

# Introduction to the academic regulations for students of the Master's program in

- M.Sc. Computer Science



# Overview

# Organisational



# The Examinations Office

## Responsibilities + opening hours

- **Staff members:**

**Susanne Stork, Ilka Muckle, Isabela Buchholzer, Anne-J. Müller**

- Advice on examination regulations
- Advice on appeals/organisation of the examination board
- Organisation of examinations
- Registration and deregistration procedures for examinations
- Administration of applications on recognition of courses
- Issuing forms (mainly electronic)
- Issuing documents (transcripts, visa matters, ...)
- Issuing of degree documents (by post or in person by arrangement)
- Issuing documents for financing studies (BAföG, educational loans, etc.)

- **Opening hours:**

**Telephone consultation:**

**Tuesday and Thursday 9 to 11 a.m.**

- Personal counselling is possible by appointment. Please send an e-mail with the subject "individual appointment" to the Examination Office!
- Please contact us mainly by e-mail or call us during our telephone consultation hours.
- Phone Ms Stork: +49 (0) 761-203 8087
- Phone Ms Muckle: +49 (0) 761-203 97530
- Phone Ms Buchholzer: +49 (0) 761-203 8083
- E-Mail: [pruefungsamt@tf.uni-freiburg.de](mailto:pruefungsamt@tf.uni-freiburg.de)

**Attention!**  
Please understand that due to the large number of students we do not have an "open-door-policy" and may have to turn you away, even if you only have a quick question!

# The Examinations Office

## In our own interest!

- The Examinations Office is responsible for all degree programmes at the Faculty of Engineering. It is not unusual for us to receive several hundred e-mails. Therefore, please be patient and submit your request (if possible) early. We also filter according to urgency!
- For all examination-related questions, please always contact the Examinations Office first.
- The Examinations Office uses a so called ticket system to answer emails. Please write your email responses to tickets you have already written exclusively on your previous ticket.
- If you have already been in contact with a member of staff in the Examinations Office, please contact this member of staff again if you have any queries about the same matter.
- The Examinations Office has no decision-making authority; all decisions relevant to examinations are made by the Board of Examiners.
- The Examinations Office does not enter grades, this is done by the examiners directly. Grades should be entered by the examiners by 30 April for the winter semester and 30 October for the summer semester.
- The reputation of the Examination Offices has grown historically and rarely corresponds to the rumours! 
- If you are at a loss (professionally and/or privately), get support/help early on and don't be afraid to ask us at the Examinations Office - we have an open ear for you and are happy to help!

# Overview

## Advice centres for your degree programme and subject

- **Computer Science + Embedded Systems Engineering (ESE)**

**Martina Nopper**

Programme Coordination + Academic Advisor, Computer Science + ESE

[studienberatung@informatik.uni-freiburg.de](mailto:studienberatung@informatik.uni-freiburg.de)

[studienberatung@ese.uni-freiburg.de](mailto:studienberatung@ese.uni-freiburg.de)

- **General counselling for students at the faculty**

**Ursula Epe**

General information on organisational matters relating to your studies

[studienkoordination@tf.uni-freiburg.de](mailto:studienkoordination@tf.uni-freiburg.de)

