates for the enrollment can be found here: <https://www.fau.eu/education/application-and-enrollment/deadlines-and-documents-for-enrolment/>. Your enrollment consists of the following steps:

- You are already registered at [www.campo.fau.de](http://www.campo.fau.de) Please generate a request for enrollment through the portal. The procedure and necessary documents for enrollment are also explained there.
- Transfer the semester fee as soon as possible. You will find the exact amount of the fee and the bank account information in Campo.

After your enrollment, you will receive the activation code for your university user account by mail (see [5.1 IdM-Portal](#)). After registering at the IdM portal, you have the possibility to print your certificate of enrollment and **must upload a photo for your student ID card**. If you reside in Germany, the ID will be sent to you within about four weeks. **Please make sure to add your address where you will be living during the semester in the IdM portal or otherwise all documents will be sent to your home address.** If you still live abroad at the time of uploading your photo, your student ID will be generated but not sent to your home country. It will be kept by our FAUcard Service until you enter Germany and come to pick it up. Please have a look at the [FAUcard website](#) for more information.

By paying the semester fee, you automatically receive the basic ticket for the local transportation network (VGN), which you can print out in the VGN online shop (<https://shop.vgn.de/index.php/product/518/show>). The ticket is valid for the entire VGN network from Monday to Friday between 6 p.m. and 6 a.m. and all day on Saturdays, Sundays, and public holidays. If you want to use public transportation between 6 a.m. and 6 p.m. during the week, you can purchase the “Zusatzticket” (ad-on ticket). More information can be found here: [www.fau.eu/study/programme-start/semester-ticket/](http://www.fau.eu/study/programme-start/semester-ticket/).

### 3.3 Housing

Once you have received your admission for the Medical Engineering degree program, **please look for accommodation as early as possible! German universities do not provide dorms, therefore you are responsible for finding a suitable room or apartment.** The housing market in the Erlangen area is extremely tense and unfortunately, many students have serious trouble finding a place to stay, especially if they have a tight budget. The situation is especially complicated at the beginning of the winter semester. You should also consider moving to nearby cities (Nürnberg, Forchheim, Fürth) and surrounding villages, as they are well connected to Erlangen via public transportation. Even for these cities, you should start looking as soon as possible. **Please make a critical assessment of your financial situation and ask yourself if you could finance a stay in a hotel or airbnb for the first months in a worst-case scenario.** Further information on how to find accommodation is available here:

[www.fau.eu/international/international-applicants/important-information/accommodation-2/](http://www.fau.eu/international/international-applicants/important-information/accommodation-2/)

<http://www.werkswelt.de/index.php?id=tipps-fuer-erstsemester&setlang=en>

### 3.4 Re-registration

On the webpages of the Student Records Office, you can find information on the re-registration process: <https://www.fau.eu/study/current-students/semester-dates>

**If you want to continue your studies at FAU, you must re-register for every following semester** mid-way through your current semester. All students receive an email by the Student Records Office to their FAU email address as a reminder to re-register on time (please make sure that you check the emails to your FAU address or relay it in the IdM portal!). The re-registration consists of transferring the semester fee to the university's bank account. You can find the bank details and more information in Campo ([see 5.5 Campo](#)). Please make sure to enter your full name and student number in the bank transaction. If you fail to do so, your transaction cannot be allocated to your student account and you will get de-registered.

### 3.5 BAföG

The Federal Training Assistance Act (*BAföG*) gives a monthly financial aid to students whose family cannot support them. The financial aid consists of an interest-free loan, which must only be re-paid in parts after the completion of your studies. The requirements for receiving *BAföG* are the following:

- You must be a German citizen or have a **permanent residence permit for Germany.**

- You must regularly prove by your academic achievements that you are on the way to successfully completing your studies.
- You must have started your bachelor's degree program by the age of 30 and your master's degree program by the age of 35. Your *BAföG* application must be sent to the *BAföG* office (see [8 Useful Addresses and Contact Persons](#)). You can find more information here: <http://www.bafög.de/> (in German)

Your *BAföG* certificates to prove your academic achievements can be printed out over Campo (see [5.5 Campo](#)). If this is not possible because you have not earned enough ECTS credits, please contact your study advisory.

### 3.6 Courses – a Typology

As a Medical Engineering student, you will attend a variety of course types. Here is a quick overview:

Most courses are **lectures** that take place one to three times a week and in which the lecturer presents their subject topics to the students. Lectures usually take place in big lecture halls, with many students attending, and are of a more theoretical nature. Students generally play the role of a passive listener, who, depending on the teaching style, might have to answer some questions. It is highly recommended to bring the study material or lecture slides provided online into the lecture and take notes.

**Exercises** are often offered as an addition to lectures to explain the lecture content in greater detail or to show how it is applied. There are blackboard exercises and computer exercises.

During the **blackboard exercises**, the content of the lecture is repeated and discussed using tutorial exercises. The groups are significantly smaller than in the lecture, so it is possible to ask questions or re-address a subject. It is smart to go over the exercises before the tutorial and to write down possible questions, so you can follow the explanations of the tutor and profit from extensive answers. The registration process for the exercise is explained by the lecturer during the first lecture session.

The **computer exercises** are designed to apply the theory taught in a computer science lecture and write your own programs. No classic teaching takes place, but tutors are present and can answer your questions while you are programming independently. Usually, there is no registration required for the computer exercises. You can drop by at the dates indicated and work on your projects. Your exercise supervisor will tell you if you must solve the exercises on your own or if under certain

## General Study Information

conditions you can do the exercises in groups of two. The results are mostly submitted online and corrected every one to two weeks. The exercises are usually very time consuming, so do not wait until right before the deadline to attend the computer exercise and ask questions. The computer exercises just before the deadline are usually very crowded.

Exercises can be graded or ungraded but are usually marked with ECTS credit points. They are partly mandatory to pass a certain module, partly thought to be a voluntary addition to your lectures (please consult Campo or with your lecturer).

**Any additional and non-graded exercise increases the ECTS credit value with which your lecture exam grade is incorporated into the corresponding module group.** Sometimes, questions about the exercises are included in the lecture exam.

**Tutorials** are very similar to exercises except that they are usually not mandatory and you cannot earn credits for them. They are meant for the independent solving of exercises with one or more tutors present who can answer your questions.

For **Laboratory Trainings**, you usually receive experiment documents before your first appointment, possibly at the first meeting or via our online platform (see [5.4 StudOn](#)). An experiment exercise consists of a preparation part that must be done at home and brought to the training, and the experiment itself that is conducted at the university. It is important to give your best on the preparation as it will be reviewed by the supervisors, and it will help you to understand and conduct your experiment more easily and faster. There is always compulsory attendance in laboratory training, i.e., you must be present at all sessions. If you have missed up to 15 % of your training due to illness and have a doctor's certificate confirming this, then your training supervisor must offer you a substitute achievement with which you can compensate your absence. If you miss more than 15 % of the training, you must repeat it completely.

**Seminars** are usually composed of a smaller group discussing a special topic with the lecturer. It is important to actively participate in the discussion. Each student is responsible for an individual subtopic and must give a presentation during the seminar as well as write a paper about it. You can choose your own project or select one from a list. The first few seminar sessions are normally introductory meetings in which the professor teaches the most important basic knowledge. Attendance during these sessions is voluntary most of the time. As soon as the presentation phase starts, attendance is compulsory for all seminar participants. After a student has held a presentation, the subject is discussed in the group and questions can be asked.

**In most classes of the Medical Engineering program, attendance is not mandatory.** You will notice this by the lack of attendance lists. You are therefore not obligated to be in the lecture hall or

course room but can work through the material at home, as it is provided by the professor on StudOn or the FAU video portal (see [5.7 Video Platforms](#)). We do, however, recommend attending the classes, as you get to know your lecturers better and your questions can be answered immediately. In classes at the Faculties of Medicine, Humanities, and Business and Economics, which you might take for module group M1, M7 or the “Free Choice Uni” module (M8), attendance regulations may differ. Your lecturer will let you know during the first session.

### 3.7 Examination Registration, Examination Period

The registration for the exams has to be done via the Campo portal (see [5.5 Campo](#)) about five weeks after the beginning of the lecture period. The exact time period of the examination registration (three weeks in total) will be communicated at the beginning of the semester by your tutors and professors. Additionally, you will be notified by an email from your student advisory service when the registration period starts.

**The fact that you are attending and / or registering for a *course* does not mean that you have to take the corresponding *exam* or are automatically registered for it. If you do not register for an examination during the official registration period, you cannot take the exam at the end of the semester.**

Should any technical problem occur during registration (e.g., error report), please contact the Campo support (see [8 Useful Addresses and Contact Persons](#)). Should any examinations from the Medical Engineering curriculum be missing, please inform your student advisor, who will take care of it.

