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
- …

https://www.tf.uni-freiburg.de/studies
„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 home 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 copy of the exam regulations has been handed out by the Examinations Office

- Please be aware that the web pages with the exam guidelines are provided in German only.

http://www.jsl.uni-freiburg.de/studiengaenge
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 2016/17**
  - for elective courses 13.02. – 31.03.2017
  - for mandatory courses 20.02. – 31.03.2017
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/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
→ 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 for the winter term 2016/17

→ 05.12.2016 - 31.01.2017
Question:
Can I resit an exam I have passed in order to get a higher mark?

Answer:
Yes, you can resit 2 exams in order to get a higher mark.
However, it is bound to certain conditions!
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)

→ 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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<thead>
<tr>
<th>1. Semester</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>M Micro-mechanics</td>
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<td>M Micro-electronics</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>
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<td>M Probability and statistics</td>
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<td>TM MST Design lab 1</td>
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<th>2. Semester</th>
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<tr>
<td>M Biomedical Microsystems</td>
<td>5</td>
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<td>M Dynamics of MEMS</td>
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<td>M Micro-actuators</td>
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<td>M Micro-fluidics</td>
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<td>M Signal processing</td>
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<td>TM MST Design lab 2</td>
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<th>3. Semester</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?

Lösung:

You have two attempts to pass an exam. In three exams you have a third attempt to pass the exam.
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 2016/17: Micro-optics 5,0 (failed)
Summer term 2017: Micro-optics 5,0 (failed)
Winter term 2017/18: 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.
I am ill for an exam. What should I do?

Lösung:

- check the website A-Z studies
- check your exam regulations
Withdrawning because of illness

One day before the exam you catch a cold.

01. March

Exam Algorithms theory

03. March

During the exam you get a headache.

05. March

Exam Computer Architecture

08. 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.

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](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/withdrawing_exam.html?set_language=en) the examination took place.
  
  - Assuming everything is satisfactory, you would be allowed to re-sit the exam at the first available opportunity.
  
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.
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).
- We recommend to 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
Can I apply for a course recognition from my previous studies?

Yes, you can apply for a recognition until the end of your second term.

However, the recognition is bound to certain conditions!
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

→ Recognition of modules from a term abroad:
  - Before the start of a study-related stay abroad you need to see the coordinator for recognition and define a recognition agreement.
  - After your stay you have to submit an application for recognition, including the documents from the foreign university as well as the recognition agreement to the examination office

More information as well as an application form can be found on our website http://www.tf.uni-freiburg.de/studies/exams/recognition
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 months.
  - 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?