

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**

Overview:

Dates/Deadlines winter semester 2022/2023



Begin lecture period	17 October 2022
End lecture period	11 February 2023
Examination period	20 February – 31 March 2023
Registration period for exams (including Bachelor project SSE)	5 December 2022 – 15 January 2023
Registration period for pass/fail achievements (Studienleistung)	17 October 2022 – 11 February 2023 (entire lecture period)
Registration period for exams in study project Bachelor and Master degrees (excluded BSC SSE)	1 October 2022 – 31 March 2023 (entire semester)
De-registration period for exams in the first attempt	From 16 January 2023 up to 7 days before each exam (please note the exact time of the exam!)

Tip!
Copy the dates
into your
calendar!

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



Anne-Julchen Müller & Susanne Stork

- Advice on examination regulations
- Advice on appeals/organisation of the examination board
- Organisation of examinations
- Registration and deregistration procedures for examinations
- Recognition of work already completed
- Issuing forms (mainly electronic)
- Issuing documents (performance overviews, visa matters, ...)
- Issue of degree documents (by post or by arrangement)
- Issuing documents for financing studies (BAföG, educational loans ...)

➤ **Telephone Consultation Hours:** **Tuesdays and Wednesdays 9am to 11am**

(exceptions and deviations are communicated through the e-mail distribution list student@tf.uni-freiburg.de)

- Personal counselling by appointment only. 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 open telephone consultation hours.
- Phone Ms. Müller: +49 (0)761-203 8083
- Phone Ms. Stork: +49 (0)761-203 8087
- E-Mail: pruefungsamt@tf.uni-freiburg.de


Note!

Please understand that we do not have an open door policy due to the large number of students and that we may have to turn you away even though you only have a very quick question!

Examinations Office

Work Processes



- The Examinations Office is responsible for all degree programmes at the TF.
- For all questions regarding examination law, please always contact the Examinations Office first.
- The Examinations Office uses a so-called ticket system to answer e-mails. Please write your e-mail answers to already written "tickets" exclusively on your previous ticket thread.
- 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.
- The Examinations Office has no decision-making authority; all decisions relevant to examinations are made by the Examination Committee.
- The Examinations Office does not enter grades, this is the task of the examiners. 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!



- Required documents (certificates, transcripts,...) are usually sent by post or issued in person by prior appointment.
- Please allow sufficient time and contact us in good time by e-mail or call us during office 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 our website



- Contact details
- Exam regulations
- Study plan/Curriculum
- Module handbooks
- Syllabus
- FAQs
- Dates and deadlines
- Application 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 ... !!!“

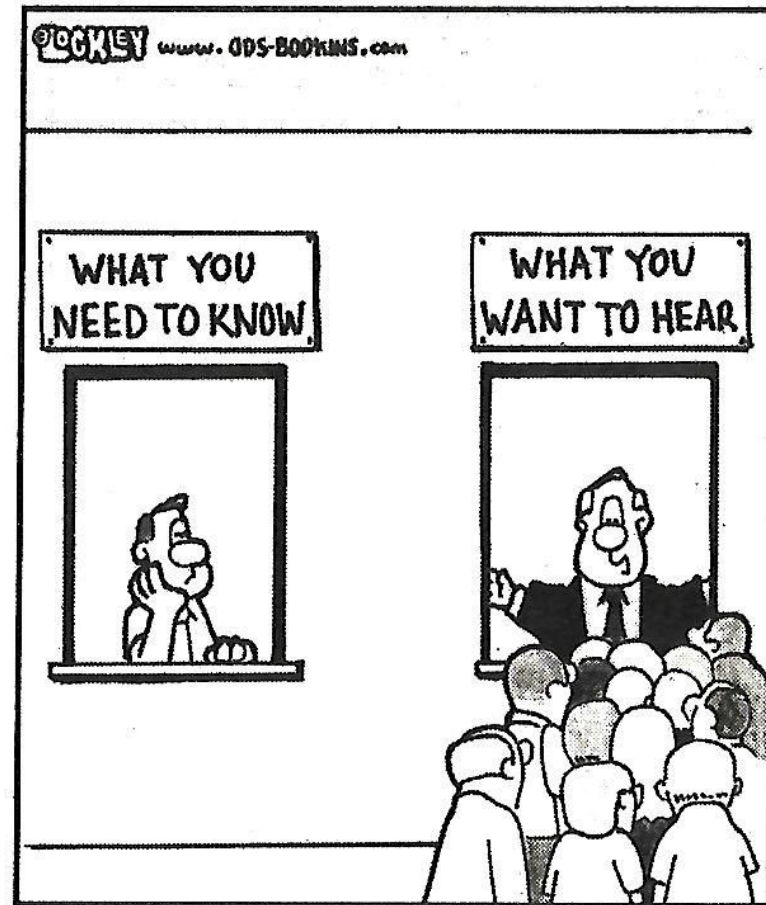


- **Personal initiative**
Obligation of the student to get the required information
- **Websites**
Faculty of Engineering and/or University of Freiburg
- **E-Mail**
Please note! During the semester, the Examination Office informs students by e-mail about examination schedules, registration periods, changes 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 advice you!