If there are different ECTS credit points offered for the same exam, you must achieve at least the value given by your module catalog. You may achieve more ECTS credits voluntarily and incorporate them additionally into the same master’s module group, allowing your exam grade to be incorporated at a higher ECTS value into your module group. If you register for an exam with a certain ECTS credit value and fail, you are obligated to repeat this exam version at its credit value. Only if the exams are offered individually for each achievement (e.g., lecture and exercise separately) in Campo, you are allowed to register and de-register from the respective exam or achievements independently. You have time to decide which type of exam you want to take until the exam registration period.

Exams for the module “Flexible Budget Faculty of Engineering” (M7) and “Free Choice Uni” (M8) are normally not listed in your Campo account. In this case, you have to select “Register for electives” in Campo and use the search function. This works best if you search for the exam title or the exam number. The exam title is in most cases identical or very close to the title of your module/course. If this search does not work, you can ask your lecturer in the next lecture session or in the StudOn forum to give you the exam number. Please avoid asking your lecturers for the exam number via email in order to save them from being bombarded with emails!

If you have a special exam registration request, e.g., you have failed a first exam attempt and want to switch the remaining attempts to another module of the same module group, you need to contact Ms. Jahreis of our Examinations Office. Please send her a short email with your Student-ID Number, your name and the respective examination numbers so that she can make the changes manually. The professor of your elective class should, of course, be consulted on whether it is possible for you to take the exam as a non-discipline-related participant.

The examinations take place in the lecture-free period (semester break). The **first examination period at the Faculty of Engineering takes place in the first two weeks after the end of the lecture period** and the **second period in the last three weeks of the semester break** (i.e., partially during the official start of the new semester). The exams during the second exam period are still regarded as part of the semester in which its registration took place. You can find the scheduled exam periods for the Faculty of Engineering [here](#). The exact time and room of an exam is published in Campo around two weeks before the exam date. Please note that the exam periods and modalities at our other faculties can be different.

### 3.8 Exam Preparation

In order to prepare for the exams, it is recommended to regularly attend the exercises and tutorials during the semester, where the lecture content is explained in detail and you can ask questions. Once the exam dates are slowly approaching, it makes sense to start preparation early on. You should schedule a couple of weeks for studying and determine certain hours of each day in which you will be studying in order to minimize the time pressure. Do not forget to take breaks regularly! Six hours of pure studying (over the course of a day) are considered ideal, everything exceeding this time span is inefficient. Do not solely study the lecture content. Contact the Student Association Medical Engineering (FSI MedTech) or, depending on your subject, the Student Associations Computer Science or Electrical, Electronic and Communication Engineering (see [8 Useful addresses and contact persons](#)) and ask them for old exams in order to practice with previous exam questions. Often the lecture content becomes clearer once you try to solve actual exercises. You should start out trying to solve the exercise on your own without consulting the solution. It is even more helpful if you discuss open questions and results in small study groups of three to four people. Even if you make a lot of mistakes in the beginning: don't beat yourself up over it and ask your fellow students for help!

### 3.9 Exams

The master's degree program is considered successfully completed if all modules are passed with a total workload of 120 ECTS credits. The total grade is composed of the individual module grades according to their ECTS credit value. Module group M6 (Research Laboratory and Academic Laboratory) is non-graded, so the academic achievements are not included in the total grade. Therefore, the total grade is determined on the basis of 110 ECTS credit points. However, module group M6 must also be completed. Exams can have the following formats:

**Oral Examination** (abbreviation: o): conducted by an examiner (lecturer of the subject) and a second attendee, who does not ask questions but protocols the exam. The oral exam usually takes about 30 minutes. Your examiner is generally interested in creating a pleasant and conversational atmosphere and tries to steer you back into the right direction if you seem to stumble over a problem. We also encourage you to ask for clarification if you have not understood the question or problem, and to admit if you do not know the answers on a certain topic. It is always better to speak (even if you are not completely sure if your answer is correct) than to sit there in silence and waiting until the time is up.

**Written Exam** (abbreviation: w): depending on the information provided in the module catalogs, a written exam can take between 60 and 120 minutes. The exam questions can either be open questions or multiple choice. Before and during the exam, the supervisors will indicate how much time is remaining, and once the time is up, there will be no extension. Therefore, we recommend taking a couple of minutes at the beginning of a test so you can assess the number and difficulties of the individual questions and estimate how much time you will need for answering each question.

**Electronic Exam** (abbreviation: e-exam): Some FAU professors conduct exams on computers. In this case, the exam takes place at a certain date in one of the CIP Pools (computer pools).

**Tutorial Achievement:** Here, students must submit tutorial exercises on a regular basis (usually weekly).

**Laboratory Achievement:** It includes performing practical problem solving and writing an experiment protocol and a laboratory report.

**Seminar Achievement:** It generally consists of a presentation and a written composition of a pre-determined topic.

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All of these examination types can appear in the form of a graded course achievement (gCA) or an ungraded course achievement (uCA). A graded course achievement is defined through its grading, whereas for ungraded course achievements only the successful completion is evaluated (pass/fail). Ungraded course achievements can be repeated as often as necessary. The ungraded pass/fail scheme is commonly applied in laboratory trainings and tutorials. **For graded exams, you have a maximum of three exam attempts, meaning that if you fail your third exam attempt, you are automatically deregistered from your study program. For the exams of your conditional subjects you only have a maximum of two attempts (i.e. the maximum number of attempts that you can take within your first year of studies). If you don't pass the exams for your conditions in your first year, you are also deregistered from your study program.**

A **Portfolio Examination** (abbreviation: PfE) is an exam consisting of several parts.

You can look up in Campo (see [5.5 Campo](#)) which achievement or examination type is demanded for which module as well as the duration of the exam (e.g., "90 w" = 90 minutes of written exam).

For the "Free Choice Uni" (M8) module group, the examination regulations depend on the respective faculty your chosen course belongs to. The only two criteria which are important for M8 are that you must receive a **graded** achievement and that you take an **on-site exam (or online exam with identity control)**.

For classes that are only held in the winter semester, there is almost always a repeat exam offered in the summer semester (and vice versa). But you can also take the repeat exam as your first attempt in most cases.

Once the correction of the exam is completed and the grades are registered, you can see the list of your exam results in Campo (see [5.5 Campo](#)). Please be patient, sometimes the results are not listed until the beginning of the next exam registration period. Some professors publish the preliminary exam results on StudOn (see [5.4 StudOn](#)) or via email. You always have the right to access your corrected exam and ask questions if you are not satisfied with your grade or correction. Your examiner must provide you with an appointment for the inspection of the exam. If your objection to the exam correction is justified, your grade can be corrected to your advantage.

In some classes (especially seminar and electives from different faculties), you will receive your results in form of a separate document, so called "Scheine" (certificates). They must be submitted to Ms. Jahreis of the Examinations Office, so that she can enter the results in Campo.

### 3.10 Attempts of Deception, Plagiarism

It is obvious that using non-permitted devices (notes, books, cell phones, etc.) is prohibited. If you are caught in such an attempt of deception, you will automatically receive a 5.0 as your grade and fail the exam.

The same applies to tutorial exercises, seminar papers, or final theses in which content was partly or completely copied from another person. If you must solve a programming exercise and copy code from a fellow student, you will get yourself and the other student in trouble. Both will receive zero points and are not allowed to submit any tutorial exercises for the rest of the semester. If such attempts of deception occur repeatedly, the Examination Office must be informed, and measures will be taken.

### 3.11 Withdrawal from Examinations

If you have already signed up for an exam, but later on do not feel sufficiently prepared, you can usually withdraw from the exam three working days (a workday is considered all days from Monday to Friday, excluding holidays and weekends) before the exam date on Campo; no explanation is needed. If your exam would take place on Monday, you can withdraw your registration on Campo until midnight on Wednesday. **Do consider these deadlines, as it is a wasted attempt to either take an exam unprepared or not show up at all.** Classes at other faculties can have different deadlines, so you need to research the withdrawal deadlines for an exam on time.

The withdrawal two days before the exam (in our example Thursday) or later usually requires significantly more action from your side. **You must report your absence due to health reasons to Ms. Jahreis at the Examinations Office** (the form called "Krankmeldung" can be found here <https://www.fau.eu/study/current-students/examination-matters/examinations-office-faculty-of-engineering/> under the category "Information and forms"). To do so, you need a **doctor's certificate** which verifies that you are unable to take the test. **If on the day of the examination you cannot attend an examination for reasons outside your control (e.g., traffic, accident, or disruption to public transport), you must report this to the Examinations Office immediately.** The certificate for examination inability should ideally be submitted until the day of the exam; if you are sick, make sure a friend will deliver it, for instance. Alternatively, you can send the doctor's certificate to Ms. Jahreis within one week after the exam date via mail. If the deadline has passed and no certificate has been submitted, the exam is considered failed.

