

universität freiburg

M.Sc. Informatik / Computer Science

Department of Computer Science
Faculty of Engineering
University of Freiburg
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Who am I?

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More information about consulting (and changes to consulting hours) see here:
<https://www.tf.uni-freiburg.de/en/study-programs/counseling>

I'll show you...

1. How to organize your studies
2. Some administrative things
3. Some important rules regarding exams
4. Where you can get information and help

1. Syllabus / Study Plan



Very flexible syllabus...

- We provide no ready made schedule!
It is **your** decision what you do when.
- Just follow the overall rules in the exam regulations.
- How exactly you put your syllabus together does not really matter to us...
In the end, you'll have to have fulfilled the requirements.
- So, none of your study plans will look the same!
- Now, let me explain, how to built your own, individual study plan.

Vocabulary you should know... part 1



Modules = building blocks of the syllabus

- Consist of various elements (different symbols/icons in study planner)
- Credits are given for complete module, no „partial credits“



Courses in the ESE program:

- Lectures – Vorlesung (V)
- Exercises – Übung (Ü)
- Lab courses – Praktikum / Praktische Übung (Pr)
- Seminars – Seminar (S)
- Projects – Projekt (*also* Pr)

Vocabulary you should know... part 2

Graded assessments or pass/fail:

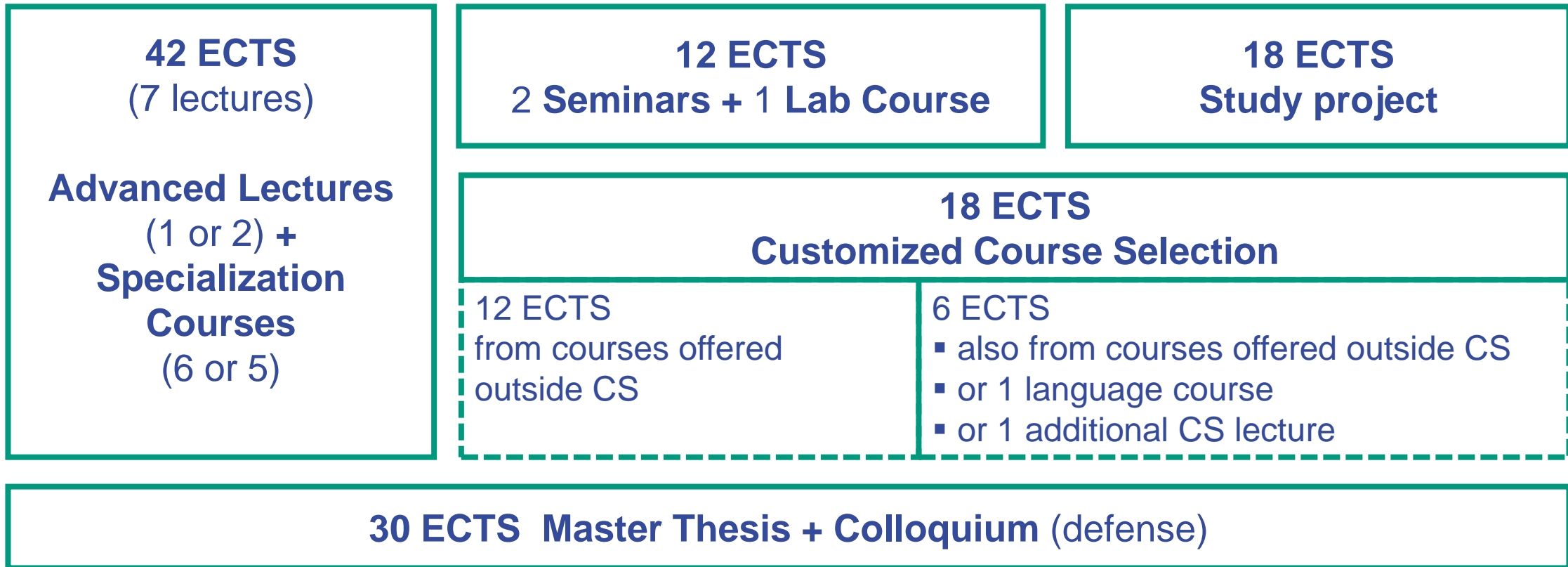


- Coursework or pass/fail assessments (“Studienleistungen”, SL)
 - Part of module or final assessment
 - May be graded, or only “pass” or “fail”
 - Not part of the final grade
 - No negative consequences if failed (apart from having to repeat)



