Introduction to the academic regulations for students of the Master’s program of Embedded Systems Engineering (ESE)
The exam office: Who we are and what we do

Anne-Julchen Müller & Susanne Stork

Opening hours:
Monday 2pm – 4pm
Tuesday and Thursday 10am – 12pm

If you need advice outside office hours please call!

- Advice on exam regulations
- Advice on appeals
- Organisations of examinations
- Issuing of documents (e.g. Transcript of record, final documents)
- Registration master’s thesis
- Application for recognition of courses

pruefungsamt@tf.uni-freiburg.de
Phone: 0761/203 8083 or 0761/203 8087
Information centers

▪ Ursula Epe, Programme coordinator
  ➔ General counselling
  ➔ epe@tf.uni-freiburg.de or 0761-203 8340

▪ Martina Nopper, Academic advisor
  ➔ Academic advice for M.Sc. Computer Science and Embedded Systems Engineering
  ➔ studienberatung@ese.uni-freiburg.de or 0761-203 8169

▪ Dr. Frank Goldschmidt, Academic advisor
  ➔ Academic advice for M.Sc. Embedded Systems Engineering
  ➔ studienberatung@imtek.uni-freiburg.de or 0761-203 7384
Where can I find? …Make use of the www

- Contact details
- Exam regulations
- Study plans
- FAQs
- Dates and deadlines
- Module handbooks
- …

http://www.tf.uni-freiburg.de/en/studies-and-teaching
„I didn‘t know ... !!!“

- Individual initiative/ personal responsibility
- Website
- **E-Mail** (the e-mail address needs to be updated by the student independently)
- Black board
- **Notifications** (the postal address needs to be updated by the student independently)
- Google (!!!)
The importance of exam regulations

- The exam regulations or exam guidelines regulate your studies similar as a **contract or a law**.

- The regulations provide important information on exams and are **obligatory**

- The exam regulations (Prüfungsordnungen) not only include regulations concerning the exams but also provide a **survey of the required modules**.
Where can I find the exam regulations?

- An English unofficial copy of the exam regulations can be collected after the presentation.
- Please be aware that the web pages with the exam guidelines are provided in German only.

https://www.studium.uni-freiburg.de/de/studienangebot/studienfaecher
One special sentence…

- Exam Regulations:
- §5(3)
- “…each elective module should be equivalent to at least 5 ECTS credits…“

- You can also choose modules with 3 or 4 ECTS!
When are the exams taking place?

- **The exam periods are**
  - for the winter term February/March
  - for summer term August/September

- **Exam period winter term 2018/19**
  - for elective courses 11.02 – 29.03.2019
  - for mandatory courses 18.02. – 29.03.2019
Registration for examinations

How do I register for an examination?
→ Registration via the Campus Management System HISinOne
→ Instruction for registration can be found on our website
→ [Link to registration instructions](http://www.tf.uni-freiburg.de/studies/exams/registration_instruction/exam_registration_instruction.html)

Where can I find the deadlines for the registration for examinations?
→ The deadlines can be found on our website
→ [Link to deadlines](http://www.tf.uni-freiburg.de/studies/calendar/dates.html#anabmeldungPruefungen)

Why do I have to register for the examination?
→ The academic regulations implement, that you have to register for examinations.
→ The registration helps you to plan your examinations as well as it helps to organize the examinations (rooms, advising staff, contact details …)

I forgot to register for the exams, what can I do?
→ After the registration deadline there is no possibility to register yet again
→ You are not allowed to sit the exam if you did not register for it during the registration period.
When can I register for examinations?

The exam registration period for the winter term 2018/19

03.12.2018 - 13.01.2019
When can I de-register for examinations?

- From **13 January to 11 February 2019** you can de-register from exams of mandatory courses.

- From **13 January to 4 February 2019** you can de-register from exams of elective courses.

- Throughout the exam registration period (3 December 2018 to 13 January 2018) you can de-register from examinations as you please.
Registration of Study Performances (Studienleistung)

- Please note, if a course/module completes with a study performance (e.g. project, seminar,…) you have to register for this study performances during the exam registration period, too.
Question: Can I resit an exam I have passed in order to get a higher mark?
Can I resit exams I have passed in order to get a higher mark? (study plan)

Two modules which you have passed in the first two terms can be repeated to improve the grade.

**Number of attempts:** 2 modules passed in the first 2 terms.

**Exception:** Seminars and Master's thesis

**Requirements:**

- The first attempt must have taken place at the latest possible date mentioned in the study plan. The re-examination for improving the grade must take place at the next possible examination date.

**Grading:**

- The better result of both examinations is the one that will be counted.

→ Please do only register for the “improvement-exam” if you are really sure that you are able to attend the exam!
Can I resit exams I have passed in order to get a higher mark? (Recommended study plan)

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<tr>
<th>1. Semester</th>
<th>ECTS</th>
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<td>M Sensorik/Aktorik</td>
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<td>M Aufbau- und Verbindungstechnik / Assembly and Packaging technology</td>
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<td>M Mikroelektronik / Micro-electronics</td>
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<th>2. Semester</th>
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<td>M Concentration-Module or Seminar</td>
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<td>M Concentration-Module</td>
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<th>4. Semester</th>
<th>ECTS</th>
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<td>M Master’s Thesis</td>
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Question:

How often can I repeat an exam which I have failed?
I’ve failed an examination. What do I do?