If you take part in an exam, the supervisor will ask the participants if they are feeling healthy. Until this moment you have the option to leave the room for health reasons, get a doctor's certificate right after and submit it to the Examinations Office.

**If you want to interrupt your exam due to medical reasons after you have received your exam**

documents, do so immediately after you have realized the situation, then leave the exam and visit a university appointed doctor. A list of such doctors can be found here: <https://www.fau.eu/study/current-students/examination-matters/examinations-office-faculty-of-engineering/>

### Important!

By completing the examination as normal, you confirm that you are in good health and are able to sit the examination. You cannot submit an application for special consideration retrospectively (even with medical certificates).

## 3.12 Repeating Exams

Exams can be repeated if you fail them, but the number of attempts varies. Exams of conditional subjects can at most be taken twice; every other exam three times. Academic achievements without grades can be repeated as often as necessary. For the master's thesis, you only have a second attempt if you have failed the first one.

**If you do not pass an exam, you are automatically registered for the repeat exam in the subsequent semester.** This also applies if you take a leave from studies (see [3.16 Leave of Absence](#)) or de-register from the degree program. If you do not attend the repeat exam (and do not have a doctor's certificate or any other certificate for examination inability), it is considered as another failed attempt. Stays abroad or internships should therefore be organized in such a way that you are still able to attend the repeat exam. If this is not possible, you must inform the Examinations Office beforehand and ask Ms. Jahreis to deactivate your exam registration for the corresponding semester. Even if you switch to a different university after failing an exam, your registration for the repeat exams will continue in the subsequent semesters and if you don't attend them (which you can, even as a de-registered student), your studies of Medical Engineering at FAU will finally count as failed. Please pay attention to this mechanism, as failing a Medical Engineering program at a German university will block you from enrolling in Medical Engineering programs at all other German universities (but not at a University for Applied Sciences).

**Passed exams cannot be repeated.** Many compulsory electives in the master's degree program have the option of substituting a repeat exam for a determined module with an exam for another module of the same module group. Please note that this is not the case for the modules that are marked as obligatory (see footnotes in your catalog). In case you want to switch a repeat exam registration according to those rules, please contact Ms. Jahreis of the Examinations Office during the exam registration period to communicate your substitution. The number of failed attempts,

however, is transferred to your alternative module, i.e., if you have failed your first module once you only have two remaining attempts for your alternative choice. If the first module is worth more ECTS credits (e.g., 5) and is substituted by two modules with lower ECTS credits (2 x 2.5), then you can choose which module of the two the failed attempt will be transferred to.

### **Important!**

You normally cannot de-register from repeat exams. You can generally only withdraw from them with a doctor's certificate or any other certificate for examination inability. The certificates must always be directed to Ms. Jahreis at the Examinations Office and never to the professor whose exam is concerned.

## 3.13 Additional Course Achievements

Once you have achieved the mandatory 120 ECTS credit points for the master's degree, you will not be de-registered from the university immediately but stay enrolled until the end of the ongoing semester. You can make use of this time and voluntarily take more exams for the compulsory electives or electives to improve your final grade. **Only exception: Exams that have already been passed cannot be repeated!**

If you decide to take more exams, please communicate this to Ms. Jahreis of the Examinations Office so that your master's certificate will not be issued prematurely. At the end of your studies, you must inform her which achievements should be listed in your master's certificate. If you don't communicate a preference, the best achievements are selected. In the Transcript of Records, all of your achievements can be listed (the ones that were not part of your final grade are listed in the category "Additional modules").

## 3.14 Calculation of Grades

Campo calculates the current total grade and grades of the module groups (e.g., "Medical specialization modules/M1") with every new entry. The individual modules are incorporated into an average grade according to their ECTS value. The average grade of a module group is incorporated into the master's exam according to the ECTS value of the group. This grade is not rounded but takes only the first decimal into account.

Should you have acquired more achievements than the ECTS credits required in a certain module

group and do not want to automatically have the best-graded modules listed, then you must contact the Examinations Office before your final certificate is issued and communicate which achievements should be incorporated into your final grade. The master's final grade is also not rounded up but cut after the first decimal.

## 3.15 Studying Abroad

If you are thinking about going abroad during your studies, please start your planning process early, ideally 12-18 months in advance. For a first consultation for stays abroad within the Erasmus partnerships and the direct exchange program of the Faculty of Engineering (e.g., with Australia, Canada and the USA), you can turn to the Office of Student Information and Advice (StIB: <https://www.tf.fau.eu/studying/office-for-student-information-and-advice-stib/>). A good overview of your options for semesters abroad is listed on the homepage of FAU's International Office ([www.fau.eu/international/going-abroad](http://www.fau.eu/international/going-abroad)) or on the Medical Engineering webpage under <https://www.medical-engineering.study.fau.eu/current-students/study-abroad/>.

As the master's curriculum is very flexible, you are very independent in planning a stay abroad under the condition that you have passed your conditional subjects. In general, the medical subjects offered by foreign universities are well-applicable for accreditation in the module group Medical specialization (M1), just like technical and laboratory trainings are well-applicable for accreditation as Academic Laboratory (M6.1 see <https://www.medical-engineering.study.fau.eu/current-students/general-study-information-masters-program/general-study-information-course-syllabus-fpo-2019/>).

Furthermore, the Research Laboratory (M6.2, see [2.3.4.1 Modules of the Core Curriculum \(for all branches of study\)](#)) is a suitable academic achievement to complete during a stay abroad. In this case, you need a supervisor at one of the chairs at the Faculty of Engineering at FAU. They must issue the laboratory certificate, which you can download on the Medical Engineering homepage. The research project itself will be conducted at the university abroad with further tutors. Please ask your FAU supervisor in advance if you can carry out the Research Lab module abroad under their (remote) supervision.

The Flexible Budget Faculty of Engineering/M7 is another good option to incorporate modules from abroad, as the only two criteria for this module group are that they cover technical content on master's level. Courses about language and culture can be used for M8/Free Choice Uni.

Although the offer of partner universities for Medical Engineering is still under development, our recent partner universities can be found here: <https://www.medical-engineering.study.fau.eu/current-students/study-abroad/>. Medical Engineering students can also participate in the Erasmus exchange programs of the departments involved in the study program (Electrical Engineering, Computer Science, Mechanical Engineering, Material Science and Chemical Engineering and Bioengineering, depending on your branch of study). Just consult the

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corresponding webpages of the International Office.

It is also possible to write a thesis paper abroad. In this case you must have a responsible supervisor from one of the FAU departments participating in the Medical Engineering Program, i.e., a professor who agrees to let you write your bachelor's or master's thesis paper under external technical supervision. The chairs often already have established contacts abroad, so it is worth asking! A request for accreditation will not be necessary, because the FAU supervisor will determine the grade.

**In every other case, you should make sure before leaving that your achievements abroad will be accredited for your studies at FAU.** Before studying abroad, students and the officer for accreditation for Medical Engineering commit to a so called "learning agreement", a document which defines which courses from abroad can be accredited for which modules at FAU. These modules must generally correspond with the contents and learning outcomes at FAU. A good way of determining whether classes are equivalent is to compare the external modules with the ones from FAU and highlight the common content. **If 80 % of the material is identical, there is a realistic chance of accreditation.** Accreditation for electives (Flexible Budget Faculty of Engineering/M7, FreeChoice Uni/M8) can be handled more flexibly. Please ask your officer for accreditation. In the "Study abroad" section of the Medical Engineering website you can download an example sheet, in which you can insert the external module descriptions, credits and further details. This sheet is to be sent back to your officer for accreditation, who will discuss the possible accreditation with the person responsible for the FAU modules.

The more information is provided about the foreign subjects, the higher your chances of accreditation are. Invest some time and effort into researching the information! With short content descriptions that might not even resemble the modules at FAU, you only irritate your professor and do little to improve your chances. Instead, demonstrate that you have read your study offers carefully and make your information available as reader-friendly as possible. It is helpful to contact the professors at your foreign university before leaving Germany and to ask for a detailed content description.