- Graded assessments / Exams (“Prüfungsleistungen”, PL)
 - Always graded
 - Always counts into the final grade
 - Strict rules/regulations and very limited number of attempts

Syllabus: General structure



For optional specialization in AI or CPS:
At least 24 ECTS from according lectures + Study project + Master Thesis in related topic

Optional specialization

- Topics in **Artificial Intelligence:**

- Robotics and AI
- Machine learning and Deep learning
- Computer vision and graphics

- Topics in **Cyber-Physical Systems:**

- verification and analysis of hard- and software systems
- software development and programming languages
- embedded systems

*Course lists as PDFs on
program website →
Curriculum*

Formal requirements:

- At least the following courses have to be from this area:
 - 4 Specialization courses or Advanced lectures (24 ECTS (6 each))
 - 1 Study project (18 ECTS)
 - 1 Thesis (30 ECTS)

Advanced Lectures

You **have to** do at least one advanced lecture, you **may** take two at the most (the 2nd replaces a specialization course).

| 7 Defined Modules / Courses: | Semester |
|--|----------|
| Algorithm Theory | Winter |
| Databases and Information Systems | Winter |
| Machine Learning | Winter |
| Computer Architecture | Winter |
| Foundations of Artificial Intelligence | Summer |
| Image Processing and Computer Graphics | Summer |
| Software Engineering | Summer |

Specialization Courses

You have to take 6 or 5 specialization courses (depending how many advanced lecture you take) → **in total it's 7.**

Lots of different lectures (+ exercises) to choose from in areas like:

- Algorithms / Bioinformatics
- Computer Architecture / OS / Embedded Systems
- Software / Programming
- AI / Robotics / ML / DL
- Computer vision / graphics
- Network / communication / Data bases

Seminars and Lab Course

You have to do **2 seminars** and **1 lab course**

- **Seminars** generally can be held in a weekly fashion or as a compact course („Blockseminar“) for the presentations (details given in course description)
- **Seminars** and **Lab courses** may vary in topic and/or name from semester to semester, as most lecturers like to keep up-to-date with their research areas

Check out how to book seminars:

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/booking-of-pro-seminars-in-computer-science>

Study Project

You have to do **1 study project**

- You'll work (under a supervisor, but independently) on a current research topic in one of the workgroups / Chairs of the department
- See it as your „trial run“ for the Thesis
- Has to be completed before you can register for your Thesis

Before you start with your Study Project, please check out the procedure of finding a topic, registering the project etc.:

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/registering-for-projects>

(Same goes for the Thesis!)

Customized Course Selection („Individuelle Studiengestaltung“)

- 18 ECTS (at least – can be slightly surpassed)
- You have to do some courses from subjects outside of Computer Science
- Only SL (pass/fail) in courses outside CS (so, not counted into final grade)
- You can choose to **replace** application area courses amounting to **6 ECTS (at most)** with
 - Either a language course
 - Or another Computer Science lecture (advanced or specialization), but in this case, the **CS course** will have an **exam (PL)** and count into the final grade!

Available subjects to choose from

- Some subjects are integrated in the study planer in HISinOne, but not all of them. For those subjects not available for booking in the planner of studies, you'll have to organize things like registering for the courses and exams on your own (by contacting the lecturers, for example).
- See full list on program website:
<https://www.tf.uni-freiburg.de/en/study-programs/computer-science/m-sc-computer-science>
→ Curriculum

Master Thesis

- Master thesis (27 ECTS) graded
- Colloquium (= Presentation / Defense) (3 ECTS) graded
- Admission to thesis:
at least **72 ECTS** credits (including completed Study project)
(plus conditional courses from admission, if applicable)
- Duration: 6 months

More information:

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/thesis>

Administrative things



Some practical advice and general facts

- Most courses are offered every other semester (i.e. once a year); some can be held more irregularly; should be mentioned in the module handbook (see HISinOne or PDF)
- Overlapping courses...
With the amount of courses and the flexible curriculum, this just happens.
Basically: Find a way to deal with it!
(Meaning: Choose one course for this semester, do the other one in year; or check for lecture recordings, or...)
- Be aware that you might need to adapt your original study plan

Some practical advice and general facts

- Usually no dependencies regarding order of courses
 - Nevertheless, check with lecturers for appropriate combinations or recommended order of courses
- Most prerequisites stated in the course catalog are recommendations, they are not mandatory; well, a few of them are...
Just read what is said in the description!

