

Examination Office

Prüfungsamt

Introduction to the academic regulations and
for students of the Master's program in
Microsystems Engineering (MSE)

Albert-Ludwigs-Universität Freiburg



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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**

- 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?



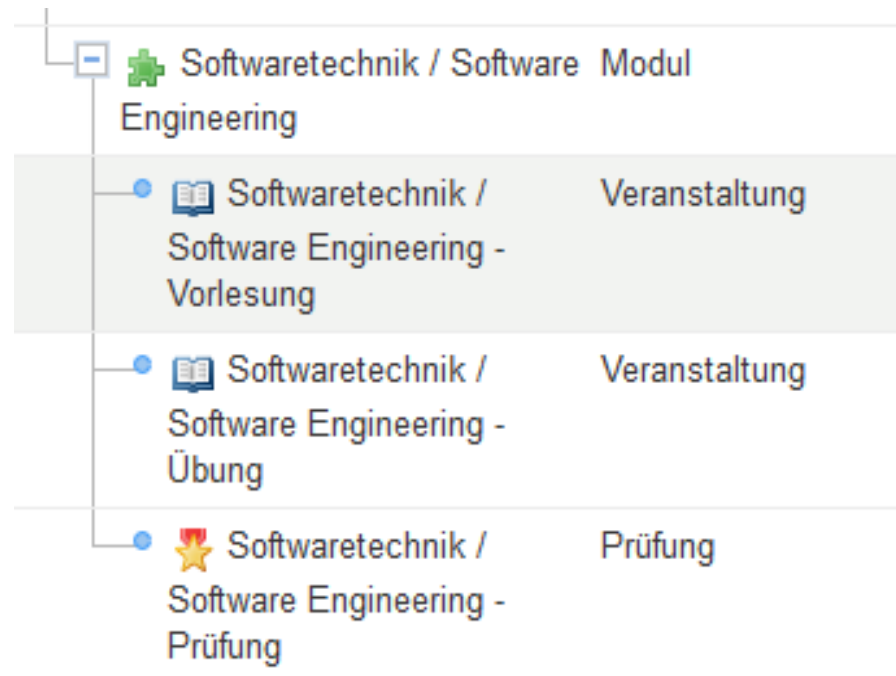
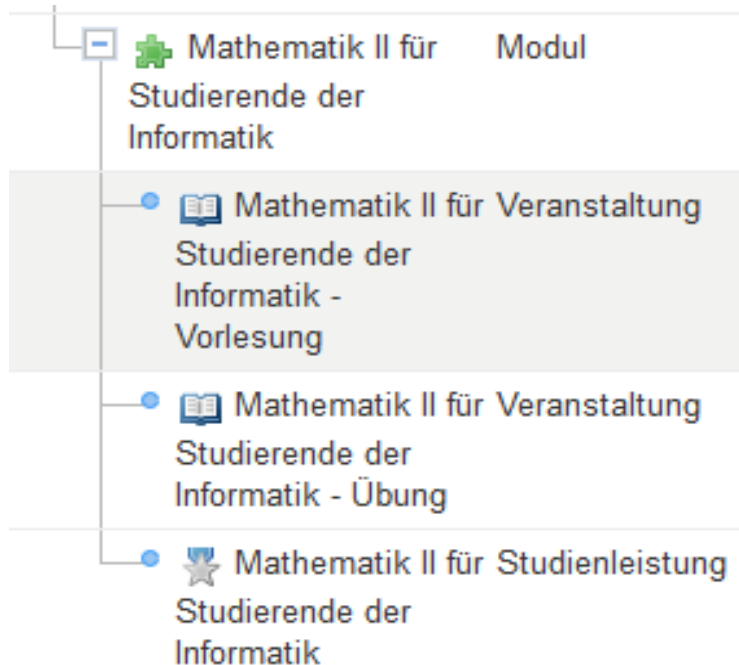
- From **13 January to 11 February 2019** you can de-register from exams of **mandatory** courses
- From **13 January to 4 February 2019** you can de-register from exams of **elective** courses.
- Throughout the exam registration period (3 December 2018 to 13 January 2019) you can de-register from examinations 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.