If the responsible lecturer for the module at FAU gives their consent, the accreditation of your foreign achievements will be inserted into the learning agreement, making the accreditation process upon your return easier and quicker. Should changes in your study plan occur during your stay abroad, please contact the officer for accreditation as soon as possible in order to adjust your learning agreement. **We generally recommend taking a leave from studies (see next chapter) for your semester abroad.**

### 3.16 Leave from Studies (“Leave of Absence”)

A leave of absence during your studies for important reasons can be requested at the Student Records Office (more information: <https://www.fau.eu/study/current-students/student-records-office/>). This includes a semester abroad, maternity and parental leave, a serious health condition or other severe issues, for instance. A designated “semester for industry internships” does not exist at FAU. You can, however, request a leave of absence if an industry internship takes up more than seven weeks of the lecture period. For your studies abroad, you can take up to two subsequent semester leaves. For an internship, you can only take one semester. **A leave from studies cannot be granted for professional activities, writing a final thesis paper or a family visit abroad.**

If you are able to plan your leave of absence early on, please submit your request before re-registering for the next semester but at the latest before the start of the lecture period of the new semester. If the reason for your leave of absence only crystallizes later in the semester, you can appeal on short notice. However, requests that are submitted two months after the beginning of the lecture period cannot be considered. It is also not possible to retroactively convert an already completed semester into a leave of absence semester.

During a leave of absence, the semester is not counted as an official master’s semester (but as a “zero semester”); you are therefore generally not allowed to render achievements during this semester.

The exceptions to this rule are:

- **Repeat exams:** You are obligated to repeat exams during your leave of absence if you have failed exams in the previous semesters (does not apply if you have asked Ms. Jahreis beforehand to deactivate your repeat exams for this time period).
- **Study abroad:** You can take exams during a study mobility phase abroad while you take a leave of absence at FAU and incorporate the academic achievements into your studies at FAU after your return.
- **If you miss exams in an official study semester at FAU due to your upcoming stay abroad** (because the semester at the foreign university starts earlier), you have the possibility of taking these missed exams after your return to FAU, even though it is during the semester leave. For this procedure, you must submit a confirmation of the foreign academic calendar to Ms. Jahreis.

### Important!

In general, it is not possible to render academic achievements during your leave of absence. In Bavaria, however, students who take leave of absence because they are raising children have the possibility to still take exams during this time.

## 3.17 Accreditation of Academic Achievements

If you have rendered achievements at a different university in Germany or abroad, in a different degree program, during professional activities or a vocational training which are equivalent to those of the Medical Engineering degree program, it is generally possible to accredit these achievements for your studies. You can find out whether a Medical Engineering module is comparable to your external achievement by looking through its module description in the corresponding module handbook on the Medical Engineering homepage or Campo (see [5.5 Campo](#)).

We recommend comparing the content description of your external achievement with the FAU Medical Engineering module and highlighting the identical elements. **If 80 % of the material is identical, there is a realistic chance of accreditation.** It is always possible to accredit your achievements for the Free Choice Uni/M8 module under the condition that your achievement was graded and that it was not part of your bachelor's degree. In this last case, you do not have to search for an equivalent module at FAU.

To start the accreditation process, you must fill out the accreditation form that you can find online: <https://www.medical-engineering.study.fau.eu/current-students/recognition-of-academic-achievements/>

In the column "Campo module no." you must insert the corresponding module number from Campo. Please also add the module (group) number (M1, M7, etc.) from the master's module catalog. Submit the signed form at the study advisory, in addition to the following documents:

- Certificate/transcript of records and an extensive module description (in German or English, please translate if necessary) or, if nonexistent, scripts, notes, old exams, literature references, etc. Only exception: If the accreditation has been determined in a learning agreement before (see [3.15 Studying Abroad](#)), you don't have to submit the aforementioned documents.
- Information on the common semester workload and the grading system of the foreign university, i.e., the number of credit points (if not ECTS credits) that should be achieved during one semester and the best and worst passing grade according to the foreign grading system.

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The officer for accreditation for Medical Engineering then discusses the possible accreditation with the person responsible for the FAU modules. If the lecturers give their consent, the results will be transferred to the Examinations Office and listed in Campo; foreign grades and non-ECTS credits are transferred into the German system. By accrediting a subject from abroad for a concrete Medical Engineering module at FAU, you will receive as many ECTS credits as the corresponding module indicated in the Medical Engineering study plan. If accredited as a “placeholder” for a module group (e.g., “Flexible Budget”), the credits will be transferred exactly into the ECTS system. Transferred foreign grades do not necessarily correspond with the German grading levels, so 2.1 will be accredited as 2.1 and not be rounded to 2.0 or 2.3, for example.

You can issue your request for accreditation during the entire time of your studies; your achievements will stay valid, no matter when they were rendered. You also have the option to accredit unused achievements from a previous or interrupted degree or a stay abroad during your bachelor's to the Free Choice Uni module.

**Accrediting an achievement in your master's that has already been accredited in your bachelor's degree, however, is generally not possible.**

### **Important!**

If your accreditation has a value of 30 ECTS credits or higher, you are automatically upgraded to the next higher semester.

The accreditation of non-academic achievements (e.g., from vocational training) may not exceed half of the ECTS credit values of your degree program, i.e., 90 ECTS credits in your bachelor's and 60 ECTS credits in your master's.



### 3.18 Extending Your Studies

In case you cannot finish your master's studies within the standard duration (four semesters), you have the possibility of extending your studies by one semester (in total five). You do not have to submit a special request, but merely re-register for the next semester (see [3.4 Re-registration](#)).

If you need more than five semesters for your master's, you must hand in a petition to extend your studies to Ms. Jahreis of the Examinations Office and explain why this extension is necessary. You can then re-register as usual; your petition for extension should be submitted to the Examinations Office until September 20th (for the winter semester) or March 20th (for the summer semester). The form can be found [here](#). **Important: The "corona semesters" of summer 2020, winter 2020/21 summer 2021 and winter 21/22 are not counted as regular study semesters, i.e., they do not count towards the standard study duration, but are counted as 0.**

### 3.19 Switching Your Degree Program or University

If you wish to switch from Medical Engineering to a different degree program, you can consult the study advisory Medical Engineering for support. Requests for accreditation of academic achievements from Medical Engineering to a different degree program must be discussed with the respective study advisory and/or accreditation representative of the new study program (see [8 Useful Addresses and Contact Persons](#)). If you intend to switch university, please consult the corresponding contacts there.

Should you be interested in switching to a degree program of a different Faculty at FAU or do not have any exact plan, you can make use of the advisory program of the Student Advice and Career Service (IBZ, see [8 Useful Addresses and Contact Persons](#)).



## 4 Students in Special Situations

### 4.1 Students with a Chronic Condition or Disability

Prospective and current students with a disability or a chronic condition are entitled to special support. Disabilities are categorized by physical, mental, or psychological impairments with symptoms lasting longer than six months. This includes mental conditions or dyslexia. Included in chronic diseases are all impairments that have been receiving at least one medical treatment per quarter for one year (e.g., migraine).

As the process of admission for the Master's degree program Medical Engineering is conducted by an entrance examination, applicants with disabilities have the option to request compensation for their impairment and a subsequent adjustment of the examination conditions (e.g., by adding more time to the examination).

A compensation of disadvantages is also possible for exams during the course of study. Please contact the officer for students with disabilities and chronic illnesses, Dr. Gündel (see [8 Useful Addresses and Contact Persons](#)) at the latest 6 weeks before the beginning of the examination period. He can tell you in detail what a medical certificate must look like in order to receive compensation for disadvantages. Once the certificate is submitted and the compensation is greenlit, Ms. Jahreis of the Examinations Office will issue an appropriate document which should be handed in at the lab where your examination takes place as soon as possible. This is necessary to organize the compensation, e.g., by seating you separately during the exam, as you will be less disturbed by students leaving early.

Additional tips and assistance as well as independent advice centers can be found here:

<https://www.werkswelt.de/index.php?id=studieren-mit-behinderungen-und-chronischen-krankheiten>

<https://www.barrierefrei-studieren.de/>

If you are unsure about issuing a request for compensation, you can contact the study advisory Medical Engineering. Your request will always be handled confidentially!

### 4.2 Studying During Pregnancy or with Children

As a pregnant student, you enjoy certain protection. Pregnant students who can prove with a doctor's certificate up to four weeks before an exam that they are in their 30th week of pregnancy and are not able to take the exam under the usual conditions are entitled to perform the exam in a different matter or arrange an extended exam period with their professor and the Examinations Office.

Special leave of absence conditions also account for students with children:

Parent students can request a maternity or parental leave. The leave of absence is valid from the birth of the child until the completion of its third year (in total not more than six semesters). It is possible to postpone twelve months of this parental leave (two semesters) to a later point before the child's eighth birthday.

Furthermore, a student can take up to two vacation semesters (due to different reasons: stay abroad, internship, see [3.16 Leave of Absence](#)) that are not included in the maternity or parental leave.

If you have difficulties meeting your exam date, there are different options for you, e.g., the FAU Family Service offers childcare during the exam time in cases of emergency, or if you cannot attend the exam due to a family emergency, you can request prompt repetition dates.