Conditional admission: What does this mean?

- Conditions have to be fulfilled **in addition** to the normal Master's curriculum → likely to extend your study time
- You have to complete the required modules by the end of the second semester.
They should be your top priorities!
(Especially in case of course collisions/overlaps)
- You will be **automatically registered for these courses** as well as exams. If you should decide not to take the exam in the intended semester (after the course), you have to contact the examination office to de-register.
- **Exams** required for conditional admission **can only be repeated once.**

Advice for your next steps

- Study the course catalog / planner of studies
(*What courses are offered right now?*)
- Generally, check out a few more courses than you intend to complete in the given semester
- Register (via HISinOne → “Booking of courses”) for the courses you want to take as soon as possible
- Information on dates and deadlines for course booking:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>
→ Booking deadlines for Bachelor and Master courses
- **Read the official exam regulations!**
(= *terms and conditions of your study program*)
https://www.tf.uni-freiburg.de/bilder/studium_lehre/englische-poen/exam-regulations-msc-cs-po-2020

Registering for/ Booking of courses

- Have a look at your **Planner of studies** <https://campus.uni-freiburg.de>
- Follow instructions from [short demonstration here](#)
- If you have questions or made a mistake while booking: **Contact** Ms. Moses in the Dean's office: moses@tf.uni-freiburg.de or myself (*Screenshots are really helpful*)

Be aware: **Different course types have different deadlines!**

(See <https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>)

→ Booking deadlines and seat allocation for Bachelor and Master courses)

If you forgot to book a course:

- Contact the lecturer and ask if there are still seats available and if it generally makes sense to start late
- The examination office **can't** help you with this!

HISinOne Demo: Login and Planner of Studies

- Log in to <https://campus.uni-freiburg.de/>

The screenshot displays the HISinOne web interface for the Albert-Ludwigs-Universität Freiburg. The top navigation bar includes 'Home', 'My Studies' (highlighted with a red circle), 'Studies offered', 'Organisation', 'User information', and 'Help'. The breadcrumb trail reads: 'You are here: Home > My Studies > Planner of studies with Module plan'. The main heading is 'Planner of studies with Module plan Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. Below this, there are buttons for 'Show Module plan' and 'Printview', and a 'Help' icon. The semester is set to 'winter semester 2022'. There are two filter sections: 'Courses' and 'Exams, non-graded works:'. Each section has three options: 'All' (selected with a checkmark), 'None', and 'Only organized'. At the bottom right, there are 'Expand all' and 'Collapse all' (highlighted with a red circle) buttons. The bottom of the page shows a table header for 'Structure of examination regulations - All subject related semesters' with columns for 'Actions' and 'Status'. A dropdown menu is open, showing '11LE13PO-MSc-679-2020 - Informatik / Computer Science, M.Sc., PO 2020'.

HISinOne Demo: Planner of Studies – Different views

- Use the correct view: Examination regulations

Planner of studies with Module plan Master of Science, Informatik/Computer Science, Hauptfach, PO 2020

→ [Show examination regulations](#) [Printview](#)

