OVERVIEW

• who we are
• what this meeting is about
• how we intend to run it
• who you are
• what you may/should expect
• hints, advice, …
• Q&A
WHO ARE YOU?

- classroom-response system Kahoot!

- I share my screen via Zoom to show a number of questions as well as “statistics” about the given answers.

- You use a browser (either the one running Zoom, or another smart enough one).
  - You enter “kahoot.it"
  - You enter the PIN displayed in Zoom
  - You choose an acronym
  - We start “playing”. 
### Computer Science (Informatik)

<table>
<thead>
<tr>
<th>Semester</th>
<th>1st semester</th>
<th>2nd semester</th>
<th>3rd semester</th>
<th>4th semester</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>30 CP</td>
<td>30 CP</td>
<td>30 CP</td>
<td>Master’s thesis (30 CP)</td>
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<td>1st semester</td>
<td>30 CP</td>
<td>Compulsory Electives Study Area (30–42 CP)</td>
<td>Compulsory Electives Study Areas (18–36 CP)</td>
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<td>2nd semester</td>
<td>30 CP</td>
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<td>Electives (24–30 CP)</td>
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<td>3rd semester</td>
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<td>4th semester</td>
<td>30 CP</td>
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**Typical Size of Modules at TU Berlin:** 6 / 9 / 12 CP
Compulsory Electives (total 60–66 CP)

You may choose modules worth **30–42 CP** from one of the following study areas:

- Data and Software Engineering (60)
- Embedded Systems and Computer Architectures (38)
- Foundations of Computing (41)
- Cognitive Systems (89)
- Digital Media and Human-Computer Interaction (71)
- Distributed Systems and Networks (84)
Additional Compulsory Electives (18–36 CP)

• You may choose from other listed study areas. For the catalogues and module overviews, please check

• Quick Access: 168536
### Free Electives (total 24–30 CP)

- Students may choose from the entire range of subjects of TU Berlin, other universities and equivalent institutions of higher education within the scope of application of the Berlin State Higher Act, as well as institutions of higher education and universities abroad that have been accredited as equivalent.

- The electives may also include modules facilitating skills in English or other foreign languages. English modules from level C1 (GER, according to CEFR) on will be credited.
Project and Seminar

- Students are obliged to participate in one project worth at least 9 CP and a seminar from the compulsory electives area. (Section 5, Paragraph (4) in Study and Examination Regulations)

The Master's thesis (30 CP) (Section 9 in Study and Examination Regulations)

- In general, to be written in the fourth semester.
- The Master's thesis is to be produced within 26 weeks.
- The examination board can grant an extension to the deadline if there is an important reason for which the student is not responsible, for the duration of the reason. The total possible extension is a maximum of 26 weeks. If the extension exceeds this maximum, the student may withdraw from the examination.

Quick Access: 168535
A TODO-LIST FOR FIRST SEMESTER

1. set up your university email account (quick access: 97930)
2. read the study and examination regulations for your degree (quick access CS: 168535)
3. make your schedule for this semester (refer to MOSES)
4. sign up for the ISIS courses of your chosen classes
5. if necessary sign up for tutorials on MOSES (DEADLINE: 29.10.2020, 18:00)
6. figure out who can answer which questions (refer to this presentation)
7. read the Regulations Governing General Study and Examination Procedures (AllgStuPO) (in particular we recommend the parts regarding exams, VI Examination Organization; §39, §48 and §49) (quick access CS: 168535)
10. sign up for exams as specified in the corresponding courses
General Examination and Programme Rules and Regulations

Quick Access Code: 75846

- everything from admission to degree certificates
- §§ 15 – 31 Admission to De-enrollment (the matters the Office of Student Affairs is concerned with)
- §§ 31 – 37 Study Program Organization:
  What is a module?
  What types of teaching units are there?
- §§ 38 – 52 Examination Organization:
  This is how exams work at the TU Berlin! Read me!
Registering for Exams – but how?

- **Compulsory Module (Pflichtmodul)**
  - QISPOS
  - „Pflichtbereich“
  - find the module
  - select the correct examination date

- **Compulsory Elective Module (Wahlpflichtmodul)**
  - QISPOS
  - „Wahlpflichtbereich“
  - select the correct „Wahlpflichtbereich“ !!!

- **Elective Module (Wahlmodul)**
  - normally: „yellow sheet“ at the examination office
  - **Currently:**
    1. fill in the [form](#), quick access code: 186789
    2. check „freie Wahl / Wahlmodul“ or „Zusatzmodul“ in the box „Fach/Modul mit Genehmigung“
    3. send the signed form to the examination office via their [contact form](#) (and use your TU Email address)

- **Additional Module (Zusatzmodul)**

Compulsory Elective Modules need to be registered in the area they are to be counted in:
- exactly 1 of 6 study areas
- Compulsory Electives Study Areas: „Wahlpflichtbereich Studiengebiete : Weiteres Studiengebiet Fak. IV“
## Types of Examinations