If you are interested in consultation or more information, e.g., on childcare offers at the university or living arrangements for student parents, you can make use of the Family Service of FAU (see [8 Useful Addresses and Contact Persons](#)). Information on financial aid for students with children can be found here: [www.studentenwerke.de/en/content/studentenwerke-establish-family-friendly](http://www.studentenwerke.de/en/content/studentenwerke-establish-family-friendly).

### 4.3 Psychological Consultation

Studying at university sometimes also means having to deal with high levels of stress. Test anxiety, difficulties in time management (procrastination) or doubts if one has chosen the right degree program are some examples for situations that can be burdensome for students. Conflicts with your partner, family members or fellow students can be difficult to handle, too.

FAU students with these or other problems can contact the psychological advisory at the Studentenwerk (Association for Student Affairs) (see [8 Useful Addresses and Contact Persons](#)), which also has an office at the Faculty of Engineering. For the first session, you are not required to give personal details, as it is non-committal and free of charge. For the following sessions, a small contribution of 10 Euros is charged but it can be waived for students in need. The counsellors are trained psychologists and familiar with student specific issues. It does not matter what weighs on you, you will soon discover that you are not alone with your problems.

### 4.4 Part-time Studies

It is possible to study the Master's degree Medical Engineering part-time with half of the time and workload, in which case your number of semesters doubles. Per study year, students can complete up to 35 ECTS credits. The standard duration of the degree program is therefore set to eight semesters with the possibility to extend two more semesters. The master's thesis work period is 12 months long. The content of the degree remains identical to the full-time studies.

You choose your type of studying (full time or part time) when enrolling for the master's degree program. Switching between part and full time is possible once per study year and requires a written

petition to the Student Records Office. After three full-time semesters, a switch to part time is only given in justified cases. A switch to gain more time for the master's thesis is therefore not possible. This offer is directed to professional athletes or students with children, health conditions, and caregiving tasks or with an active job. The part-time schedule, however, does not take place in the evening or on weekends, i.e., you must attend the regular classes with full-time students taking place during the day and the entire week. The part-time studies therefore should only be considered if you are flexible with your working hours. **International students who require a study visa must clarify with officials of the immigration office if a part time study program is permitted. In general, a residence permit is only issued for full time studies.**

### 4.5 Double Degree

Some Medical Engineering students are interested in the option of a double degree in their master's. They would like to study the Master's program Medical Engineering at the same time as the Master's program Computer Science or Electrical Engineering (both taught in German), and to integrate the exact same academic achievement (if identical) in both degree programs, e.g., the master's thesis, if the program and examination regulations (FPO) allow it. In general, this is possible, but must be considered with care.

For a double admission, a formal petition at the Student Records Office must be made and approved by the deans of the faculties in question. Apart from the regular admission requirements (i.e., language levels and subject-related requirements), you must first justify that you have a special interest - professional or academic - in the joint completion of both of your desired degree programs. Secondly, you must verify that you are able to complete both studies without overlaps and within the standard duration. Please keep in mind that a double study is not a reason for an extension of your study period, and you might receive worse grades due to the higher workload.

Because of the second condition rarely being met, it is recommended to first complete one master's degree program and then begin the second one, to which many academic achievements of the first master's can be accredited (see [3.17 Accreditation of Academic Achievements](#)). The respective Officer of Accreditation of Academic Achievements is responsible for this accreditation (see [8 Useful Addresses and Contact Persons](#)). However, please note that in your second master's certificate, the double credited achievements are indicated with "accreditation from previous studies", and ask yourself if this will really give you an advantage in the job market.



## 5 Online Tools

### 5.1 IdM-Portal

The IdM-Portal is where you log in first after enrollment. For this, you will need the activation code you have received from the Student Records Office after submitting all enrollment documents and paying the semester fee. You will receive your personal user identification and password via post after paying the fee (if you indicate a correct address!). You will also find this letter in the Campo portal in the “Student Services” section.

With this user identification, you activate your IdM account and must upload a photo of yourself for your student card (FAUcard), which you can use for paying in the cafeteria or using the library services, for instance. After completing this step, you will receive your FAUcard within the following four weeks (if you already reside in Germany; if not, you can pick it up after your arrival).

The [IdM-Portal](#) contains your general user data. For example, you can check for which services your card is activated under the category “Services”. The button “Requests/Tasks” allows you to block your FAUcard if you happen to lose it. The email forwarding function allows you to redirect the emails you receive at your @fau address to another email address (Home » Profile » Data overview: relaying to a different email address). **If you do not use your FAU email account regularly, please use the relaying service in order not to miss important information!** Another one of your first steps in the IdM-Portal should be to activate the library services of your card by clicking on “Requests/Tasks”, “FAUcard”, “Library account activation” and follow the steps. The activation of your library account may take one to two working days. On the first page of the IdM-Portal, you can subscribe to newsletters or cancel a subscription.

### 5.2 CIP Pool Account

CIP Pools are open computer laboratories located across the university. However, if you install an account via the Computer Science Department’s CIP Pool team, you can only access the CIP Pools of the Department of Computer Science (blue tower). In the first two weeks of the lecture period, you have the possibility to log in to any of the Computer Science’s CIP Pools using the login name and password “cipan” and let the system give you the step-by-step instructions to install your account. You can get additional help for the process from the CIP Pool admins. Please find further information on their [website](#).



### 5.3 UnivIS

Since the old university information system (<http://www.univis.fau.de/>) has been replaced by the Campo portal (see [chapter 5.5](#)) in winter semester 22/23, you will only use UnivIS for looking up people and rooms/lecture halls. If you want to know where the office of your study advisor or your lecturer is located or under which telephone number you can reach your contact person at the Examinations Office, you can enter the person's last name in the "people" search in UnivIS and get access to their contact details. If you need the GPS data of a lecture hall to locate it on campus you can use the "rooms" search function.

### 5.4 StudOn

[StudOn](#) is the communication and learning platform for all FAU students. You have your personal desktop, where you can manage the classes and groups for which you are registered. In these groups, you have the possibility to communicate with the lecturers and tutors, as well as with other students. For some lectures, learning platforms are activated on StudOn to help you prepare for your exam. Furthermore, you can find the material (lecture slides, tutorial exercises) for the corresponding lectures and tutorials. Your lecturer will tell you how to find the group during your first lecture.

### 5.5 Campo

The Campo portal is used for the master application and administrating the enrollment at FAU. At the beginning of your studies, after receiving your admission letter, you generate your enrollment form in the Campo portal, print and sign it and send it to the Student Records Office (together with the other required enrollment documents).

During your studies, you use Campo to inform yourself about the courses and modules that are offered for your study program. You can access the whole course catalog for the current semester by clicking on the three bars in the top left corner of the Campo starting page and then on "Studies offered", "Show university course catalog", the "Faculty of Engineering" and your study program "Medizintechnik" (= German for Medical Engineering). Please make sure you select the correct examinations regulation that applies to you (Master of Science 2022 if you start your Master's studies in summer semester 23). You can then find the courses for the different module groups and branches of study (study fields). The puzzle piece symbol represents the modules, which may consist of different courses (e.g., lecture and exercise). If you click on the book symbol you access the course itself. By clicking on "parallel groups/dates" you can see the time of the course, the room where it takes place and the name of your lecturer. In the top left corner, you can add the course to your personal course schedule ("save to schedule"). You will now be able to find the saved course under

“Home” – “My studies” – “schedule”.

If you cannot find a book symbol under the puzzle piece symbol, this means that the course is not offered in the current semester (but probably in the next semester). The medal symbol stands for the exam for the respective module, which generally takes place every semester, regardless of whether the course is offered or not.

In order to access the content of each module (i.e., learning objectives, recommended literature etc.) you access the “Studies offered” section, click on “Module descriptions” and search for your desired module.

You also use Campo to register for your exams (about 4 weeks after the start of the lecture period) and you will see your overview of exams and grades there later on.

Moreover, you can download your enrollment certificate and your current transcript of records in the section “Student Service”.

## 5.6 Virtual University of Bavaria (VHB)

The Virtual University of Bavaria is a cooperation between Bavarian universities offering a wide range of online courses, which is free of charge for students enrolled at a Bavarian university. The VHB gives you the opportunity to take different courses simultaneously with your studies at FAU and schedule your study time more flexibly. This is an advantage if you have frequent overlaps in your schedule or if you generally prefer studying from your home. Some of the VHB courses are a part of the catalogs of compulsory electives in the Master’s degree program Medical Engineering. Every graded class that finishes with an **on-site exam (or an online exam with identity control)** can be used for the master’s module “Free Choice Uni (M8)”.