Original Module plan My modules

| Semester 1 WS 2022/23 | Semester 2 SS 2023 | Semester 3 WS 2023/24 | Semester 4 SS 2024 | Semester 5 WS 2024/25 | |
|--|--|--|--|---|--|
| Spektrale Simulationsmethoden mit -/3 | Werkstoffdynamik / Dynamics of Ma -/5 | Zuverlässigkeitstechnik / Reliability -/3 | Softwarepraktikum für Hörer aller Fz -/6 | Constraint-Satisfaction-Problems -/6 | |
| Algorithms and Data Structures - Cc -/3 | Technologien der Implantatfertigung -/3 | Von Mikrosystemen zur Nanowelt / I -/3 | Theoretische Informatik -/6 | Differential Geometry -/9 | |
| Probability and statistics -/5 | Windenergiesysteme / Wind Energy -/6 | Verbindungshalbleiter / Compound s -/3 | Stochastik für Studierende der Infor -/6 | Biomaterialien -/3 | |
| Experimentalphysik I -/6 | Signalverarbeitung und Analyse von -/3 | Techniken zur Oberflächenmodifizie -/3 | High-Performance Computing: Molecular Dynamics with -/6 | | |
| Computational Economics: Non-line -/6 | Praktikum -/6 | | Softwaretechnik / Software Enginee -/6 | | |

HISinOne Demo: Examination regulations structure

| Structure of examination regulations - All subject related semesters | Actions | Status |
|---|---------|--------|
| ▼  11LE13PO-MSc-679-2020 - Informatik / Computer Science, M.Sc., PO 2020 | | |
| ▼  11LE13KT-9000-MSc-679-2020 - Master degree program Informatik / Computer Science, M.Sc. PO 2020 - 120.0 ECTS | | |
| ●  11LE13KT-8609-MSc-679-2020 - Preliminary average grade M.Sc. Informatik / Computer Science PO 2020 | | |
| ▼  11LE13KT-9991-MSc-679-2020 - ECTS credits account Master of Science in Informatik / Computer Science (PO-Version 2020) - 120.0 ECTS | | |
| ▶   11LE13KT-8000-MSc-679-2020 - Master module - 30.0 ECTS | | |
| ▶  11LE13KT-Weiterf Vorlesung - Advanced Lectures - 12.0 ECTS | | |
| ▶  11LE13KT-Spez Vorlesung - Specialization Course - 36.0 ECTS | | |
| ▶  11LE13KT-Seminare - Seminars - 6.0 ECTS | | |
| ▶  11LE13KT-Praktikum - Lab Course - 6.0 ECTS | | |
| ▼  11LE13KT-Indiv STG - Customized Course Selection - 18.0 ECTS | | |
| ▶  11LE13KT-Indiv STG- WVorlesung - Advanced Lecture in Customized Course Selection - 6.0 ECTS | | |
| ▶  11LE13KT-Indiv STG-SpezVorl - Specialization Course in Customized Course Selection - 6.0 ECTS | | |
| ▶  11LE13KT-Sprachkurs - language course - 6.0 ECTS | | |
| ▶  11LE13KT-Indiv STG-FWB - Courses offered in other departments of the University | | |
| ▶  11LE13KT-9140 - Study Project - 18.0 ECTS | | |
| ●  gÜK - globales Überlaufkonto | | |

HISinOne Demo: Module – Courses – Assessments

| Structure of examination regulations - All subject related semesters | Actions | Status |
|---|---------|--------|
| ▼ 11LE13PO-MSc-679-2020 - Informatik / Computer Science, M.Sc., PO 2020 | | |
| ▼ 11LE13KT-9000-MSc-679-2020 - Master degree program Informatik / Computer Science, M.Sc. PO 2020 - 120.0 ECTS | | |
| ● 11LE13KT-8609-MSc-679-2020 - Preliminary average grade M.Sc. Informatik / Computer Science PO 2020 | | |
| ▼ 11LE13KT-9991-MSc-679-2020 - ECTS credits account Master of Science in Informatik / Computer Science (PO-Version 2020) - 120.0 ECTS | | |
| ▶ 11LE13KT-8000-MSc-679-2020 - Master module - 30.0 ECTS | | |
| ▼ 11LE13KT-Weiterf Vorlesung - Advanced Lectures (12.0 ECTS) | | |
| ▼ 11LE13MO-2010_PO 2020 - Algorithms Theory - 6.0 ECTS | | |
| ▶ 11LE13V-2010 - Algorithms Theory - lecture course - 6.0 ECTS | apply | |
| ▶ 11LE13Ü-2010 - Algorithms Theory - Exercises - exercise course (1 of 8) | apply | |
| ● 11LE13SL-2010 - Algorithms Theory - course work | | |
| ● 11LE13PL-2010 - Algorithmentheorie / Algorithms Theory - Examination - 6.0 ECTS | | |
| ▶ 11LE13MO-2060_PO 2020 - Datenbanken und Informationssysteme / Data Bases and Information Systems - 6.0 ECTS | | |
| ▶ 11LE13MO-2040_PO 2020 - Foundations of Artificial Intelligence - 6.0 ECTS | | |
| ▶ 11LE13MO-2050_PO 2020 - Image Processing and Computer Graphics - 6.0 ECTS | | |
| ▶ 11LE13MO-1153_PO 2020 - Machine Learning - 6.0 ECTS | | |
| ▶ 11LE13MO-2020_PO 2020 - Rechnerarchitektur / Computer Architecture - 6.0 ECTS | | |
| ▶ 11LE13MO-2030_PO 2020 - Softwaretechnik / Software Engineering - 6.0 ECTS | | |
| ▶ 11LE13KT-Spez Vorlesung - Specialization Course (36.0 ECTS) | | |

