

Examination Office

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

Albert-Ludwigs-Universität Freiburg



**UNI
FREIBURG**

Dates/Deadlines winter semester 2021/2022



Begin lecture period	18 October 2021
End lecture period	12 February 2022
Examination period	14 February – 31 March 2022
Registration period for exams	6 December 2021 – 16 January 2022
Registration period for pass/fail achievements (Studienleistung)	18 October 2021 – 12 February 2022 (entire lecture period)
Registration period for exam in study project M.Sc. Computer Science	1 October 2021 – 31 March 2022 (entire semester)
De-registration period for exams in the first attempt	up to 7 days before each exam (please note the exact time of the exam!)

The Examination Office: Who we are and what we do!



Anne-Julchen Müller & Susanne Stork

- Advice on exam regulations
- Advice on appeals
- Organisation of examinations
- Issuing of documents (e.g. Transcript of Records, final documents)
- Registration master's thesis
- Application for recognition of courses
- Issuing of documents for re Visa purposes

- pruefungsamt@tf.uni-freiburg.de
- **Please note that due to the coronavirus situation we are only available during telephone consultation hours (→ see following slide)!**
- Contact: Ms. Müller: +49 (0)761-203 8083
- Contact: Ms. Stork: +49 (0)761-203 8087

- **No personal office hours Examination Office**

- The Examination Office does not hold personal office hours.
- Please do not come to the Examination Office (not even by chance!) and contact us only by e-mail or telephone (telephone office hours).
- All inquiries will be processed as soon as possible, but we ask for your patience.

- **Telephone consultation hours Examinations Office**

- **Tuesdays and Wednesdays 9 - 11 am**
- The possibility of an individual telephone appointment exists. Talk to us!
- Contact: Ms. Müller: +49 (0)761-203 8083
- Contact: Ms. Stork: +49 (0)761-203 8087
- E-Mail: pruefungsamt@tf.uni-freiburg.de



- Required documents (eg. certificates, Transcript of Records,...) are usually sent by mail only.
- Therefore, please plan ahead on time and contact us early by e-mail or call us during our telephone consultation hours.



- **Svenja Andresen, Programme Co-ordinator MSE/MST**
 - General counselling
 - studiengangkoordination.mst@imtek.uni-freiburg.de

- **Dr. Ing. Jochen Kieninger, 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 plan/Curriculum
- Syllabus
- FAQs
- Dates and deadlines
- Forms
- ...

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

- Tips and information on how to deal with the Corona pandemic for employees, students and guests of the Faculty of Engineering: <https://www.tf.uni-freiburg.de/en/corona>
- Information on exam-related issues during the Corona pandemic: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/examinations>
- General information during the Corona pandemic: <https://uni-freiburg.de/university/topics-in-focus/corona/>



Please inform yourself regularly on the websites about possible changes to the situation

„I didn‘t know ... !!!“



- **Personal initiative** (Obligation of the student to get the required information)
- **Websites** (Faculty of Engineering and/or University of Freiburg)
- **E-Mail** (***Please note!*** During the semester, the Examination Office informs students by e-mail about examination schedules, registration periods, changes in opening hours, availability or important information regarding examination regulations. The e-mails are sent to the mailing list ***student@tf.uni-freiburg.de***. Please make sure that you are on this mailing list. Please do not forget to keep your e-mail address up to date)
- **Letters/Notifications** (***Please note!*** The official communication, e.g. if you make an application or fail an exam, is by post. Replies to applications or notifications about failing an exam are sent by post. Please keep your address up-to-date in the Campus System).
- **"Google it!"**

8 tips for successful studies



1. Know your study regulations!
2. Do not listen to rumors in this regard! (And do not spread any).
3. Talk to your academic advisor!
4. Read the e-mails from the Examinations Office!
5. Inform yourself on the website of the faculty!
6. Ask your professor!
7. Ask the student council (Fachschaft)!
8. Let the Examination Office advise you!

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?



- 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.

<https://www.studium.uni-freiburg.de/de/studienangebot/studienfaecher>

The Board of Examiners (*Examination Committee*)



- The *Board of Examiners* consists of four university professors, one academic assistant and one student in an advisory capacity.
- The *Board of Examiners* is responsible for the organisation of the examinations and for carrying out the tasks assigned to it by the examination regulations. It ensures that the provisions of the examination regulations are observed and makes decisions in examination matters.
- The *Board of Examiners* ensures on behalf of the faculty that the examinations can be taken within the stipulated examination periods. It decides on admission to the examinations during the course of study.
- The *Board of Examiners* meets once a month. The meeting documents are prepared by the examination office (responsibility Mrs. Müller) and forwarded to the committee.
- **Students can contact the Board of Examiners via the Examinations Office**

When are the exams taking place?