In order to participate, you must first register yourself on the VHB’s webpage ([www.vhb.org/en/homepage/](http://www.vhb.org/en/homepage/)). Select the status “Student einer Trägerhochschule” (student of a participating university) and “Gesundheitstechnik” (Health Engineering) as your degree program (category “Studienfach”). You will be guided through the rest of the registration process. The VHB homepage informs you about the available courses and the registration and examination details. Parts of the VHB website are only available in German, but you can find a user’s manual on the Medical Engineering website: <https://www.medical-engineering.study.fau.eu/current-students/general-study-information-masters-programme/>.

## 5.7 Video Platforms

The FAU currently has two platforms: <https://www.fau.tv/>, an offer of the FAU Computer Center, and [video.cs.fau.de/](http://video.cs.fau.de/), supervised by the Student Association for Computer Science (FSI Inf). Both platforms contain past and upcoming lectures held at FAU. The videos can also help you to prepare for exams and give you the opportunity to repeat the lecture’s content, especially if you intend to



take the exam to a winter semester course in the summer semester or vice versa.

### 5.8 Important Websites

For questions concerning your studies, you should first consult the Medical Engineering homepage (<https://www.medical-engineering.study.fau.eu/>), where you can also find an **FAQ section**. The information on the homepage is available in English. The archive offers a collection of module catalogs from former semesters, which can become helpful at the end of your studies to decide which module can be used for which module group. When in doubt, consult the archive to see which module group a module belonged to when you first took the exam.

The events calendar of the Faculty of Engineering's website keeps you informed on upcoming talks, training events for entering the job market or job fairs:

<https://www.fau.de/veranstaltungen/veranstaltungen-der-technischen-fakultaet/>

### 5.9 VPN Client

The VPN Client (Virtual Private Network) offers you the possibility to access the university's network and its services from your home. In most cases, it is sufficient to install the Cisco VPN of FAU's Computer Center, which can be downloaded for different operating systems at the Computer Center's website (in German): [www.rrze.fau.de/dienste/internet-zugang/vpn/cisco-vpn.shtml](http://www.rrze.fau.de/dienste/internet-zugang/vpn/cisco-vpn.shtml).

By using this method, you cannot only access software provided by the Computer Center to enrolled students, but you can also use the wide range of e-books and online publications offered by the university library.



## 5.10 Overview: Which Tool Is Used for What?

Online-Tool:	Functions:
<b>Idm-Portal</b>	General user information
	FAUcard
	Blocking FAUcard if lost
	Redirecting FAUmail account to other email account
	Activating key card function of FAUcard for computer science building
	Subscribe to/unsubscribe from FAU newsletters
<b>UnivIS</b>	Search for people
	Search for rooms
	Courses and modules before WS22/23
<b>StudOn</b>	Platform for communication and e-learning
	Course materials
	Forums for individual courses
<b>Campo</b>	Application for studies
	Requesting enrollment
	Courses and modules from WS 22/23 and onwards
	Creating course schedule
	Exam dates
	Registratio for/Deregistration from exams
	Bafög certificate
	Enrollment certificate
	Overview of grades/transcript of records
Information on re-registration process	



## 6 Student Life

Of course, your study experience does not exclusively revolve around ECTS credits, modules, and exams. Especially the Faculty of Engineering usually makes a great effort in offering social events. There are many parties and events in the south campus buildings and outside depending on the season. Not only the famous TechFak summer party is a big event, but also the parties organized by the student associations (FSI) of the different study programs or other student organizations. The student association FSI Medical Engineering (see [7 Glossary - Important Terms for Studying Medical Engineering](#)) holds summer and Christmas events, the FSI Computer Science is famous for their crypto parties, and in December, the student club *ETG Kurzschluss* shows the classic German movie “Die Feuerzangenbowle”. To keep yourself informed on the events, keep your eye out for posters and bills or subscribe to the mailing list of the respective organizers. If you want to get involved, help out at the events or are interested in meeting new people, you are very welcome to join the FSI Medical Engineering or any other student organization. Other opportunities to meet other students and make friends include (but are not limited to) the FAU sport activities, Erlangen’s nightlife and the maker’s space *FAU FabLab*, where students can work on their own technical projects.



Figure 5: summer event of the FSI Medical Engineering

# 7 Glossary - Important Terms for Studying Medical Engineering

## Compulsory Courses and Conditional Subjects

You must complete certain mandatory modules; these include the conditional subjects and the compulsory electives which teach obligatory skills (see footnotes in your module catalog). **You have one year to pass your conditional subjects, no matter if you withdraw from an exam due to illness or other important reasons. The deadline for completing your conditions cannot be extended due to Bavarian law.** You have three attempts in order to pass all other modules.

## Compulsory Electives

Compulsory electives consist of a preselected list for a respective module group. You can choose the modules you want to take from the list. At the end of your studies, enough modules must be passed successfully to fulfill the ECTS requirement for the group. Most module groups in the master's degree program consist of compulsory electives. If you fail an exam for a regular compulsory elective, you are usually obligated to repeat the exam in the following semester. However, you can switch your registration for the repeat exam to a new module from the same module group by sending an email to Ms. Jahreis of the Examinations Office during exam registration. Please note that the number of failed attempts for the old modules is subtracted from the number of possible attempts for the new one.

## Degree Program and Examination Regulations (FPO)

The degree program and examination regulations Medical Engineering (FPO MT) contain discipline-related regulations for the examinations of the Bachelor's and Master's degree program Medical Engineering. If the FPO does not state any guidelines, the general degree regulations of the Faculty of Engineering ABMPO apply (see below). At the moment, the degree program Medical Engineering has different FPO-versions: If you have begun your master's studies on October 1, 2022, or later, you are studying according to the FPO version of 2022.

## ECTS Credits

ECTS stands for European Credit Transfer and Accumulation System, which was introduced to measure the workload of students and compare study performances across Europe. The ECTS credits a student receives for completing a course are in relation to the required workload. One ECTS credit equals a work-load of roughly 30 hours. The total workload for a bachelor's degree is 180

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ECTS credits and for a master's degree 120 ECTS credits. **There is no minimum of ECTS credit points that must be acquired per semester.** It is recommended, however, to achieve around 30 ECTS points per semester to complete your studies in the standard study period, which can be important for *BAföG* recipients ([see 3.5 BAföG](#)).

### Electives

Electives can be chosen from the entire course selection of FAU (from all faculties) and the Virtual University of Bavaria (VHB). The module "Free Choice Uni" (M8) of the master's degree program is an elective module. Please note that you can only use **graded coursework acquired through on-site exams or online exams with identity control** for this module.

### Examinations Committee

The examinations committee of the Faculty of Engineering is responsible for all important case-by-case decisions regarding the degree program and examinations. The committee meets twice per semester and discusses specific cases. Urgent decisions can be made directly by the presiding members. If you intend to appeal a decision (e.g., regarding the denied accreditation of academic achievements or a questionable grade), you must approach the examinations committee. You can send your inquiry in letter format via email to Ms. Jahreis of the Examinations Office.

### General Degree Program and Examination Regulations (ABMPO)

For Medical Engineering students, the ABMPO TF (the General Examination Regulations for the bachelor's and master's degree programs at the Faculty of Engineering) apply. The documents can be found in German and English at the link section of the Medical Engineering website. The ABMPO contains essential regulations for all study programs of the Faculty of Engineering and is complemented in discipline-related questions by the degree program and examination regulations FPO (see above).

### Module

One module is a chronologically and thematically connected teaching and learning unit, the contents of which can be tested in a study-related examination (for the different exam types see [3.9 Exams](#)). Colloquially, the term "subject" is used for describing a module. For example, the module or subject "Engineering Mathematics" contains an eponymous lecture and exercise. Please read the module catalog carefully, especially the footnotes.

### Module Catalog

The module catalog complements the master's study plan template. Unlike the study plan template, it is not regulated by the program and examination regulations (FPO) and can be changed every

# Useful Addresses and Contact Persons



semester by the Study Commission. Once a new catalog is completed, it will be published on the Medical Engineering website (usually at the beginning of every semester). The current catalog determines which modules are available in the ongoing semester. The catalogs of previous semesters can be found in the catalog archive on the Medical Engineering website for your consultation.

## Module Descriptions

The module descriptions determine which content is to be taught, which learning objectives are defined and which qualifications a student should acquire from the module. Furthermore, they indicate the examination type for the module and how many ECTS points it is worth. Usually, you can find the module description for your degree program in the module search in Campo. The module descriptions are especially important if you are interested in studying abroad or are seeking the accreditation of external achievements in exchange for the FAU Medical Engineering modules (see [3.17 Accreditation of Academic Achievements](#)).