HISinOne Demo: Registration procedure for seminar, lab, project

- Check out how to book seminars and how to register for projects!

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/booking-of-pro-seminars-in-computer-science>

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/registering-for-projects>

11LE13KT-Seminare - Seminars - 6.0 ECTS

- 11LE13MO-Seminar 1 - Seminar 1 - 3.0 ECTS
 - 11LE13VG-Seminar - VG Seminar 1 M (1 of 13)
 - 11LE13SL-Seminar 1 - Seminar 1 Studienleistung
 - 11LE13PL-Seminar 1 - Seminar 1 Prüfung - 3.0 ECTS
- 11LE13MO-Seminar 2 - Seminar 2 - 3.0 ECTS

11LE13KT-Praktikum - Lab Course - 6.0 ECTS

- 11LE13MO-7110 PO 2020 - Praktikum - 6.0 ECTS
 - 11LE13VG-7110 Praktikum - Praktikum Informatik (1 of 26)
 - 11LE13SL-7110-1 - Praktikum Informatik 1 - Studienleistung - 6.0 ECTS

11LE13KT-Indiv STG - Customized Course Selection - 18.0 ECTS

11LE13KT-9140 - Study Project - 18.0 ECTS

- 11LE13KT-9140 Studienprojekt-Allgemein - Studienprojekt - 18.0 ECTS
 - 11LE13MO-9140 Studienprojekt Allgemein - Studienprojekt - 18.0 ECTS
 - 11LE13VG-9140 Studienprojekt-Allgemein - Studienprojekt Allgemein (1 of 3)
 - 11LE13SL-9140 Studienprojekt Allgemein - Studienprojekt - Studienleistung
 - 11LE13PL-9140 - Studienprojekt - Prüfungsleistung - 18.0 ECTS (1 of 2)

11LE13KT-Studienprojekt-KI - Studienprojekt im Bereich KI - 18.0 ECTS

11LE13KT-Studienprojekt-CPS - Studienprojekt im Bereich CPS - 18.0 ECTS

HISinOne Demo: Customized Course Selection

- 11LE13KT-Indiv STG - Customized Course Selection - 18.0 ECTS
 - 11LE13KT-Indiv STG- WVorlesung - Advanced Lecture in Customized Course Selection - 6.0 ECTS
 - 11LE13KT-Indiv STG- SpezVorl - Specialization Course in Customized Course Selection - 6.0 ECTS
 - 11LE13KT- Sprachkurs - language course - 6.0 ECTS
 - 11LE13KT-Indiv STG-FWB - Courses offered in other departments of the University
 - 11LE13KT-FWB - Applied Bioinformatics
 - 11LE13KT-FWB-Kognition - Kognitionswissenschaften
 - 11LE13KT-FWB-Mathematik - Mathematik
 - 11LE13KT-FWB Medizin - Medizin
 - 11LE13KT-FWB-MST - Microsystems Engineering
 - 11LE13KT-FWB Neuroscience - Neuroscience
 - 11LE13KT-FWB-Physik - Physik
 - 11LE13KT-FWB Psychologie - Psychologie
 - 11LE13KT-FWB SSE - Sustainable Systems Engineering
 - 11LE13KT-FWB-WiWi - Economics
 - 11LE13KT-FWB - Weitere genehmigte Module/Veranstaltungen im fachfremden Bereich
- 11LE13KT-9140 - Studv Proiect - 18.0 ECTS







HISinOne Demo: Multi-connected Elements

- Green and red arrows? Don't panic!