- **The exam periods at our faculty are**
 - for the winter semester February/March
 - for the summer semester August/September
- **Exam period winter semester 2021/2022**
14 February – 31 March 2022

(Teaching period ends 12 February 2022)

Can written and oral exams take place on-site?



- Yes, since on-site study operations are currently possible on a limited basis, on-site written and oral examinations are also possible.
- On August 23, 2021, The Ministry of Science published a new Corona Ordinance on Study Operations: From now on, persons must also prove that they have been vaccinated, recovered or tested (3-G proof) for classroom events - students and event organizers alike. This also applies to exams.
- The test, vaccination or convalescence certificate must be presented by all persons participating in the face-to-face course or examination. The course director must document the existence of a test, vaccination or convalescence certificate for himself/herself in a statement
- A minimum distance of 1.5 meters in classroom events is still mandatory. If this distance cannot be maintained, participants must wear mouth and nose coverings.
- The University of Freiburg asks participants of classroom events to provide the 3-G proof digitally (for example, via an app on the smartphone) if possible - this facilitates and accelerates the verification process.
- Vaccines that are not approved in the EU are not eligible for vaccine verification according to the regulation. Participants vaccinated with such vaccines must therefore provide a negative test result or a certificate of recovery for 3-G proof.
- **In case of changes, we will inform you by e-mail closer to the examination period**

How do I register for an examination?

- Registration via the Campus Management System HISinOne
- Instruction for registration can be found here: <https://campus.uni-freiburg.de>

Where can I find the deadlines for the registration for examinations?

- The deadlines can be found on our website <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/examinations>

Why do I have to register for the examination?

- The academic regulations implement, that you have to register for examinations.

I forgot to register for the exams, what can I do?

- After the registration deadline there is no possibility to register
- You are not allowed to sit the exam if you did not register for it during the registration period.

Explanation of the „Prüfungsverhältnis“ (legally bound exam relation)



- When you register for an exam you conclude a legal (exam) relation.
- You can only end this relation by
 - passing the exam(s).
 - de-registering from the exam during the de-registration period (only possible in your first attempt of the exam)
 - withdrawing with a reason (e.g. illness on the day of the examination) after the de-registration period
 - failing all your exam attempts
- If you don't pass an exam you have to take the exam again and will be automatically registered for the exam in the following semester.
- If you fail the exam for the third time, the exam is ultimately not passed, which means that the entitlement for your studies is lost. This loss for taking exams in your field of study applies to all universities in Germany that offer this subject.
- Before your third attempt of an exam you have the chance to visit the lecture again. In case the lecture is only held in a forthcoming semester you can move the exam registration of your third attempt towards the semester where the lecture is held. Please contact the examination office in that case!

When do I register for my examinations and/or pass-fail achievements (Studienleistung) ? When do I de-register from examinations (in my first attempt)?



Registration period for exams	6 December 2021 – 16 January 2022
Registration period for pass/fail achievements (Studienleistung)	18 October 2021 – 12 February 2022 (entire lecture period)
De-registration period for exams in the first attempt	up to 7 days before each exam (please note the exact time of the exam!)

When and where can I find the dates for my exams?



- The exam dates for exams in your mandatory area („Pflichtbereich“) are planned by the Examination Office and usually published one month after the start of the semester on our website.
- The dates of the elective examination („Wahlpflichtbereich“) will be published in the Campus System HISinOne at the latest four weeks before the examination date.
- Please note that the examination schedule on our website will usually not be updated and only the dates in the Campus System HISinOne are binding



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

The difference between a pass-or-fail achievement (SL) and an examination (PL)!