## Module Group

The different modules of a branch of study are combined into module groups with an individual name and number (the M stands for the Master module groups). Some module groups represent a thematical unit, others are a placeholder where you can choose from different options (e.g., M7 “Flexible Budget Faculty of Engineering”). An overview of the master module groups can be found in the module catalog (<https://www.medical-engineering.study.fau.eu/current-students/general-study-information-masters-program/general-study-information-course-syllabus-fpo-2022/>) on the Medical Engineering homepage.

## Practical/Laboratory Training

Practical/Laboratory training takes different forms in the Medical Engineering degree program: a practical class with mandatory attendance, which usually takes place in the laboratory (Academic Laboratory), an internship in an industrial company (only voluntary for master’s students) and the Research Laboratory, a practical research project at a university lab.

## Program Structure/Master’s Study Plan Template

**There is no predetermined schedule in the Master’s program for Medical Engineering.** The study plan template gives you an overview of the required module groups and the overall ECTS credit points you must achieve for completing a module group (see [2.3.3 Course of Study](#)). Your module catalog tells you which courses you can select for each module group. The program and examination regulations (FPO) Medical Engineering regulate the master’s study structure. The version you started with (since Oct. 2022: FPO 2022) applies for the whole period of your studies.

## Useful Addresses and Contact Persons

### **Student Association Medical Engineering (FSI MedTech)**

The student association FSI MedTech is a collective of students who represent the interests of all Medical Engineering students. The FSI also has members in the Study Commission Medical Engineering, in which important decisions for the degree program are made. The FSI is also your student contact for peer counseling regarding your studies, e.g., if you need old exams in order to practice for your own exam, if you have questions about certain modules or professors or if you need help or tips on general topics. For these types of questions, a weekly consultation hour is offered, the exact time can be found on the FSI homepage. Of course, you can just stop by the FSI room (01.150 in the blue tower) and talk to your fellow students. The FSI regularly organizes information events, e.g., welcome events of other information events. They are also responsible for the social life of the Medical Engineering students and throw a variety of parties, where you can meet fellow students from higher semesters and of course actively participate yourself (see [8 Useful Addresses and Contact Persons](#)).

### **Study Commission Medical Engineering (StuKo MT)**

The Study Commission Medical Engineering is responsible for all decisions concerning the study admission, the program and examination regulations and the module catalog for the degree program Medical Engineering. The Study Commission meets twice per semester. Members are the head of the Study Commission, four representatives of the student association FSI Medical Engineering, the study advisor and other people who are involved in the organization of the degree program. The commission's topics are general problems in the degree program and adapting the courses of the module catalog if necessary. You can actively participate in the commission's topics as a student by contacting the study advisory or the FSI Medical Engineering with your problem or concern, who will represent your interests in the Study Commission. The site <https://www.fau.eu/fau/organisation-and-committees/> gives an overview over all commissions participating in university politics at FAU.

### **SWS (Semesterwochenstunde)**

SWS stands for the weekly lecture hour and indicates the duration of a class. An SWS is equal to 45 minutes. Many lectures consist of 2 SWS units, but longer periods for tutorials and practical courses are possible. By successfully completing a class of 2 SWS units (through a written exam or otherwise) you will usually receive 2.5 ECTS credit points, for a class of 4 SWS units usually 5 ECTS credit points. If your course is accompanied by additional tutorials or project work, you can receive up to 7.5 or 10 credit points. However, there is no direct correlation between SWS units and ECTS credit points because the workload for the preparation and follow-up work of a class varies significantly, hence the workload does not only depend on the time you spend in class.



## Useful Addresses and Contact Persons

### **TNZB (Technisch-Naturwissenschaftliche Zweigbibliothek)**

The Science and Technology Branch Library (TNZB) is a branch of the Central University Library and is located on the campus of the Faculty of Engineering. It includes books, magazines, and other publications of the field of science and technology. In order to borrow books, you must have a student ID (FAUcard) that is activated for library services (see [5.1 IdM-Portal](#)). The service team of TNZB offers frequent library tours in English to introduce the students to literary research.

## 8 Useful Addresses and Contact Persons

### **BAföG office (federal education assistance)**

Hoffmannstraße 27  
91052 Erlangen  
Tel: +49 (9131)/80-02900

### **BAföG representative Medical Engineering**

Claudia Barnickel (deputy)  
Martensstraße 3  
Room 02.0158  
91058 Erlangen  
Tel: +49 (9131)/85-67337  
Fax: +49 (9131)/85-28781  
E-Mail: [claudia.barnickel@fau.de](mailto:claudia.barnickel@fau.de)  
Open consultation hours: Mon-Thu, 1 - 4 pm  
or by arrangement

### **Mensa/Cafeteria (meal plan)**

<http://www.werkswelt.de/index.php?id=mensen-cafeterien-cafebars>

### **Central Office for International Affairs (RIA)**

Helmstraße 1  
91054 Erlangen  
<https://www.fau.eu/education/advice-and-services/contacts-central-office-for-international-affairs/>

### **ERASMUS coordinators**

Medical Engineering: Daniela Novac  
EEI: Dr.-Ing. Christian Carlowitz  
MB: Dr. Oliver Kreis  
WW: Frau Susanne Michler  
INF: Dr. Zinaida Benenson  
CBI: Dr. Anna Hilbig

### **Examinations Office (Faculty of Engineering)**

Helga Jahreis  
(Officer for Medical Engineering)  
Room 1.042  
Halbmondstraße 6  
91054 Erlangen  
Tel: +49 (9131)/85-24752  
Fax: +49 (9131)/85-24054  
E-Mail: [helga.jahreis@fau.de](mailto:helga.jahreis@fau.de)

# Useful Addresses and Contact Persons

## Family Service of FAU

Bismarckstraße 6  
2nd floor  
91054 Erlangen  
Tel: +49 (9131)/85-23231  
[www.familienservice.fau.de](http://www.familienservice.fau.de) (in German)

## FAUcard Service Office

<https://www.fau.eu/study/programme-start/faucard/>

## FSI Electrical, Electronic and Communication Engineering

Cauerstraße 7  
Room U0.12 (basement)  
91058 Erlangen  
Tel: +49 (9131)/85-27043  
E-Mail: [fsi-eei@fau.de](mailto:fsi-eei@fau.de)  
<https://eei.fsi.uni-erlangen.de/wiki/> (in German)

## FSI Computer Science

Martensstraße 3  
Room 02.150-113  
91058 Erlangen  
Tel: +49 (9131)/85-27939  
E-Mail: [fsi@cs.fau.de](mailto:fsi@cs.fau.de)  
<https://fsi.cs.fau.de/dw/> (in German)

## FSI Medical Engineering

Martensstraße 3  
Room 01.150-113  
91058 Erlangen  
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[www.medtech.fsi.fau.de](http://www.medtech.fsi.fau.de)

## Language Centre (SZ)

[www.sz.uni-erlangen.de/](http://www.sz.uni-erlangen.de/)

## International Office of the Faculty of Engineering

Erwin-Rommel-Straße 60  
91058 Erlangen  
<https://www.tf.fau.eu/person/international-office-tf/>

## Christine Mohr

Room U1.250  
Tel: +49 (9131)/85-27851  
E-Mail: [christine.mohr@fau.de](mailto:christine.mohr@fau.de)

# Useful Addresses and Contact Persons

## Legal advice (tenancy law, labor law, immigration law etc.)

Hofmannstraße 27  
2nd floor, room 201  
91052 Erlangen  
Andreij-Sacharow-Platz 1  
2nd floor, room 2.332  
90403 Nürnberg  
<http://www.werkswelt.de/index.php?id=rechtsberatung&setlang=en> (in German)

## Lost and found (Faculty of Engineering)

<https://www.tf.fau.de/infocenter/fundbuero/>  
(in German)

## Campo Support:

E-Mail: [campo@fau.de](mailto:campo@fau.de)

## Office for Gender and Diversity

Bismarckstraße 6  
3rd floor  
91054 Erlangen  
Tel.: 09131 85-22951  
E-Mail: [gender-und-diversity@fau.de](mailto:gender-und-diversity@fau.de)  
Guidelines for dealing with sexual harassment:  
[https://www.gender-und-diversity.fau.de/files/2017/06/richtlinien\\_sexuelle-belstigung\\_2017\\_04\\_20.pdf](https://www.gender-und-diversity.fau.de/files/2017/06/richtlinien_sexuelle-belstigung_2017_04_20.pdf)

## Officers for Accreditation of Academic Achievements

### Medical Engineering:

Daniela Novac

Electrical, Electronics and Communication Engineering (EEI), Information and Communication Technology (IuK), Energy Technology (ET), Engineering for teaching:

Dipl.-Ing. Almut Churavy

### Mechanical Engineering, Mechatronics:

Dr.-Ing. Oliver Kreis

### Computer Science:

Prof. Dr. Christoph Pflaum

### Computational Engineering:

Daniela Novac

### Life Science Engineering, Chemical

### Engineering and Bioengineering:

Dr.-Ing. Anna Hilbig

### Artificial Intelligence:

Daniela Novac

## Useful Addresses and Contact Persons

### **Psychological-psychotherapeutic Counseling Center - Faculty of Engineering**

Dipl.-Psychologin Elizabeth Provan-Klotz

Dr. Dominik Özbe-Schönfeld

Different rooms on the Campus of the Faculty of Engineering,  
91058 Erlangen

Email: [tf-psychologische-beratungsstelle@fau.de](mailto:tf-psychologische-beratungsstelle@fau.de)

<https://www.tf.fau.eu/studying/advice-and-services/psychological-services/>

### **Computer Center - Service Desk**

Martensstraße 1

Room 1.013

91058 Erlangen

Tel: +49 (9131)/85- 29955

Fax: +49 (9131)/85-29966

E-Mail: [rrze-zentrale@fau.de](mailto:rrze-zentrale@fau.de)

[www.rrze.fau.de/](http://www.rrze.fau.de/) (in German)

Mon - Thu: 9 a.m. - 4 p.m. ; Fri: 9 a.m. - 2 p.m.

