

Examination Office

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

Albert-Ludwigs-Universität Freiburg



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



■ Anne-Julchen Müller & Susanne Stork

Opening hours

Monday	2pm – 4pm
Tuesday and Thursday	10am – 12pm

Outside office hours please call or send us an e-mail!

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

E-Mail: pruefungsamt@tf.uni-freiburg.de

- 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

- **Ursula Epe, Programme Coordinator**

- Program coordination and general study advice
- studienkoordination@tf.uni-freiburg.de
- Phone: +49 761 203 8340

- **Martina Nopper, Academic advisor**

- Academic Advisor for M.Sc. Computer Science and Embedded Systems Engineering
- studienberatung@informatik.uni-freiburg.de
- Phone: +49 761 203 8169

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/study-programs>

„I didn‘t know ... !!!“



- Individual initiative/ personal responsibility
- Website
- E-Mail (the e-mail adress needs to be updated by the student)
- Black board
- Notifications (the postal adress needs to be updated by the student)
- 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 to a **contract or a law.**
- The regulations provide important information on exams and are **obligatory**
- The exam regulations (Prüfungsordnungen) not only include regulations concerning the exams but also provide a **survey of the required modules.**

Where can I find the exam regulations?



- An English version of the exam regulations was previously handed out.
- Please be aware that the English version is not binding and for convenience only. In case of an legal dispute, the German version is authoritative.

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

When are the exams taking place?



- **The exam periods are**
 - for the winter term February/March
 - for summer term August/September

- **Exam period winter term 2019/20**
 - **17 February – 31 March 2020**

(Teaching period ends 15 February 2020)

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 <http://www.tf.uni-freiburg.de/de/studium-lehre/termine>

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.

When can I register for examinations?
When can I de-register for examinations?



Exam registration period for the winter term 2019/2020

→ **2 December 2019 to 12 January 2020**

(Throughout the exam registration period you can de-register from examinations as you please.)

De-registration period for the winter term 2019/2020

→ **12 January to 10 February 2020**

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



- The exam dates for exams in your mandatory area 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 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 not be updated and only the dates in the Campus System HISinOne are binding



<http://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/abmeldung-von-pruefungen>

When do I register for pass-or-fail achievements (Studienleistungen)?



- Pass-or-fail achievements can be registered via HISinOne throughout the entire teaching period/lecture period

21 October 2019 to 15 February 2020

The difference between a pass-or-fail achievement and an examination!



