Examination Office
Prüfungsamt

Introduction to the academic regulations and for students of the Master’s program in Microsystems Engineering (MSE)
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, Study coordinator**
  - General counselling
  - epe@tf.uni-freiburg.de or 0761-203 8340

- **Dr. Andreas Greiner, Academic advisor**
  - Academic advice for M.Sc. Microsystems Engineering
  - studienberatung@imtek.uni-freiburg.de or 0761-203 7384

- **Dr. Oswald Prucker, Academic advisor**
  - Academic advice for M.Sc. Microsystems Engineering
  - studienberatung@imtek.uni-freiburg.de or 0761-203 7164
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 adress needs to be updated by the student independently)
- Black board
- Notifications (the home adress 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
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
How do I register for an examination?
→ Registration via the Campus Management System HISinOne
→ Instruction for registration can be found on our website
→ http://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/de-registration-of-exams

Where can I find the deadlines for the registration for examinations?
→ The deadlines can be found on our website
→ http://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/de-registration-of-exams

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.
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.
Registration

Study-Performance

Exam-Performance

05.11.2018
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.

Winter term: Micro-optics 3,0 (passed)

Summer term: Micro-optics registered

Summer term: Micro-optics 4,0 (passed)

Registration by the student

The grade 3,0 is the better result. So this grade will count into the final grade.

→ 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)

<table>
<thead>
<tr>
<th>1. Semester</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>M Micro-mechanics</td>
<td>5</td>
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<tr>
<td>M Micro-electronics</td>
<td>5</td>
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<td>M Micro-optics</td>
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<td>M MST technologies and processes</td>
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<td>M Sensors</td>
<td>5</td>
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<td>M Probability and statistics</td>
<td>5</td>
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<td>TM MST Design lab 1</td>
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<th>2. Semester</th>
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<td>M Assembly and packaging technologies</td>
<td>5</td>
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<tr>
<td>M Biomedical microsystems</td>
<td>5</td>
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<tr>
<td>M Micro-actuators</td>
<td>5</td>
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<td>M Micro-fluidics</td>
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<td>M Signal processing</td>
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<th>3. Semester</th>
<th>ECTS</th>
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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 1st and the 2nd 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-optics 5,0 (failed)
Summer term 2019: Micro-optics 5,0 (failed)
Winter term 2019/20: Micro-optics 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 Microsystems Engineering in Germany.
Question?

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

Lösung:

- 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-optics

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

05. March

Exam Micro-optics

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.

08. March
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](https://www.tf.uni-freiburg.de/studies/exams/forms)
  - A form is available on our website at [https://www.tf.uni-freiburg.de/studies/exams/forms](https://www.tf.uni-freiburg.de/studies/exams/forms)
  - The medical certificate [needs to include the symptoms](https://www.tf.uni-freiburg.de/studies/exams/forms) of your illness
  - The medical certificate needs to be submitted to the Examination Office [latest three working days after](https://www.tf.uni-freiburg.de/studies/exams/forms) 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](https://www.tf.uni-freiburg.de/studies/exams/withdrawing_exam.html?set_language=en)
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
  → 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 resit the exam at the first available opportunity.
We do NOT accept:
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 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).
- Use our form 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 is 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.
Question:

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 56 ECTS-points

- **Working period and language:**
  - The working period for writing the thesis is 12 month
  - The period starts on the day the topic is assigned to the student by the professor.
  - 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 four to six weeks.

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