<table>
<thead>
<tr>
<th></th>
<th>Written Exam §44 AllgStuPO</th>
<th>Oral Exam §43 AllgStuPO</th>
<th>Portfolio Examination §45 AllgStuPO</th>
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<tbody>
<tr>
<td><strong>What?</strong></td>
<td>Typical written exam</td>
<td>What you’d expect.</td>
<td>Mix and match of several exam</td>
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<td>elements during the semester</td>
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<td><strong>Registration</strong></td>
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<tr>
<td><strong>Deadline</strong> §39 III</td>
<td>1 week before the exam</td>
<td>Examiner’s choice</td>
<td>Examiner’s choice, usually 6</td>
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<td>weeks after the start of the</td>
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<td>lecture period</td>
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<td><strong>Withdrawal</strong></td>
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<tr>
<td><strong>Deadline</strong> §50 I</td>
<td>Day before the exam</td>
<td>Day before the exam</td>
<td>End of the registration deadline,</td>
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<td>* 10pm for QISPOS</td>
<td>* 10pm for QISPOS</td>
<td>with examiner’s permission before</td>
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<td>the first exam element</td>
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<td><strong>Withdrawal</strong></td>
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<tr>
<td>§50 I</td>
<td>Done like the registration</td>
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<td>was done (QISPOS or</td>
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<td>Examination Office) and</td>
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<td>inform the examiner</td>
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<td>(especially if it’s an</td>
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<td>oral or other small exam)</td>
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<td><strong>Notification of</strong></td>
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<td><strong>Sickness</strong> §50 III</td>
<td>Doctor’s note to the</td>
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<td>examination office within</td>
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<td>5 days</td>
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<td>(state the exam and your</td>
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<td>name and matriculation</td>
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<td>number)</td>
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FIND COURSES - MOSES

- www.moseskonto.tu-berlin.de - Overview of all modules
- MTS -> Degree programs -> Computer Science (Informatik)
• www.isis.tu-berlin.de here you can find lecture slides/videos and current information about the module
WHERE DO I GO WITH QUESTIONS AND PROBLEMS?

- Student Advisory Service (Quick Access Code: 147510)
  - I did not pass one of my exams. Which classes can I take next semester and how do I deal with a failed exam?
  - Until when do I have to retake a failed exam?
  - What do I have to do if I want to write a thesis?
  - How do I transfer credits from a previous program?

- Academic Advising Service (Quick Access Code: 133589)
  - I am unhappy with my degree program, should I quit?
  - What other programs are there?
  - How do part time studies work?

- Studying with Disabilities and Chronic Illnesses (Quick Access Code: 133597)
  - How do I get compensation for disadvantages? What do I have to do for that?
  - Where are accessible entries?
Academic adjustments

What?
Academic adjustments are possible for the accommodation of individual disadvantages and hardships, which can result from specific circumstances in life.

Who is Entitled?
The General Study and Examination Regulations of TU Berlin (AllgStuPO) provides academic adjustments for pregnant students, students with children, students with relatives who need care and students with impairments, e.g. epilepsy, depression, autism, ADHD, cancer, diabetes, dyslexia, Crohn's disease (Section 40 AllgStuPO).

Examples?
Academic adjustments can be: extra time for timed examinations, taking individual breaks during an examination, permission to use a special examination room, e.g. for breastfeeding breaks and for students with impairments.

Contact?
For a confidential consultation you can contact us by email at:

Claudia Cifire - Studying with Children
Email: claudia.cifire@tu-berlin.de
Website: www.studienberatung.tu-berlin.de/mit_kind

Janin Dziamksi & Susann Henning - Studying with disabilities and chronic illnesses
Email: barrierefrei@tu-berlin.de
Website: www.barrierefrei.tu-berlin.de

Family Services Office - Family care commitments
Email: familienbuero@zuv.tu-berlin.de
Website: www.tu-berlin.de/familie
WHERE DO I GO WITH QUESTIONS AND PROBLEMS?

• **Women’s representative and Equal Opportunities Officer** (Quick Access Code: 130117)
  - I feel discriminated against, what should I do?
  - What do I do when I’m getting harassed?

• **Examination Board** (Quick Access Code: 141422)
  - Most applications are to be handed in here! Specifically applications to extend deadlines and applications for credit transfers.

• **Examination Office** (Quick Access Code: 9368)
  - Can’t sign up for an exam via QISPOS or MOSES? There is a form for that.
  - Sick on the day of an exam? Hand in your sick note and application to withdraw from the exam here.
WHERE DO I GO WITH QUESTIONS AND PROBLEMS?

- Profs, Institutes and Chairs, teaching assistants
  - I did not sign up for a tutorial, exam or lab within the deadline. Is there anything I can do to still sign up?
  - I need my grade until a certain date, is that possible?

- Center for Campus Management (ZECM) (Quick Access Code: 163)
  - problems with the Uni Wifi (eduroam)
  - problems with the TU account
  - problems with the mobile TAN or the TAN list

- Campus Center (Quick Access Code: 142817)
  - lost student ID
  - address or name changes
  - a lot of initial consultations (studying abroad, immatriculation,...)
WHERE DO I GO WITH QUESTIONS AND PROBLEMS?

- The brand new Matrix server (TU-hosted Discord-like platform)
- chat.tu-berlin.de — used with TUB credentials