International Office

IMPORTANT INFORMATION ON COURSE ENROLLMENT

IMPORTANT DATES

Registration, enrollment, and withdrawal period for courses*	October 1, 2024 – November 10, 2024 (except October 10, 2024)
Start of admission (**no** enrollment possible – enrollment will re-open next day for second admission round)	October 10, 2024
Instructional period	October 14, 2024 – February 07, 2025
Exam and internship period	February 10, 2025 – March 31, 2025
Days without instruction during the instructional period	
Reformation Day	October 31, 2024
Christmas break	December 23, 2024 – January 3, 2025

* For programs that require course registration via PULS, all registrations that are completed until the day of the first admission round are treated equally, i.e., acceptance into a course is not related to the time of your registration.

Dates can also be found via:
http://www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies.html

COURSE CATALOG

The University of Potsdam's course catalog lists the courses for each semester. There is a general course catalog, which lists ALL courses taught at the University of Potsdam (regardless of the teaching language), and there is an international course catalog, which ONLY lists courses taught in English. You can access both catalogs via:
https://www.uni-potsdam.de/en/studium/studying/coursecatalogs.html

The second and **best way to access the general course catalog is via our online system "PULS"**. This has the advantage of being able to book your courses at the same time as searching for them. You can access it as follows:

Online access via PULS
- http://www.uni-potsdam.de/ → top horizontal menu "*Online Services*" → PULS → log in with your username and password → top horizontal menu "*Courses*" → left vertical menu "*Course catalog*" → all courses listed via faculty and department
- There are very few exceptions in which you cannot enroll for courses via PULS. In that case, there will be no "apply now"-button visible and you simply need to contact the responsible lecturer or your departmental exchange coordinator prior to the first day of teaching.

ROOM NUMBERS
- Rooms are indicated in the following pattern: Campus . Building . Floor . Room
- Campus Numbers: 1 = Campus Neues Palais; 2 = Golm; 3 = Griebnitzsee
- Building Numbers: You can find the numbers on all campus maps.
- Example: 1.09.2.12 → Campus Neues Palais . Building 09 . 2nd Floor . Room number 12

ECTS

- **"Structure Tree" section in PULS:** To get a general idea of how many credit points you can attain, go to "Single View" of a chosen class and click on the book icon in the structure tree of the course, at the bottom of the page:

This will direct you to the module description and number of *Leistungspunkte* (LP, equivalent to ECTS) with additional information on the module to which this course belongs, and grading:

  Please note that the modules' suggested number of ECTS only strictly applies to degree-seeking students, not exchange students.
- **Personal Advice:** Your chosen course's lecturer will be happy to advise you; you can also contact your departmental exchange coordinator or the respective faculty's or department's tutors for additional advice.
- **Lecturers:** The final decision about the number of ECTS and the corresponding workload lies with your chosen course's lecturer.

THINGS TO BEAR IN MIND

- Exchange students are **not** entitled to participate in language classes offered by **Zessko** unless there are places available.
- Speak to your lecturers – it is advisable to introduce yourself as an exchange student when you enroll for the class as well as when negotiating the ECTS and corresponding workload.
- Do not forget to **un-enroll** from any courses you do not wish to attend until **November 10, 2024**.
- As an exchange student, you cannot register for exams via PULS. Simply contact your course's lecturer and register for the exam this way.
- As an exchange student, your grades will not be listed in PULS. Therefore, you need to ask your lecturer to fill in a "*Leistungsnachweis*" at the end of the semester.
- If you only need a confirmation of attendance for a certain course, please discuss the possibility of getting a "*Teilnahmeschein*" with the lecturer at the start of the semester.
- Template for "*Leistungsnachweis*"/ "*Teilnahmeschein*": http://www.uni-potsdam.de/international/incoming/students/exchange/studium.html#c241971