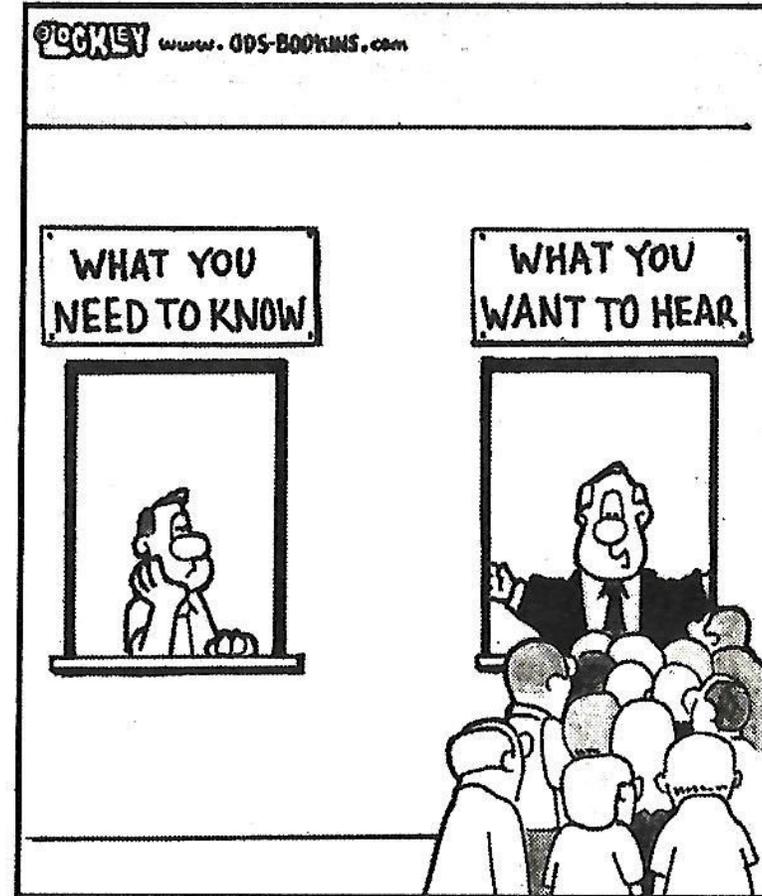
# Personal initiative

## "I didn't know, it didn't say"

Websites (TF, Uni Freiburg, various search engines)	E-mail (circulars) to the distribution list <a href="mailto:student@tf.uni-freiburg.de">student@tf.uni-freiburg.de</a>	Letters/notices to your postal address	Notice boards outside the examination office
<ul style="list-style-type: none"><li>• <a href="https://www.tf.uni-freiburg.de/de/studium-lehre">https://www.tf.uni-freiburg.de/de/studium-lehre</a></li><li>• Counselling centres - contact details</li><li>• Examination regulations</li><li>• Curricula</li><li>• Answers to questions about studying from A to Z</li><li>• Dates and deadlines</li><li>• Module handbook</li><li>• Forms</li><li>• etc.....</li><li>• <a href="https://uni-freiburg.de/">https://uni-freiburg.de/</a></li><li>• <a href="https://www.google.com/">https://www.google.com/</a></li></ul>	<ul style="list-style-type: none"><li>• During the semester, the Examinations Office informs you by circular email about examination schedules, examination registration periods, changes in opening hours/availability or important information regarding examination law.</li><li>• The mails are sent to the distribution list <a href="mailto:student@tf.uni-freiburg.de">student@tf.uni-freiburg.de</a>.</li><li>• Please make sure that you are on this distribution list. Please do not forget to keep your e-mail address up to date!</li></ul>	<ul style="list-style-type: none"><li>• Official communication, e.g. when you submit an application or fail an examination, is by post.</li><li>• The reply to applications or the notification of a failure of an examination is sent via postal notification.</li><li>• Please keep your address up-to-date in the campus system</li><li>• Please use a postal address in Germany</li></ul>	<ul style="list-style-type: none"><li>• Come by building 101, go to the second floor. You will find the notices there!</li></ul>

# 8 Tips for successful studying

1. Know your examination regulations!
2. Do not listen to rumours! (And don't spread them either!)
3. Talk to your student advisory service!
4. Read the circulars from the examination office!
5. Find information on the faculty's website!
6. Ask the lecturers!
7. Ask your student council!
8. Get advice from the Examination Office!



# The exam regulations

My rights and obligations during my studies

# Exam regulations

## What is that?

**The examination regulations are bylaws which, similar to a law or contract, provide the framework for the study programme. They regulate:**

- the aims of the study programme
- the course and content of the study programme
- the academic degree to be awarded (Bachelor/Master)
- the admission requirements for the final thesis
- the standard period of study
- the crediting of periods of study, coursework, examinations and placement from previous studies/semesters
- the examination procedure
- the examination deadlines and registration deadlines
- the regulations on missing examinations, withdrawal from examinations, cheating
- the assessment of examinations and the formation of grades
- the form of examinations (types of examinations)
- Possibilities of repeating examinations

# Exam regulations

## Where can I find my exam regulations and which one applies to me?

**Computer Science**  
Master of Science (M.Sc.)

**Fast Facts**

Language of instruction: English  
Academic calendar: Winter and Summer Semester  
Standard Period of Study: 4 semesters required for the full degree  
ECTS points: 120  
Admission:  
**First semester:**  
with special prerequisites for admission  
The admissions restrictions are determined by the admissions regulations for the individual field. For more detailed information, please visit your departmental academic advisor.  
**Higher semesters:**  
with special prerequisites for admission according to admission regulations  
**Please note:** University admission requirements may change up to the start of the application period.  
Application period:  
**First semester:** Winter Semester, Non-EU-Citizens: until 31 May, EU-Citizens: until 15 July  
Summer Semester, Non-EU-Citizens: until 15 December EU-Citizens: until 15 January  
**Higher semesters:** Please contact the respective [subject academic advisor](#)  
Application:  
Please check out the [programme website](#) before you apply.  
Application for this subject is only possible during the application period and is done [online](#).  
Faculty affiliation: [Faculty of Engineering](#)

[Academic content](#) - what does the degree programme cover?