The importance of exam regulations



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

- the **objectives** of the degree programme
- the **course** and **content** of the study programme
- the **academic degree** to be awarded (Bachelor/Master)
- the **admission requirements**
- the standard **period of study**
- the **crediting** of periods of study, coursework, examinations and placement in higher subject-related semesters (acknowledgment of courses from previous studies)
- the **examination procedure**
- 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**

Where can I find the exam regulations?



Microsystems Engineering (taught in English)

[back to overview](#)

Master of Science (M.Sc.)

Fast Facts

Language of instruction:	English
Academic calendar:	Winter Semester
Standard Period of Study:	4 semesters required for the full degree programme
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: Non-EU-Citizens: until 31 May, EU-Citizens: 15 July 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.

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

Which exam regulation is valid for me?



- Erklärung:
- Rahmenordnung Bestimmungen
 - PO B.Sc. Informatik Bestimmungen

§ 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)

Explanation:

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

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**

Exam registration – Why? How? When?



- **Why do I have to register for an examination and what do I have to bear in mind?**
- By registering for an examination, you indicate that you would like to take it in the respective semester.
- By registering for an examination, you enter into a legal relationship with the university (Please refer to the following slide)
- Examinations must be registered for within the set deadline (examination registration period).



Tip!
Set a reminder
in your
calendar.

Explanation of the „Prüfungsrechtsverhältnis“ (study entitlement)

Please read carefully!



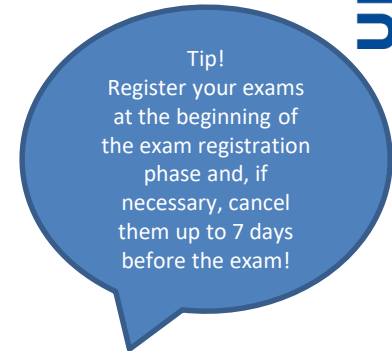
- According to the examination regulations, you are allowed to retake every examination once if you fail it.
- In addition, each examination regulation for the individual degree programmes regulates further repeat attempts.
- If you fail an examination, you will automatically be (compulsory) registered for a resit by the Examinations Office. The repeat examination always takes place in the following semester.
- Please note that even if you have exmatriculated from the University you would still be compulsorily registered to any re-take examinations, as the so-called "examination right relationship" is considered to be independent of your student status. This means that you can still lose your study entitlement even if you are exmatriculated.
- The examination regulations for each degree programme regulate when a student loses the the study entitlement due to having failed too many examinations.
- This means that you are no longer allowed to study the same degree programme on our university or any other university in Germany.
- However, there are exceptions if another university does not consider the subject in which the examination entitlement was lost to be a related subject.
- The best thing to do is to ask the desired university/higher education institution whether it is possible to study the desired degree programme, stating the exclusion.
- In the case of exclusion, it does not matter by which examination the entitlement was lost, or which examinations are still open if the study deadline has been exceeded. The loss refers to the corresponding degree programme.

How to register/de-register from exams?



How do I register for an exam?

- Self-registration via the Campus Management System HISinOne.
- Instructions on how to set an exam registration can be found at: <https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:start>



By when do I have to register for my exam(s)?

- The registration and deregistration deadlines for exams are set by the examination board each semester. 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.
- In the winter semester 2022/23, the following registration deadline for examinations applies:
05.12.2022 - 15.01.2023.

Until when can I deregister my exam(s)?

- In the first attempt, you can deregister via HISinOne up to 7 days before the exam.
- **Please note** that the deregistration ends at the same time as the time of the examination. (Ex: If an exam is scheduled at 10.00 a.m., you can deregister until 10.00 a.m. 7 days before).
- According to the Corona Statutes, students can withdraw up to 2 days before the exam.
- **This regulation will also exist in the winter semester 2022/2023.**

Dealing with (registration) deadlines: I forgot to register for my exams. What can I do?



- If the deadline for exam registration is not met, a subsequent exam registration cannot be made
 - = Official deadline (hard deadline) which is set by the examination board with the involvement of the examination office and serves the smooth organisation of the approximately 400 examination dates at the TF each semester

When do the examinations take place?



- **The TF examination periods are**
 - for the winter semester = mid-February to end of March
 - for the summer semester = mid-August to end of September

- **Examination period winter semester 2022/2023**
 - **20.02. - 31.03.2023**
 - (End of lectures: 11.02.2023)

Where and when can I find the examination dates?