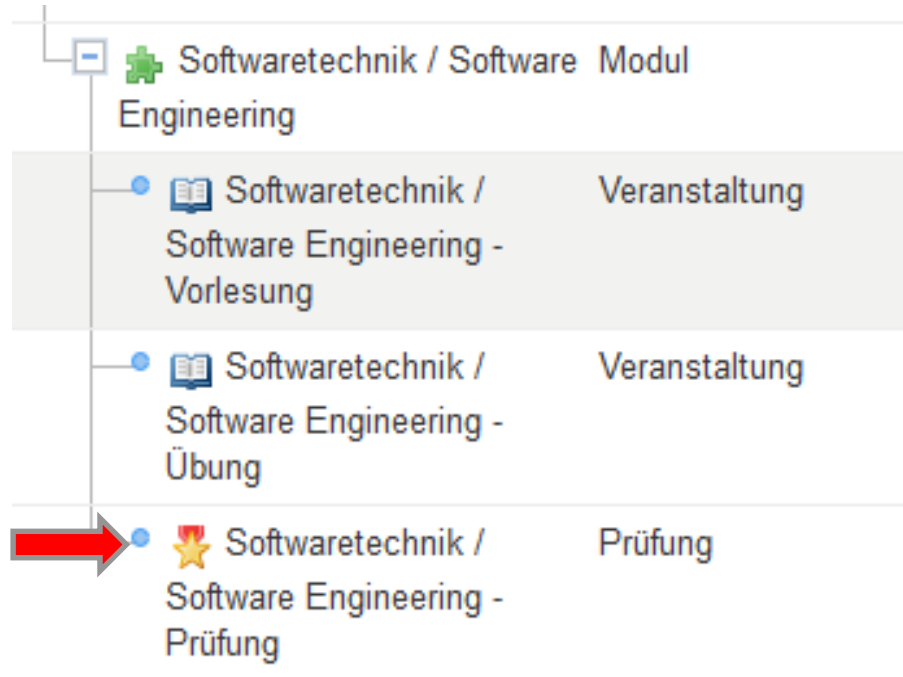
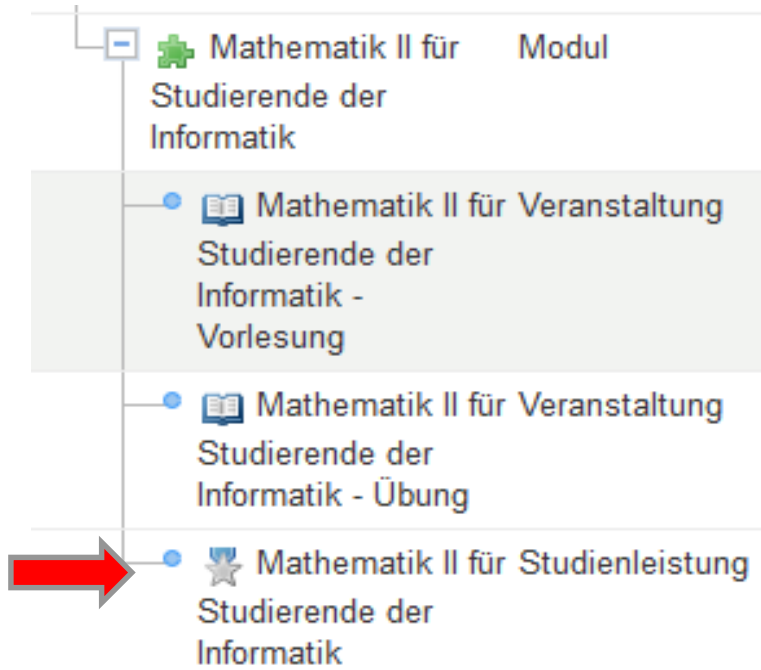
Pass-or-fail-achievements (Studienleistungen)

- Must be completed and passed
- Are (usually) graded as „passed“ or „failed“
- 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 **(!!!new regulation:this excludes the master project !!!)**

Registration Study-Performance Exam-Performance



- Subsequent exam registrations are impossible (exception e.g. bereavement in the family) → **hard deadlines**

Question!



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Question :

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

I've failed an examination. What do I do? (PO version 2011)



- Number of attempts: You have two attempts to pass each exam.
Exception: In three exams 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 2019/20	Algorithm Theory	5,0 (failed)	
Summer term 2020	Algorithm Theory	5,0 (failed)	
Winter term 2020/21:	Algorithm Theory	<i>registration</i>	

Automatic registration by the Examination Office

Attention !!!

Even if you de-register (exmatriculate) from the University or change your study program you will be automatically registered for the next attempt. If you fail the last attempt you have ultimately failed the master's program and cannot study in any other master's program in Embedded Systems Engineering in Germany.

- Number of tries are limited:
 - **Every** exam can be tried **2 times**
 - **Two exams** for courses in the required or elective modules can be tried **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** !
- You **can** substitute **one course** you already took an exam in with another one!
- You can try to improve **one** grade you got during the first year of your studies

By comparison: I've failed an examination. What do I do? (PO version 2011)



- Number of tries are limited:
 - **Every** exam can be tried **2 times**
 - **Three exams** for courses in the required or elective modules can be tried **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** !
- You **cannot** substitute a course you already took an exam in with another one!
- **No** grade improvement!

Question!



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Question? :

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

Withdrawing because of illness



One day before the exam you catch a cold.