**§ Statutes** - legal basis for application and admission, examination regulations

[Contact](#) - student advisory service, subject advice, examination office

[Helpful links](#)

### Note!

Please contact your study coordinator for an English version

Please be aware that the English version is not binding and for convenience only. In case of a legal dispute, the German version is authoritative.

### Explanation:

- M.Sc. Rahmenordnung = general regulations for Master of Science (M.Sc.)
- M.Sc. Informatik/Computer Science = subject specific regulations

### § Statutes - legal basis for application and admission, examination regulations

- [Zulassungs- und Immatrikulationsordnung \(ZimmO\)](#)
- [Zulassungsordnung M.Sc. Informatik/Computer Science](#)
- [Prüfungsordnung M.Sc.: Rahmenordnung](#)
- [Prüfungsordnung M.Sc.: Anlage A](#)
- [Prüfungsordnung M.Sc.: Informatik/Computer Science](#)
- [Prüfungsordnung M.Sc.: Informatik/Computer Science](#)  
(Nur bei Studienbeginn vor dem 1. April 2020 und bei entsprechender schriftlicher Erklärung bis 30. Juni 2020; Abschluss des Studiums bis spätestens 31. März 2023)
- [Prüfungsordnung M.Sc.: Informatik](#)  
(Nur bei Studienbeginn vor dem 1. Oktober 2011 und bei entsprechender schriftlicher Erklärung bis spätestens 31. Dezember 2011; Abschluss des Studiums bis spätestens 30. September 2015)

[https://www.studium.uni-freiburg.de/en/program-offerings/all-degree-programs?set\\_language=en](https://www.studium.uni-freiburg.de/en/program-offerings/all-degree-programs?set_language=en)

# The Board of Examiners

- The Examination Board consists of four professors, one academic staff member and one student with an advisory vote. The term of office of the student member is one year, that of the other members two years. Reappointment is permitted.
- **If you are interested in becoming a student member, please contact the student council of the Faculty of Engineering.**
- The Examination Board is responsible for organising examinations and carrying out the tasks assigned to it by the examination regulations. It ensures compliance with the provisions of the examination regulations and makes decisions in examination matters.
- The Examination Board ensures for the faculty that examinations can be taken within the set examination periods. It decides on admission to examinations during the course of study.
- The Examination Board meets once a month. The meeting documents are prepared by the Examinations Office and forwarded to the committee.
- Students can contact the examination board via the Examinations Office.
- Any requests concerning an examination, e.g. postponement of an examination due to a semester abroad, are submitted in writing by the students to the Examination Board. The same applies to possible objections, e.g. in the case of a failed examination.
- Please seek advice from the Examinations Office before submitting an application/objection.

# Exam registration

How do I register for examinations and study achievements?

# Exam dates

## Where and when can I find the examination dates?

- **The two examination periods of the Faculty of Engineering are each 6 weeks long**
- for the winter semester mid-February to the end of March
- for the summer semester beginning of August to mid-September

Notice! The dates of the compulsory examinations are always based on the previous year.

Explanation!  
Compulsory examinations = examinations from the compulsory area of your exam regulations  
Compulsory elective examinations = examinations from the elective area of your exam regulations

- The examination dates for the compulsory examinations are planned by the Examinations Office and are usually published on the website as a PDF document at the latest one month after the start of lectures: <https://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/pruefungen>
- Please note that the PDF examination schedule (compulsory examinations) is not updated on the website and only the dates stored in HISinOne are binding.
- The examination dates for the compulsory elective examinations are usually published/entered in the campus system HISinOne 4 weeks before the examination date.