11LE13KT-Indiv STG - Customized Course Selection - 18.0 ECTS

11LE13KT-Indiv STG- WVorlesung - Advanced Lecture in Customized Course Selection - 6.0 ECTS

Multi-connected Elements (Please click on the respective heading to display the respective element):

- 11LE13MO-2060_PO 2020 - Datenbanken und Informationssysteme / Data Bases and Information Systems  - core elective - 6.0 ECTS
- ← 11LE13MO-2040_PO 2020 - Foundations of Artificial Intelligence  - core elective - 6.0 ECTS
- ← 11LE13MO-2050_PO 2020 - Image Processing and Computer Graphics  - core elective - 6.0 ECTS
- ← 11LE13MO-1153_PO 2020 - Machine Learning  - core elective - 6.0 ECTS
- ← 11LE13MO-2020_PO 2020 - Rechnerarchitektur / Computer Architecture  - core elective - 6.0 ECTS
- 11LE13MO-2030_PO 2020 - Softwaretechnik / Software Engineering  - core elective - 6.0 ECTS

HISinOne Demo: Multi-connected Elements

- The module shows up at the end of the list:

The screenshot displays a list of course modules in a software interface. At the top, there are two expandable sections: '11LE13KT-Indiv STG - Customized Course Selection' and '11LE13KT-Indiv STG- WVorlesung - Advanced Lecture in Customized Course Selection'. Below the second section, a heading reads 'Multi-connected Elements (Please click on the respective heading to display the respective element):'. A list of seven modules follows, each with a double-headed arrow icon, a puzzle piece icon, and text indicating it is a 'Core elective - 6.0 ECTS'. The modules are: '11LE13MO-2010_PO 2020 - Algorithms Theory', '11LE13MO-2060_PO 2020 - Datenbanken und Informationssysteme / Data Bases and Information Systems', '11LE13MO-2040_PO 2020 - Foundations of Artificial Intelligence', '11LE13MO-2050_PO 2020 - Image Processing and Computer Graphics', '11LE13MO-2020_PO 2020 - Rechnerarchitektur / Computer Architecture', and '11LE13MO-2030_PO 2020 - Softwaretechnik / Software Engineering'. At the bottom of the list, the '11LE13MO-1153_PO 2020 - Machine Learning' module is highlighted with a blue selection bar. A large red arrow points to this module from the bottom left corner of the image.

11LE13KT-Indiv STG - Customized Course Selection

11LE13KT-Indiv STG- WVorlesung - Advanced Lecture in Customized Course Selection

Multi-connected Elements (Please click on the respective heading to display the respective element):

- 11LE13MO-2010_PO 2020 - Algorithms Theory - Core elective - 6.0 ECTS
- 11LE13MO-2060_PO 2020 - Datenbanken und Informationssysteme / Data Bases and Information Systems - Core elective - 6.0 ECTS
- 11LE13MO-2040_PO 2020 - Foundations of Artificial Intelligence - Core elective - 6.0 ECTS
- 11LE13MO-2050_PO 2020 - Image Processing and Computer Graphics - Core elective - 6.0 ECTS
- 11LE13MO-2020_PO 2020 - Rechnerarchitektur / Computer Architecture - Core elective - 6.0 ECTS
- 11LE13MO-2030_PO 2020 - Softwaretechnik / Software Engineering - Core elective - 6.0 ECTS
- 11LE13MO-1153_PO 2020 - Machine Learning**

Rules regarding examinations

More details will be offered by the examination office team in a presentation in a few weeks.

You'll receive an invitation e-mail in time...