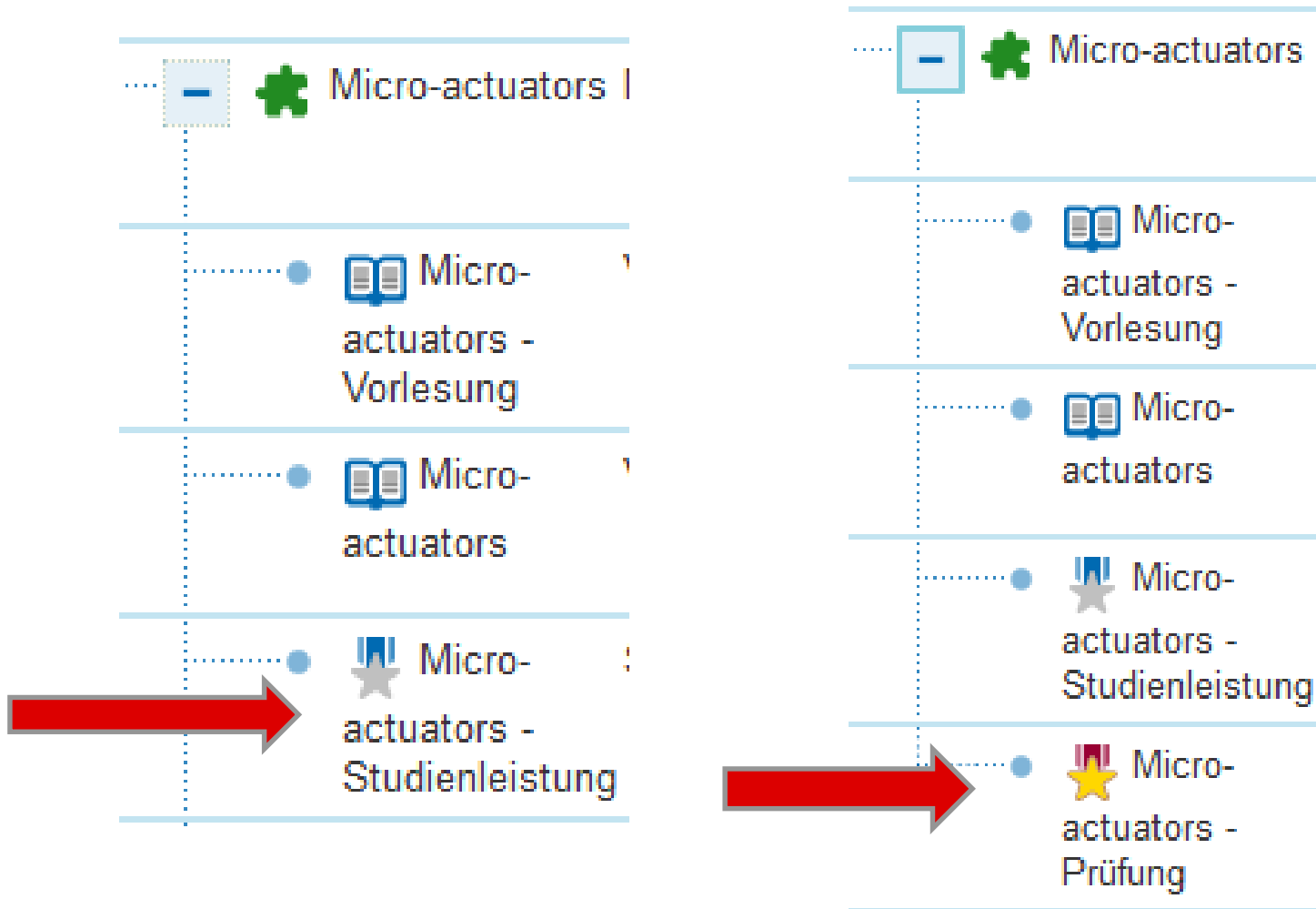
Pass-or-fail-achievements (Studienleistungen)

- Must be completed and passed
- Are graded as „passed“ or „failed“ (no grades are usually be given)
- Are not taken into account in the calculation of the final grade, only the credit-points are added
- Can be repeated until they are passed
- Can be registered during the entire lecture period

Examinations (Prüfungsleistungen)

- Must be completed and passed
- Must always be graded
- Are only partially repeatable. Repetition is bound to fixed deadlines.
- Grade is included in the overall grade
- Anyone who does not pass an exam (including the re-take attempts) loses the right to continue their studies in the desired field.
- Must be registered during the exam registration period

Registration Pass/Fail Achievement Examination



Dealing with (registration) deadlines



- If the deadlines are not met, subsequent registration for the examination(s) cannot be made → **hard deadlines set by the *Board of Examiners***
- Subsequent registration for the examination is generally prohibited. → **However, the right to apply to the *Board of Examiners* exists.**
(Please refer to slide 13)

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 term of the previous attempt.

Winter term	Micro-electronics	5,0 (failed)		Automatic registration by the Examination Office
Summer term	Micro-electronics	5,0 (failed)		
Winter term	Micro-electronics	<i>registration</i>		

Attention !!!