# Registration for examinations (PL)

## Why do I have to register for exams and cannot just turn up for the exam unannounced?

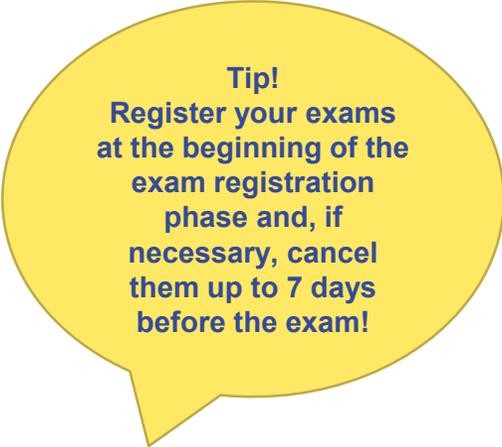
- By registering for an examination, you indicate that you wish to take it in the respective semester.
- By registering for an examination, you enter into a legal relationship with the university. This is known as the examination legal relationship. Please refer to the slide: Repeating examinations - What is a legal examination relationship?
- Examinations must be registered for within the set deadline (examination registration period).
- Excerpt from the Framework Examination Regulations Master of Science:  
§ 15 Registration and admission to examinations during studies: Registration is required for every course-related examination. The deadlines and formal requirements applicable to this are determined by the examination board and announced to the students in a suitable manner in good time.
- **If the deadline for examination registration is not met, a subsequent examination registration can no longer be made. Participation in the examination is then excluded.**
- Determination of the registration deadlines = official deadline (hard deadline) which is determined by the Examination Board with the involvement of the Examination Office and serves the smooth organisation of the approximately 400 examination dates (per semester) at the Faculty of Engineering.



**Tip!**  
Set a  
reminder in  
your  
calendar.

# Exam registration

## How do I register for (or cancel) an exam?



**Tip!**  
Register your exams at the beginning of the exam registration phase and, if necessary, cancel them up to 7 days before the exam!

- **How do I register for an exam?**

- You register independently via the Campus Management System HISinOne.
- You will find instructions at <https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:start>
- If registration via HISinOne does not work, please register for the exam(s) using the registration form: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/forms-examinations-offices>
- Alternatively, please send us an e-mail and tell us the exam(s) you would like us to register you for.
- IMPORTANT! For all forms/e-mails received by us by 9 July 2023, 23:59pm, the deadline will be met and we will register you manually for the exam(s).
- Registration for examinations in the modules "Seminar" and/or "Lab": If a Seminar and/or Lab is included in your study plan and is completed with an examination (PL), this examination must also be registered during the registration period.

- **Until when do I need to register for an exam?**

- You can find the set deadlines on the Faculty's website at: <https://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/pruefungen>
- All examinations must be registered for within the set deadline.

- **Until when can I de-register for an exam?**

- Students can deregister for the exam(s) independently via HISinOne (in the first attempt) up to 7 days before the exam.
- Deregistration must take place no later than (exactly) 7 days before the examination (e.g.: exam xyz takes place on 12.02.2025, 10.00 am = cancellation possible until 05.02.2025, 10.00 am).
- If you do not see a deregistration button, please write an email to the Examinations Office and we will deregister you manually.

# Registration for pass/fail achievements and/or course works (SL)

## Why and how do I register for a „Studienleistung“?

- By registering for a „Studienleistung“ you indicate that you wish to complete it in the respective semester
- Pass/fail achievements and/or course works must be registered within the set deadlines.
- **How do I register for a course work/pass-fail-achievement (Studienleistung)**
- You register independently via the Campus Management System HISinOne.
- You will find instructions at <https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:start>.
- If registration via HISinOne does not work, please send us an e-mail and tell us the SLs you would like us to register you for.
- **How do I de-register from pass/fail achievements and/or course works?**
- You can deregister from a pass/fail achievements and/or course work during the registration period and thereafter by e-mail to the Examinations Office, as course works are not subject to repeat regulations (unlike examination work → see the following slide).



Tip!  
Set a  
reminder in  
your  
calendar.

# The difference between coursework and examinations (SL vs PL)

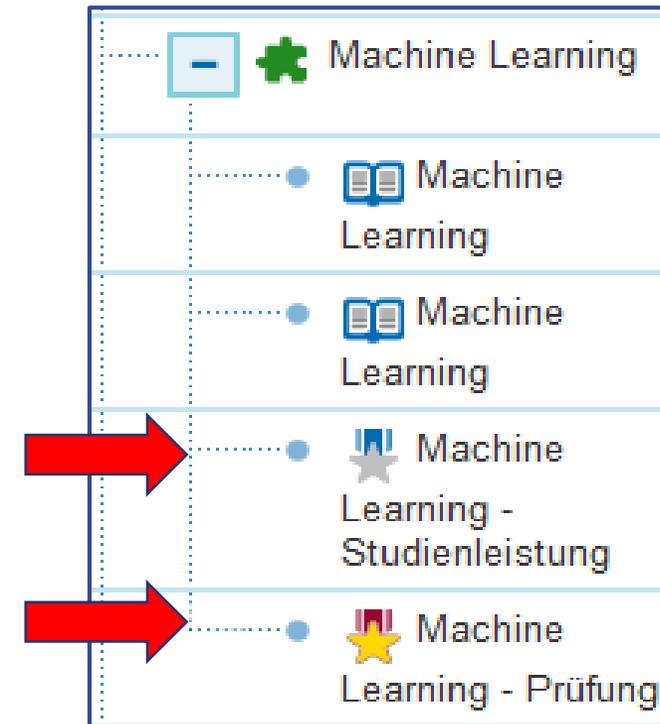
## ▪ **Pass/fail achievements and/or course works (SL)**