Number of attempts:  You have 2 attempts to pass each exam

Exception:  **In 3 exams you have a 3rd attempt to pass the exam**

Deadline:  The 1\textsuperscript{st} and the 2\textsuperscript{nd} attempt is always in the following term of the 1. exam-try or the 1. re-exam-try. If you use the 2. re-exam and the course is offered you have to visit the course again.

Winter term 2018/19:  Micro-electronics  5.0 (failed)

Summer term 2019:  Micro-electronics  5.0 (failed)

Winter term 2019/20:  Micro-electronics  registration

**Attention !!!**

Even if you de-register (exmatriculate) from the university or change your study program you will be registered for the re-examination. If you fail the last re-examination, you have ultimately failed the master’s program and cannot study in any other master’s program in Embedded Systems Engineering in Germany.
Question?:

I am ill for an exam. What should I do?

Answer:
- check the website A-Z studies
- check your exam regulations
Withdrawing because of illness

One day before the exam you catch a cold.

01. March

Exam Micro-electronics

Latest on the day of the exam you must go to see a doctor. The medical certificate should include a description of the illness (for example, description of pain) and has to be submitted to the examination office latest 3 days after the exam.

During the exam you get a headache.

03. March

Exam Micro-electronics

05. March

08. March

Inform the supervisors that you are not feeling well and leave the room immediately to go to see a doctor. The medical certificate should include a description of the illness (for example, description of pain) and has to be submitted to the examination office latest 3 days after the exam.
What happens if I am ill on the day of the exam?

- If you are ill on the day of the exam
  
  → you must supply proof of your illness by submitting a medical certificate
  
  → A form is available on our website at https://www.tf.uni-freiburg.de/studies/exams/forms
  
  → The medical certificate needs to include the symptoms of your illness
  
  → The medical certificate needs to be submitted to the Examination Office latest three working days after the examination took place
  
  → assuming everything is satisfactory, you would be allowed to re-sit the exam at the first available opportunity

  → Further information, including the medical form at: https://www.tf.uni-freiburg.de/studies/exams/withdrawing_exam.html?set_language=en
We do NOT accept:
What happens if I become ill during an exam?

- If you feel unable to finish the exam
  - Inform the exam supervisor
  - Visit your GP or the Emergency practice of the University clinic on the day of the exam
  - Get a medical certificate or use the medical form on our website, which needs includes the symptoms
  - Submit the medical certificate to the Examinations Office latest three working days after the examination
  - Assuming everything is satisfactory, you would be allowed to re-sit the exam at the first available opportunity.
Letterbox:
Withdrawing because of illness

**Summary:**
- The medical examination must take place latest on the same day of the missed exam.
- If your doctor is not available at that day, you need to go to see another doctor or the “Freiburger Notfallpraxis” (emergency practice).
- You have to report the reasons for missing the exam immediately (latest 3 working days after the exam) in written form.
- The medical certificate must include a description of the illness (for example, description of pain).
- Please use the form from our website and take it with you to your doctor.
- If you are a parent and your child gets ill, you need to provide the same information regarding the illness of your child.

**Attention !!!**
If any of the conditions are not met the medical certificate will not be accepted and you will be granted a ‘failed’ (5,0).
Withdrawing because of other reasons

If you have other reasons e.g.

- one of your relatives is ill and you have to travel home to take care.
- the political situation in your home country worries/distress you.

⇒ contact the examination office and let us know **BEFORE the exam** what kind of problems you have and we will advice you on your possibilities

⇒ If you do not inform the examination office before the exam you shall receive a ‘failed’ (5,0) for the examination

**Attention !!!**

A subsequent approval from withdrawing from an examination will not be accepted.
Can I apply for a course recognition from my previous studies?
Recognition of courses

Periods of study, course works and examinations which were performed at a foreign or a German university may be recognized if they are equivalent.

→ Recognition of modules from a bachelor’s program:
  ▪ You can apply for recognition if your Bachelor’s degree shows more than 180 ECTS-points or more than 3 years of study
  ▪ The application needs to be submitted latest by the end of the second term.
  ▪ Applications which are submitted later will not be permitted!

More information as well as an application form can be found on our website http://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/recognition-of-achievements
Master’s Thesis

- **Admission to the master’s thesis:**
  - Once you have reached a total of 75 ECTS-points

- **Working period and language:**
  - The working period for writing the thesis is 6 months.
  - The period starts on the day the topic is assigned to the student by the professor.
  - The working period may be extended by a maximum of 6 weeks if the request has been accepted as reasonable by the exam committee. The request for an extension needs to be submitted latest two weeks before submission of the thesis.
  - The master’s thesis must be written in either German or English. If you write your thesis in English, you must also include a short summary in German and vice versa.

- **Master’s Seminar – Presentation of the thesis**
  - You are expected to present your thesis after submission to the examination office.
  - Students are required to notify the examinations office of the date of their presentation.

- **Assessment of the thesis**
  - The master’s thesis is assessed by two examiners. One examiner must be a member of the Faculty of Engineering.
  - The first examiner is the professor in whose chair you have written your thesis.
  - Usually, the assessment takes six weeks.

Further information can be found on our website:
Any questions?