You are automatically registered for the exam in the following semester.

You cannot de-register from this exam. Please see slide 20 for further information!

Can I substitute a course with another one?



If you do not pass an exam in the area “Advanced Microsystems” or in the chosen specialization in the concentration area, 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.



Attention!!!

Please contact the examination office in good time if you want to make use of this regulation. Please note that a substitution is only possible after your first failed exam in that module.

Can I improve a grade?



You have the possibility to improve your grade by passing the exam again. However, this is subject to certain conditions.

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

Winter semester:	Micro-mechanics	3,0 (passed)
Summer semester:	Micro-mechanics	registered
Summer semester:	Micro-mechanics	4,0 (passed)



Registration by the student.

The grade 3.0 is the better evaluation. Always the better grade is weighted into the final grade.

Attention:

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

What happens if I am ill on the day of the exam?



One day before the exam you catch a cold.

01. March

Exam
"Micro-electronics"

03. March

Latest on the day of the exam you must go to see a doctor. The medical certificate must include a description of the illness (e.g. 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 supervisor that you are not feeling well and leave the room immediately to go and see a doctor. The medical certificate must include a description of the illness (e.g. description of pain) and has to be submitted to the Examination Office latest 3 days after the exam.

Withdrawing because of illness

Please read carefully!



- You must supply proof of your illness by **submitting a medical certificate**. Please **use the form from our website** and take it with you to your doctor: <http://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/formulare-prufungsamt>
- 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 and see another doctor or the “Freiburger Notfallpraxis” (emergency practice)
- The medical certificate **must include the symptoms** of your illness (e.g. description of pain).
- The medical certificate needs to be submitted to the Examination Office **latest three working days** (post stamp) after the examination took place. An e-mail in advance is sufficient to meet the deadline, but we always need the original.
- If you are a parent and your child gets ill, you need to provide the same information regarding the illness of your child.
- Assuming everything is satisfactory, you are allowed to re-sit the exam at the first available opportunity (usually in the next semester).
- You will be notified via e-mail once your withdrawal was accepted by the Board of Examiners. **Please read the e-mail notification thoroughly!**
- If any of the conditions are not met the medical certificate will not be accepted and you will be granted a ‘failed’ (5,0).

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

Withdrawing because of other reasons



If you have other reasons e.g.

- one of your relatives is ill and you have to travel home.
 - 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.



- According to the Corona Statutes, students can withdraw (in the repeat attempt) or deregister (in the first attempt) up to 2 days before the examination.
- We assume that this will also be the case in the winter semester 2021/2022.
- In the current Corona Statutes there is a regulation on free attempts for examinations. However, it is an option for the faculties and is not obligatory. Since the examination regulations at the faculty already contain free attempt rules and, in comparison with other faculties, it is also possible to withdraw from examinations at short notice, the Faculty of Engineering will not implement any additional free attempts by decision of the examination board.
- **If there are any changes to the above, we will inform you immediately and in an appropriate manner.**

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 were you achieved 180 ECTS.

■ Deadline for applying:

- The application must 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 forwards 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.
- Please note that incomplete documents will not be processed and sent back to you!
- **More information as well as an application form can be found on our website <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/recognition-of-achievements>**

- **Admission:**

- Once you have reached a total of 72 ECTS-points.

- **Registration:**

- You can obtain a registration form from the Examination Office by e-mail.

- **Working period and language:**

- The working period for writing the thesis is 6 months

- The period starts on the day the topic is assigned to the student by the Board of Examiners

- 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.

- 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.

- **Presentation/Defence**

- You are expected to present your thesis after submission

- 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.

- At least one of the two examiners of the Master's thesis must be a full-time employee at the Institute of Microsystems Engineering.

- Usually, the assessment takes six weeks.

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

- For all legal questions regarding examinations, please always contact the examination office first
- The examination office uses a so-called ticket system to answer the e-mails. Please write your e-mail replies to already written "tickets" exclusively on your previous ticket.
- If you have already been in contact with a member of staff at the Examination Office, please contact the staff member again if you have any follow-up questions.
- The Examinations Office has no decision-making authority, all exam-related decisions at the faculty are made by the Examination Board
- The reputation of the examination offices has grown historically and rarely corresponds to the rumours! 
- If you are felling lost or are in need of help (professionally and/or privately), get support at an early stage and don't hesitate to ask us at the examination office, too - we have an open ear for you and are happy to help!
- Good luck with your studies!

Any questions?



...then you are
welcome to contact us
during the telephone
consultation hours or
by e-mail!

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