Instructions how to complete the „Studienablaufprognose“ (SP)

The SP is the base of the compulsive study counseling and requirement for the attestation you need e.g. for third trials. It is your overview and personal study course forecast. Please prepare the SP for the counseling (filled out completely and printed).

If you like to talk about your further study without any demand of the university, you are welcome to do so and to contact us. For the consultation, we also ask you to prepare the SP.

Step 1: Where to find the SP for your study program

- In your e-Campus have a look under „downloads“ → „Studienablaufprognose“

Step 2: Completion of the SP

Fill in your personal data (first page)

- Name, surname, matriculation number
- Start of your study, meaning the semester in which you started (e.g. WS 2014, SS 2015, etc.)
- Semester: Number of the semesters you have already covered and completed (e.g. Currently you are in your 4th semester, then you fill in “3”)

Your current status

- Fill in the credits (ECTS) in the column „Credits Ist“, that you have already aquired
- The credits you have already aquired you fill in the column of the respective semester, in which you have completed the lecture/course and mark it with a „BE“ (=BEstanden) or „AK“ (=Anerkannt)

Planning your further study

- Think about what courses you would like to or even have to do in which semester → for your orientation, please look at the left side of the chart; this contains your „SPO“ and tells you all about when you have to do what
- Fill in the credits (ECTS) of the courses in the respective column/semester and row/course → benchmark for the workload in each semester: ~ 30 ECTS
- The credits of each semester are added up automatically at the end of each column
- Plan your whole study, meaning you should fill out all seven Excel-sheets up to the examinations of your 7th semester
- The uncompleted courses of the 1st study section you should respect first in your planning → study time limit for these examinations is the end of the 4th semester!
- The complete study time and therefore also your study planning is limited to 10 semester
- Students of so called „Halbzüge“ (= admission only once a year) have to check, if the courses they plan in a semester are offered in this semester (some courses are only offered once a year, especially the courses from the 1st to the 4th semester!)

We talk about your study plan and further details, give tips and answer your personal questions at our appointment. For further contact details and how to get an appointment, please check our website.