- must be completed and passed
- are assessed as "passed" or "failed"
- Can be repeated as often as desired and are not taken into account when calculating the overall grade for the degree.
- Late registration is possible for course works but not pass/fail achievements
- See § 13 (Framework Regulations)

## ▪ **Examinations (PL)**

- must be completed and passed
- must always be graded
- are only repeatable to a limited extent and the repetition is bound to fixed deadlines
- the grade is included in the overall grade
- whoever fails all repeat attempts of an examination loses the examination entitlement in this subject
- must be registered for during the exam registration period
- Late registration is not possible
- See § 15 (Framework Regulations)

## HISinOne module structure



# The most important regulations of your examination regulations explained compactly

- Grade improvement
- Module change after a failed attempt
- Withdrawal from exams due to illness

# Repetition from exams

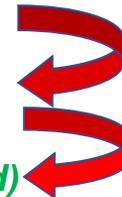
## How often can I repeat an exam which I have failed?

- Number of attempts: You have two attempts to pass each exam.
- Exception: In two exams (written examination or oral exam) you have a third attempt to pass the exam.
- Deadline: The first and the second attempts are always in the following semester of the previous attempt.

Winter semester: Machine Learning 5,0 (failed)

Summer semester: Machine Learning 5,0 (failed)

Winter semester: Machine Learning (*mandatorily registered*)



**Automatic compulsory registration by the examination office!**

### Note!

**You are automatically registered for the exam in the following semester. You cannot de-register from this exam.**

# Repeating examinations after a failed attempt

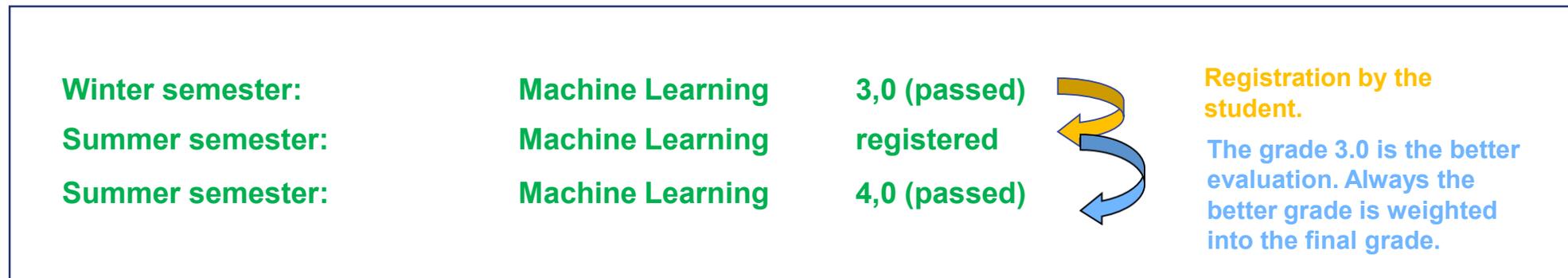
## Loss of study entitlement (Please read carefully!)

- With admission to the examination (registration by the student for the exam), a relationship under public law (examination right relationship) arises between the candidate and the higher education institution; with conditions and deadlines.
- The examination relationship must be distinguished from the enrolment relationship. Both legal relationships exist independently of each other. Exmatriculation does not terminate the examination right relationship. Accordingly, the candidate cannot "drop out" at will and without legal disadvantages, but must in principle continue repeat examinations after failing them.
- In the event of exmatriculation upon application, all examinations already started must therefore be taken. If the student fails to do so, the module will be assessed with a 5.0 or as "failed". It is therefore not possible to "escape" from the examination relationship by exmatriculation.
- The examination relationship is terminated when the examination provided for in the examination regulations (including any repeat attempts) has been passed or definitively failed. In principle, the examination relationship must be brought to an end.
- If you do not pass an examination, you will automatically be registered for the next examination in the following semester by the Examination Office.
- Attendance is compulsory; however, you can make use of the withdrawal regulations according to your exam regulations.
- If you fail the examination for the third time, you will be deemed to have definitively failed the examination and will lose your right to take the examination in the subject.
- Before the third attempt, you have the opportunity to attend the course (lecture and/or tutorial) again. If the lecture does not take place until the next semester, you can postpone the examination registration for your third attempt to the semester in which the lecture takes place. In this case, please contact the Examination Office!
- If you fail the examination definitively, you will lose your examination entitlement. This means that you are no longer allowed to study the same degree programme at a university in Germany. Study programmes with essentially the same content can also be excluded by higher education institutions.
- The best thing to do is to ask the 'new' higher education institution whether it is possible to study the desired degree programme, stating the exclusion.
- In the case of an exclusion, it does not matter by which examination the entitlement was lost. The loss refers to the corresponding degree programme.
- Exceptions: see slides on grade improvement + module change option