Registration Study-Performance Exam-Performance



Question!



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:

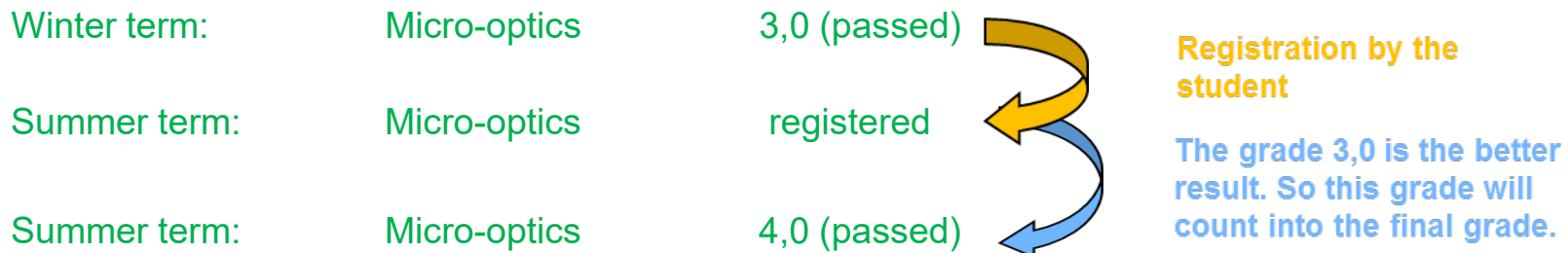
Seminars and Master's thesis

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)



1. Semester		ECTS
M	Micro-mechanics	5
M	Micro-electronics	5
M	Micro-optics	5
M	MST technologies and processes	5
M	Sensors	5
M	Probability and statistics	5
TM	MST Design lab 1	3

3. Semester		ECTS
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6

2. Semester		ECTS
M	Assembly and packaging technologies	5
M	Biomedical microsystems	5
M	Micro-actuators	5
M	Micro-fluidics	5
M	Signal processing	5

4. Semester		ECTS
M	Master's Thesis	30

Question!



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Question :

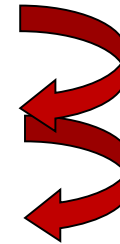
How often can I repeat an exam which I have failed?

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	<i>registration</i>



**Automatic registration
by the examination office**

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!



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

03. March

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.

05. March

Exam Micro-optics

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

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 re-sit the exam at the first available opportunity.

We do NOT accept:



Bei verspäteter Vorlage droht Krankengeldverlust!

Krankenkasse bzw. Kostenträger		
Name, Vorname des Versicherten		
		geb. am
Kassen-Nr.	Versicherten-Nr.	Status
Betriebsstätten-Nr.	Arzt-Nr.	Datum

Arbeitsunfähigkeits- 1 bescheinigung

Ausfertigung zur Vorlage
bei der Krankenkasse

- | | |
|---|---|
| <input type="checkbox"/> Erstbescheinigung | <input type="checkbox"/> Folgebescheinigung |
| <input type="checkbox"/> Arbeitsunfall, Arbeitsunfall-
folgen, Berufskrankheit | <input type="checkbox"/> dem Durchgangsarzt
zugewiesen |

arbeitsunfähig seit

--	--	--	--	--	--	--

voraussichtlich arbeitsunfähig
bis einschließlich

--	--	--	--	--	--	--

festgestellt am

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Vertragsarztstempel / Unterschrift des Arztes

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 advise 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!



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Question:

Can I apply for a
course recognition
from my previous
studies?

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>

- **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:

http://www.tf.uni-freiburg.de/studies/exams/thesis/master_thesis.html

Any questions?