01. March

Exam
"Algorithms theory"

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 "Computer
Architecture"

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



- 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 to 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** after the examination took place.
- 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

Arbeitsunfähigkeitsbescheinigung 1

Ausfertigung zur Vorlage bei der Krankenkasse

Erstbescheinigung Folgebescheinigung

Arbeitsunfall, Arbeitsunfallfolgen, Berufskrankheit dem Durchgangsarzt zugewiesen

arbeitsunfähig seit [][][][][][]

voraussichtlich arbeitsunfähig bis einschließlich [][][][][][]

festgestellt am [][][][][][]

Vertragsarztstempel / Unterschrift des Arztes

Withdrawing because of other reasons



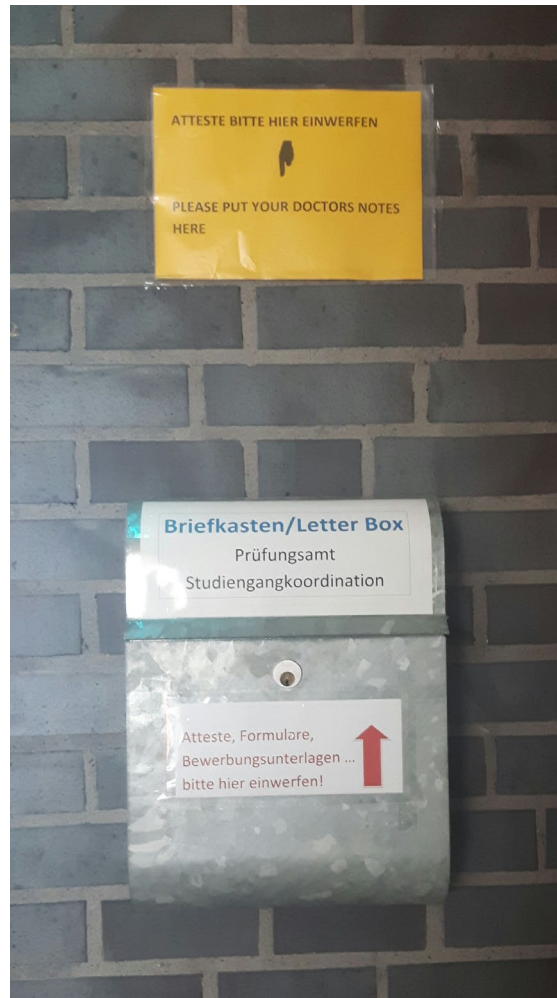
If you have other reasons e.g.

- one of your relatives is ill and you have to travel home to take care.
 - the political situation in your home country worries/distress you.
- contact the Examination Office and let us know **BEFORE the exam** what kind of problems you have and we will 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.

Letterbox!



Question!



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Question:

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

Periods of study, course works and examinations which were performed at a foreign or a German university may be recognized if they are equivalent.

→ Recognition of modules from a bachelor's program:

- You can apply for recognition if your Bachelor's degree shows **more than 180 ECTS-points or more than 3 years** of study
- The application needs to be submitted **latest by the end of the second term.**
- Applications which are submitted later will not be permitted !

More information as well as an application form can be found on our website

<http://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/formulare-prufungsamt>

- **Admission to the master's thesis:**
 - Once you have reached a total of 75 ECTS-points.
 - You can only register your thesis in person during office hours in the Examination Office

- **Working period and language:**
 - The working period for writing the thesis is 6 month
 - The period starts on the day the topic is assigned to the student by the professor.
 - 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 of the thesis**
 - You are expected to present your thesis after submission to the Examination Office
 - Students are required to notify the Examinations Office of the date of their presentation.

- **Assessment of the thesis**
 - The master's thesis is assessed by two examiners. One examiner must be a member of the Institute of Computer Science.
 - The first examiner is the professor in whose chair you are writing your thesis.
 - Usually, the assessment takes six weeks.

<http://www.tf.uni-freiburg.de/de/studium-lehre/a-bis-z-studium/abschlussarbeit-2>

Any questions?