Registration for exams / graded assessments (PL)

- It's a second, independent step from booking the course. It's **not** done automatically!
- The procedure is *similar* to booking the courses. For a how-to, see <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/examinations>
Deadlines for the registration (and de-registration) for exams are also mentioned on this website.
- Without registering for an exam you are not allowed to take it, so **do not forget!**
- To make sure you are correctly registered, we recommend saving/printing the pdf of the in HISinOne
→ My studies → My course enrollments and exam registrations

How to proceed if you failed an exam

- Number of attempts are limited:
 - 2 attempts for every exam / graded assessment (if needed)
 - 2 oral or written exams for CS lectures can be attempted 3 times
(This rule does not include lab courses, seminars or the project!)
- You are registered automatically for the repetition(s) and **cannot sign off !**
- Repetition exam will take place in the **next semester.**
- You can **replace one Advanced lecture or Specialization course** you failed the exam / graded assessment with another one, but it has to be done after the first failed attempt. So: *Either repeat or replace (once).*

Improvement of a grade

- Repeating an exam that you have passed, to improve your mark, is possible in **one** module you did in your first year of studies here
- This rule applies only to written or oral exam of a Computer Science lecture + exercise
- You have to take the „repetition“ exam **directly in the following semester**
- The examination with the **better** grade will be considered official

Missing an exam: Unexcused or authorized withdrawels

- If you do not attend an exam that you registered for, it counts as **failed**, unless you have a **valid excuse**.
- Valid excuses can be
 - Due to illness
→ Doctor's note required, see <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>
 - Due to emergencies in family etc.
(please contact examination office immediately)

Intellectual honesty / plagiarism

- Plagiarism is:
 - Using someone else's texts, pictures, reports, data, solutions, whatever....
 - ... without citing the source
- Sources include:
 - Books, the internet, colleagues, ...
- To make it clear:
Plagiarism is illegal!
It is cheating!
- The simple „if...then“ loop:
 - If you cheat (once)
→ then you fail the course
 - If you cheat repeatedly (twice)
→ then you are thrown out of the program and your academic career is over
- Intellectual honesty is important!
Don't pass off someone else's work as your own!

Finding information and help

Students are responsible to stay informed

- You are independent persons, expected to self-organize and self-motivate. There is no service establishment catering to all your needs.
- We provide the necessary information through different sources:
 - Websites
 - Introductory events
 - Official documents (like exam regulations)
 - Information e-mails

If you don't find the information, maybe try using a search engine...

(Make sure to have access to your faculty user account and forward or use that e-mail address!)

- Reading is essential! Please read! The whole text, all the lines in an email, the complete instructions in exercise or exam sheet...
- „I did not know!“ is not an acceptable excuse!

Check out the information on our websites

- For new students:

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/freshers-info>

- Dates and deadlines:

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>

- A to Z – Study FAQs (especially useful for information about examination related things):