### **Secretary Department of Computer Science**

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91058 Erlangen

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Email: [sekretariat@informatik.uni-erlangen.de](mailto:sekretariat@informatik.uni-erlangen.de)

[www.cs.fau.de](http://www.cs.fau.de)

### **Student Advice and Career Service (IBZ), City Center**

Halbmondstraße 6-8

Room 0.021

Tel: +49 (9131) / 85-24444 or 85-23333

[www.fau.eu/study/prospective-students/student-advice/](http://www.fau.eu/study/prospective-students/student-advice/)

Office hours: Mon - Fri: 8 a.m. - 2 p.m.

General Study Advisor (Faculty of Engineering):

Elisabeth Grosso

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Fax: +49 (9131)/85-24803

Email: [elisabeth.baechle-grosso@fau.de](mailto:elisabeth.baechle-grosso@fau.de)

## Useful Addresses and Contact Persons

### **Representative of disabled students:**

Dr. Jürgen Gündel  
Halbmondstraße 6-8  
Room 1.032  
Tel: 09131 8524051  
Email: [juergen.guendel@fau.de](mailto:juergen.guendel@fau.de)

### **Student Records Office**

Halbmondstraße 6-8  
91054 Erlangen  
Room 00.034  
Office hours: Mon - Fri: 8:30 - 12 a.m.  
(only during the lecture period additionally:  
Wed 2 - 4 p.m.)  
<https://www.fau.eu/education/advice-and-services/student-records-office/>

### **Study Advisory Service Computational Engineering and Artificial Intelligence**

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### **Study Advisory Service Computer Science**

Dr. Christian Götz  
Room 02.157  
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Martensstraße 3  
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[www.informatik.studium.uni-erlangen.de/studienberatung/](http://www.informatik.studium.uni-erlangen.de/studienberatung/) (in German)

### **Study Advisory Service International Information Systems**

David Horneber, Kian Schmalenbach  
Tel. 0911 5302 96477  
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## Useful Addresses and Contact Persons

### **Study Advisory Service Life Biochemical Engineering, Life Science Engineering, Clean Energy Processes**

Dr. Anna Hilbig, Karin Jess, Jasmin Singh  
Immerwahrstraße 2a, 2<sup>nd</sup> floor  
E-Mail: [cbi-ssc@fau.de](mailto:cbi-ssc@fau.de)

### **Study Advisory Service Mechanical Engineering, ACES**

Dr. Oliver Kreis, Alexander Nasarow, Meike Herbert, Patrick Schmitt,  
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91058 Erlangen  
Tel: +49 (9131)/85-20707  
Email: [studium@mb.uni-erlangen.de](mailto:studium@mb.uni-erlangen.de)  
<http://www.department.mb.uni-erlangen.de>(in German)

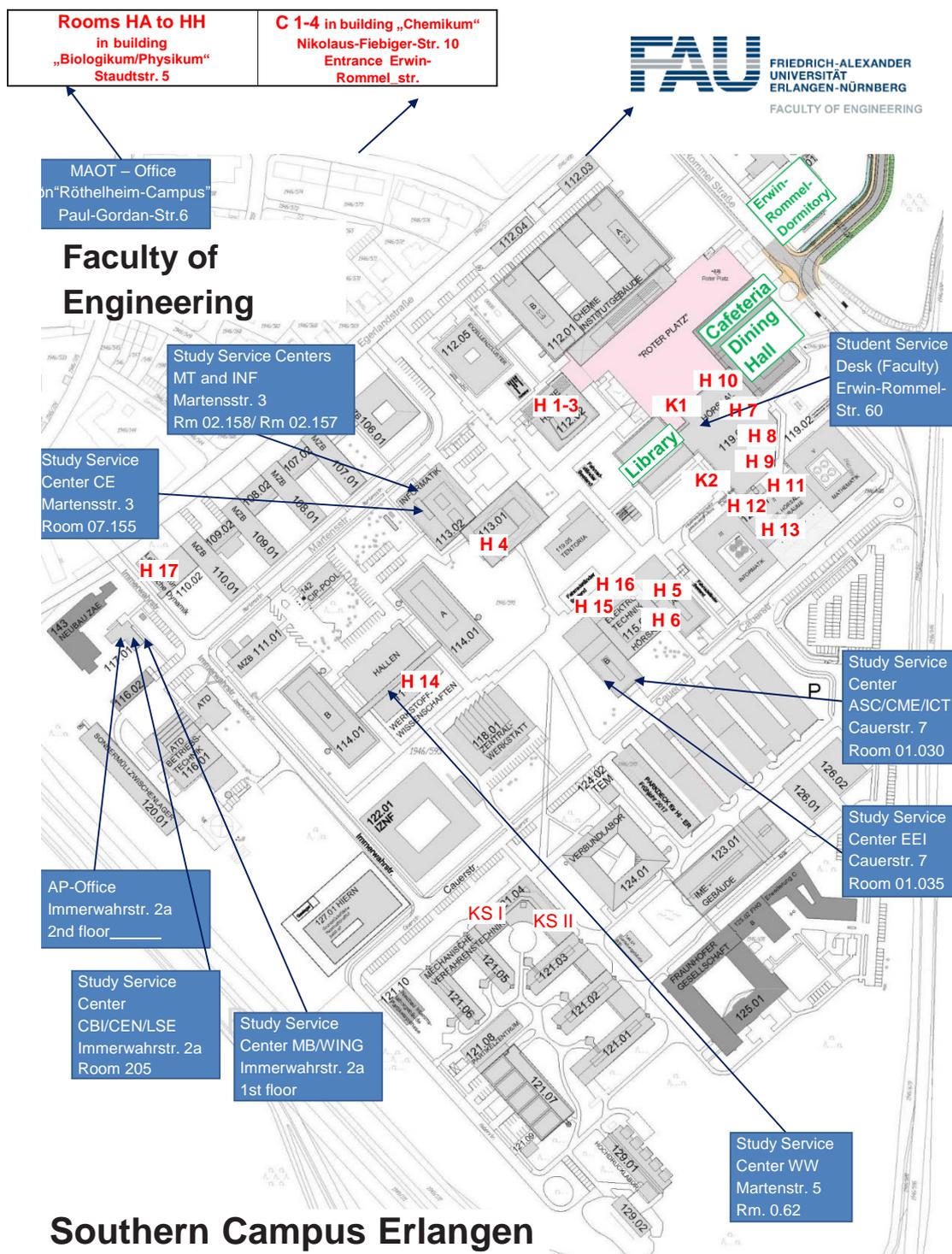
### **Study Service Center EEI, IuK, CME, Engineering for teaching, Energy Technology, Autonomous Technologies**

Dr. Stephanie Plass, Almut Churavy, Janina Beilner, Joanna Kudanowska  
Cauerstrasse 7  
Room 1.26  
91058 Erlangen  
<https://www.eei.studium.fau.de/infocenter/kontakt/> (in German)

### **University sports**

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

## 9 Map



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Student Service Center  
of Faculty of Engineering  
Erwin-Rommel-Str. 60  
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<https://www.tf.fau.de/studium/referat-fuer-studierendeninformation-und-beratung-stib>

Figures on front cover (from left to right): FAU/David Hartfiel; FAU; Kurt Fuchs; Chimaera/Dieter Hahn

Figure on side banner: Andy Brunner/Kaletzsch Medien

Figure 1: FAU

Figure 2: Bastian Stahl

Figure 3: ZiMT

Figure 4: Bastian Stahl

Figure 5: Claudia Barnickel

Figure 6: FAU

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