# Grade improvement

## Can I retake a passed exam (PL) if I want to improve my grade in it?

- Quantity: 1 passed examination in the form of a written or oral examination
- Condition: The examination to improve your grade has to be taken in the next regular examination date (following semester) and at the latest in the third semester
- Registration: You set the registration yourself via HISinOne.
- Evaluation: The examination with the better grade will be evaluated



### Note!

Please register your attempt to improve your grades only if you really want to sit the exam!

# Module change

## Can I substitute a course with another one?

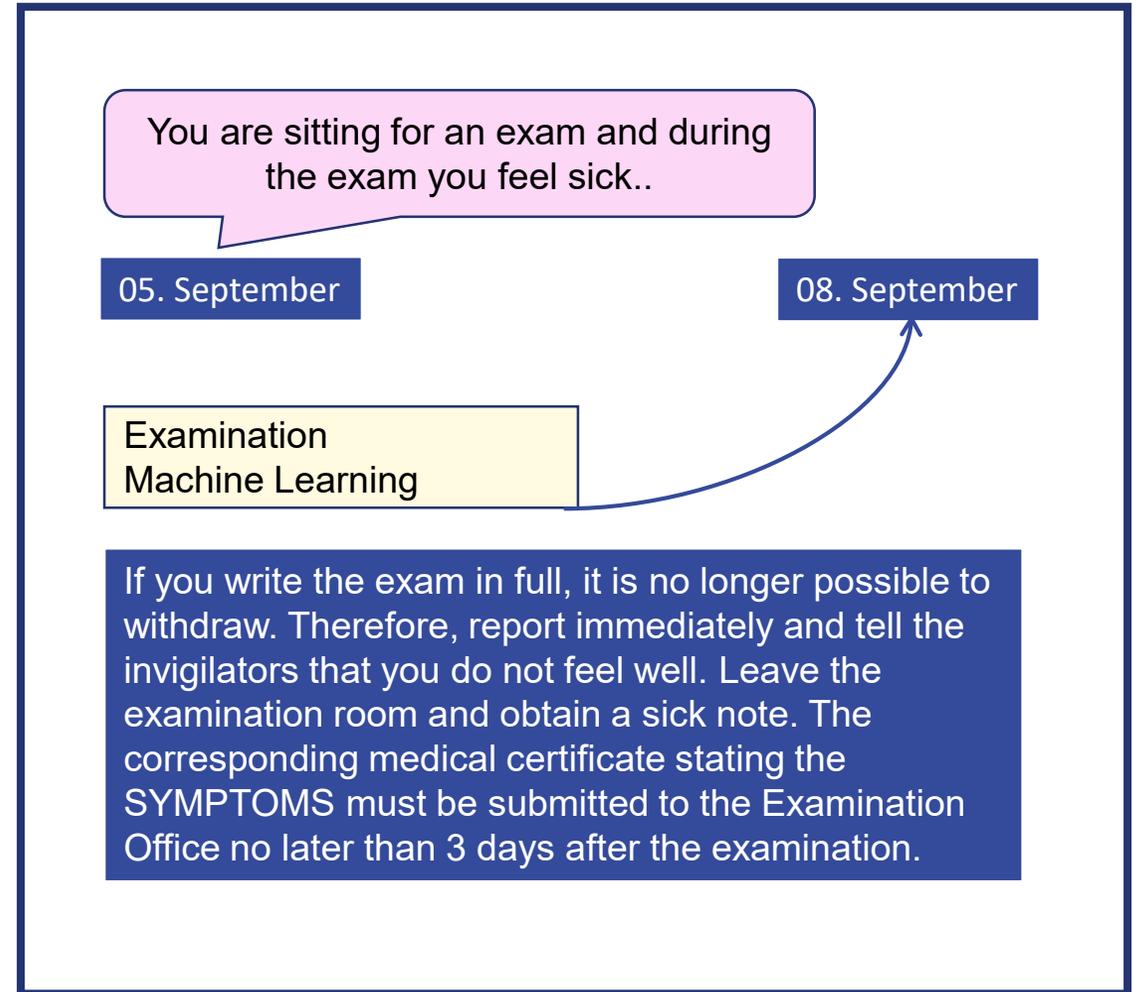
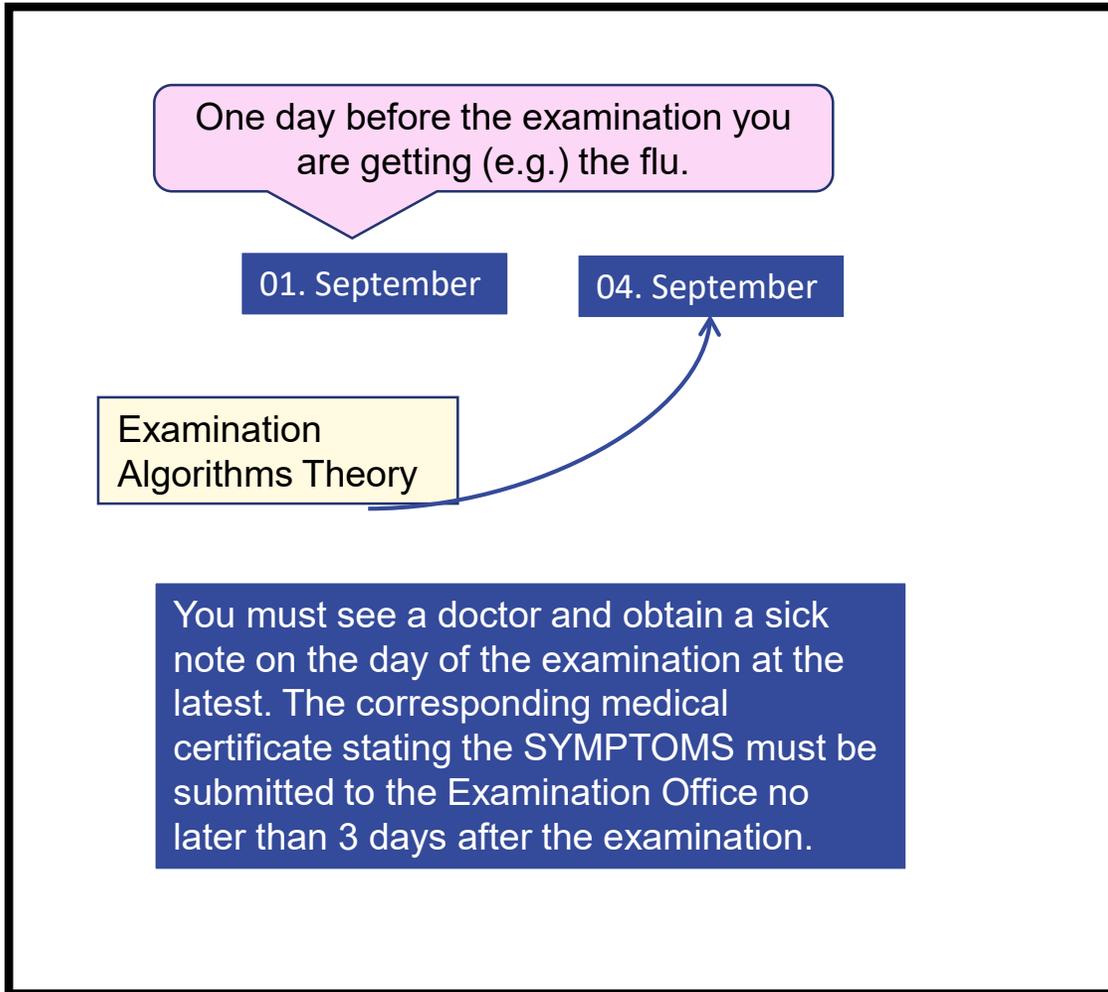
- **M.Sc. Computer Science**

If you do not pass an exam in the area of Advanced Lectures or Special Lecture you have the possibility to take another module/course instead of repeating this exam and take the exam in the new module. The failed examination attempt in the originally selected module will not be credited against the number of examination attempts available in the newly selected module.

Yes, it is possible to exchange a failed module. The conditions below apply. Please contact the Examinations Office before the start of the respective examination period if you would like to make use of this regulation, as the module change in the Campus System can only be carried out via the Examinations Office.