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>

- Website for your study program

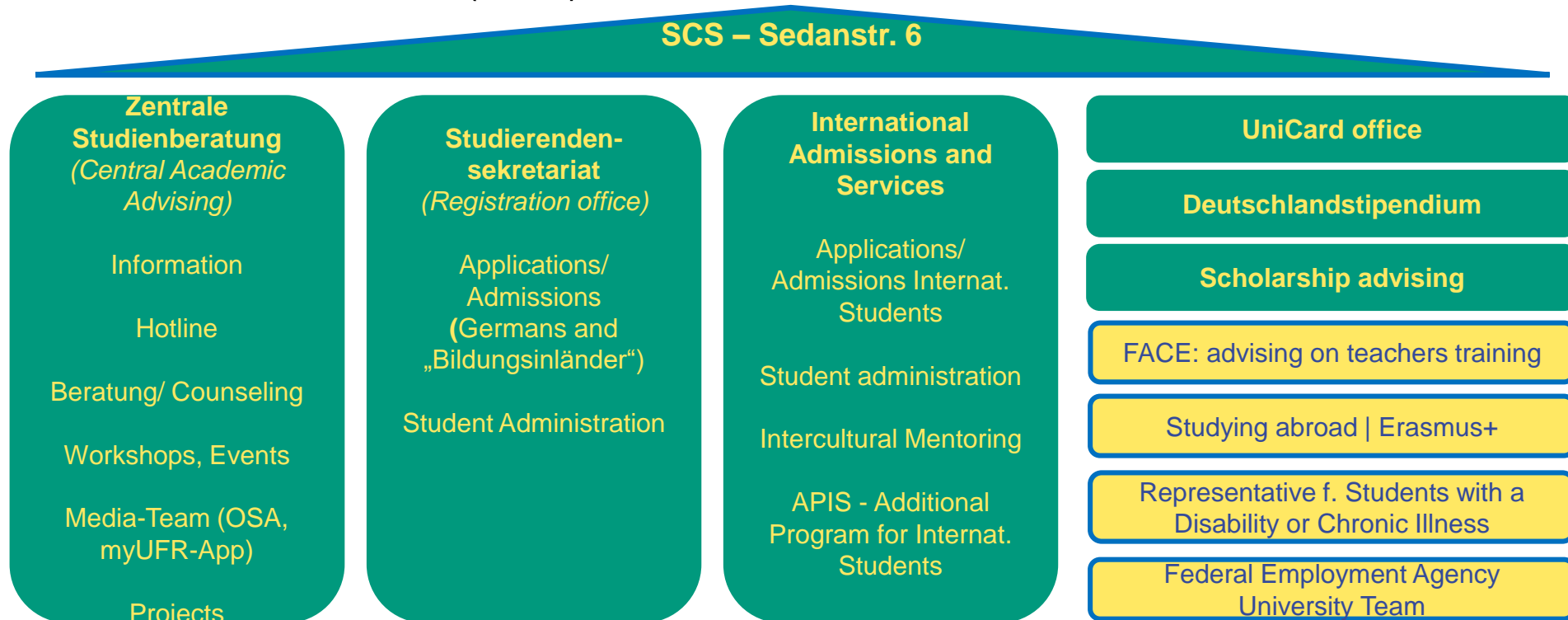
<https://www.tf.uni-freiburg.de/en/study-programs/computer-science/m-sc-computer-science>

- Contacts for advisory services at TF etc.:

<https://www.tf.uni-freiburg.de/en/study-programs/counseling>

Further contact points outside TF:

- SWFR (Housing, Financial Aid / Bafög, Social and Psychotherapeutic Counselling...)
- Student Service Center (SCS) in Sedanstraße 6



Whom to ask about what?

- Programme related matters

Lecturers/ Professors

e.g. thematic questions, literature and learning material etc.

Study coordinators

e.g. study planning, decisions, setting priorities, examination regulations, credits etc.

- General matters

International Admissions and Services (in SCS)

e.g. advice for international students, preliminary certification by the university, issue of certificates for international students, questions about leave of absence and tuition fees etc.

→ www.ias.uni-freiburg.de

Central Academic Advising (in SCS)

e.g. motivation, reorientation, decision-making, learning process, study organisation, stress, crises etc.

- confidential, anonymous if necessary, neutral
- If needed, referral to other contact persons (representative for students with chronic illness/disability, employment agency etc.)

→ www.zsb.uni-freiburg.de

When writing an e-mail to an advisor or the examination office...

- Please use a sensible subject
- Assume we do not know you, and we are not clairvoyant.
So, please sign the email with your full name; your matriculation number can also be helpful, and it would be great if you mention your study program...
- Use full names of professors, supervisors or lecturers
(we are not on first name base with everyone at the faculty)
- For a question about a new topic:
Write a new mail and address it (correctly) yourself.
Don't "answer" to older information mails from us.
- If it is urgent, indicate this in the subject line! Our responses to mails not classified as urgent can take quite a while and we try to prioritize.

Checklist of important things to remember:

- Set up your Faculty account correctly; **forward those emails!**
- Learn about and observe the various deadlines:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>
- Register for ***all the elements (especially all the assessments)*** in a module you want to complete (not just in lectures, but also in seminars or lab courses)
- Know your exam regulations!
- Learn about registration for seminars and projects:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>
- Re-enroll for the next semester
<https://www.studium.uni-freiburg.de/en/student-services/registration>
- Contact someone when in need of help:
<https://www.tf.uni-freiburg.de/en/study-programs/counseling>

Have a good start!

And remember to meet your **Campus tour guide**
4:30 p.m. in front of this lecture hall!