- 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.
- The examination dates for the compulsory elective examinations are usually published/entered in the campus system HISinOne 4 weeks before the examination date.
- Please note that the pdf examination schedule (compulsory examinations) is not updated and only the dates published in HISinOne are binding.

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

Note! The dates of the compulsory examinations are always based on the previous year (+/-).

*Note: Compulsory examinations = examinations from the compulsory area of the exam regulations
Compulsory elective examinations = examinations from the elective area of the exam regulations*

How to register /de-register from pass/fail achievements (SL)



- **How do I register for a pass/fail achievements??**
 - Self-registration via the Campus Management System HISinOne.
 - Instructions on how to register can be found at <https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:start>

- **By when do I have to register for my pass/fail achievement(s)?**
 - The registration and deregistration deadlines for examinations/study achievements are set by the examination board each semester. You can find the set deadlines on the faculty's website.
 - All coursework must be registered within the set deadline.
 - Registration period for pass/fail achievements = **entire lecture period**

- **Until when can I withdraw from my pass/fail achievement(s)?**
 - You can also withdraw from a course work during the registration period (entire lecture period).
 - Course achievements do not have to be deregistered, as they are not subject to repeat regulations (unlike examination achievements).

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



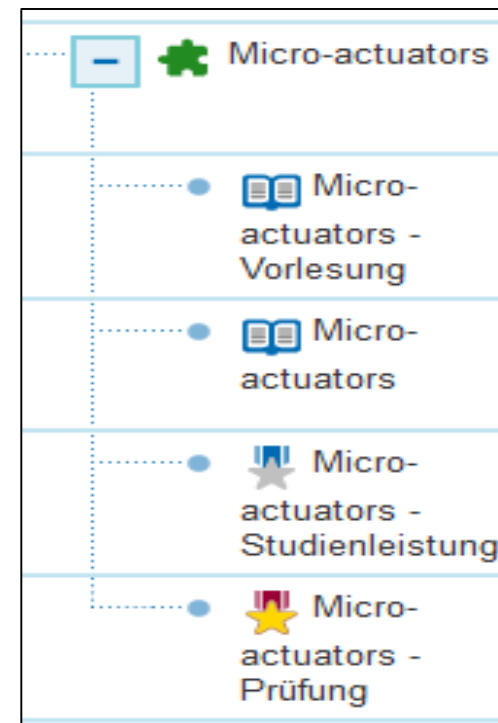
Pass/fail achievements (Studienleistung =SL)

- must be completed and passed
- are graded as „passed“ or „failed“ (no grades are usually be given)
- can be repeated until they are passed
- are not taken into account when calculating the overall grade for the degree.
- can be registered for during the entire lecture period.

Examination (Prüfungsleistung = PL)

- must be completed and passed
- must always be graded
- can only be repeated to a limited extent and repetition is subject 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

Module structure HISinOne

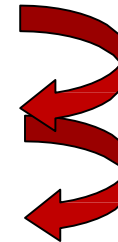


How often can I repeat an exam which I have failed?



- 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 term	Micro-electronics	5,0 (failed)
Summer term	Micro-electronics	5,0 (failed)
Winter term	Micro-electronics	<i>registration</i>



**Automatic registration
by the Examination Office**

Note!

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

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.



Note!

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.

Note!

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/abis-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

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

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.
 - other personal reasons
- Please 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.
- This regulation will also exist in the winter semester 2022/2023.
- The obligatory possibility anchored in the Corona Statutes that absence from an examination is also considered a deregistration, unless the responsible examination board makes other arrangements, does not apply at the TF.
- Furthermore, the obligatory possibility anchored in the Corona Statutes that a failed examination is deemed not to have been taken (free attempt regulation) is also not applicable at the TF.
- 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 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.
- 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!

■ Admission:

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

■ Registration:

- You can obtain a registration form from the Examination Office via E-Mail.

■ Working period and language:

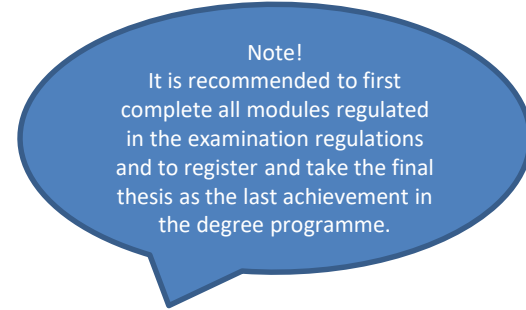
- The working period for writing the thesis is 6 months
- The period starts on the day the topic is assigned to the student by the Board of Examiners
- The working period may be extended by a maximum of 6 weeks, if the request has been accepted as reasonable by the Board of Examiners. The request for 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 to the Examination Office by
- 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 Institute of Computer Science.
- The first examiner is the professor in whose chair you are writing your thesis.
- Usually, the assessment takes six weeks.



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

End



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**Good luck with
your studies!**