# Withdrawal from exams due to illness

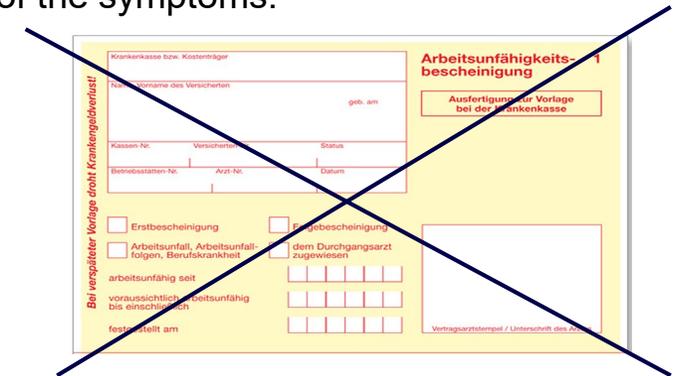
## I am ill on the day of the exam, what do I have to do?



# Withdrawal from exams due to illness

## I am ill on the day of the exam, what do I have to do?

- The medical examination must take place on the day of the examination at the latest.
- If your doctor is not available, you must consult another doctor or the Freiburg emergency practice.
- The doctor's certificate must be submitted to the Examination Office no later than 3 working days after the examination.
- The certificate must include details of the symptoms, as the decision as to whether you were/are unfit for the examination is made by the Board of Examiners, which decides on the withdrawal from the examination on the basis of the symptoms.
- A so called “Arbeitsunfähigkeitsbescheinigung” (AU) will not be accepted for this reason (as it does not contain any symptoms).
- Please use the form on our website for the application of withdrawal:  
<https://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/formulare-prufungsamt>
- **If the described measures are not fulfilled, your withdrawal from the examination due to illness will not be considered and the examination will be assessed as "failed".**



## Withdrawal from examinations

### Can I withdraw from an examination (after the end of the deregistration period) for any other reason?

- In exceptional cases, yes! Exact explanation of the reasons in writing and with proof (e.g. death certificate in case of death of a close relative) must be submitted to the Examination Board.
- What are exceptional cases? e.g. illness of a close relative, bereavement in the family, religious reasons, political situation in the home country, pandemic, personal reasons.



**Notice!**  
Please contact the  
Examination  
Office as soon as  
possible for  
advice!

# Course Recognition

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

- **General information**

- Please note! Study performances and examinations that have been completed in the degree program that is the entry requirement for the Master program can not be recognized.
- Otherwise, periods of study, study performances and examinations, which were performed at a foreign university may be recognized for a course if they are comparable.
- It is not possible to recognize achievements from a study course where you achieved 180 ECTS.

- **Deadline for applying:**

- The application should be submitted at the latest before ending your second semester.

- **Application process:**

- Students who are applying for an acknowledgement of modules from a bachelor's program with more than 180 ECTS have to submit the application form, transcript of records (ORIGINALS and/or CERTIFIED COPIES) and the module descriptions by post to the Examination Office.
- The Examination Office will forward the documents to the Board of Examiners. The Board of Examiners will review the documents and inform the student about the decision for the recognition by post.
- Please note that incomplete documents will not be processed and sent back to you!
- <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/recognition-of-achievements>

Please note that due to the very large number of applications, the processing time can take up to 8 weeks.  
Please plan accordingly!

# Master Thesis

**Note!**  
It is recommended to first complete all modules regulated in the examination regulations and to register and take the final thesis as the last achievement in the degree program.

Admission	Registration	Working period and language	Presentation/ Defence	Assessment of the thesis
<ul style="list-style-type: none"> <li>Once you have reached a total of 72 credit points (ECTS) and completed the module „Study Project“</li> </ul>	<ul style="list-style-type: none"> <li>You can obtain a registration form from the Examination Office via E-Mail once you have reached the admission requirements (ECTS)</li> </ul>	<ul style="list-style-type: none"> <li>The working period for writing the thesis is 6 months</li> <li>The period starts on the day the topic is assigned to the student by the Board of Examiners</li> <li>The working period may be extended by a maximum of 6 weeks, if the request has been accepted as reasonable by the Board of Examiners. The request for an extension needs to be submitted latest two weeks before submission of the thesis.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>You are expected to present your thesis after submission to the Examination Office by</li> <li>Students are required to notify the Examinations Office of the date of their presentation.</li> </ul>	<ul style="list-style-type: none"> <li>The master’s thesis is assessed by two examiners. The first examiner is the professor in whose chair you are writing your thesis.</li> <li>Usually, the assessment takes six weeks.</li> </ul>

# Good luck with your studies!

Examination Office

Faculty of Engineering

Phone +49 761 203 8083 or +49 761 203 8087

[pruefungsamt@tf.uni-freiburg.de](mailto:pruefungsamt@tf.uni-freiburg.de)