Examination Office

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

Informatik /Computer Science

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 assessments/course work (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 examination regulations
- ➢ Advice on objections
- ➢ Organisation of examinations
- ➢ Recognition of courses
- ➢ Issuing forms (currently only electronically)
- ➢ Issuing of documents (transcripts, visa matters, ...)
- ➢ Issue of graduation documents (currently only by post)

- → **Please note that due to the coronavirus situation we are only available during telephone consultation hours (→ see following slide)!**

- **<u>No personal office hours Examination Office</u>**

  - 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.

- **<u>Telephone consultation hours Examinations Office</u>**

  - **Tuesdays and Wednesdays 9 - 11 am**
  - We also offer individual telephone appointments. Please send us an e-mail with the subject "Individual telephone appointment"

  - 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 sent by post only.

➢ Therefore, please allow sufficient time and contact us early by e-mail or call us during telephone office hours.

Information centers

➤ Martina Nopper, Study Coordinator and Academic Advisor

➤ 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/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

Some important information and well-intentioned advice!

- ➢ The TF Examinations Office is responsible for all TF degree programmes.
- ➢ 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.
- ➢ 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 examiners' task.
- ➢ Grades should be entered by the examiners by 30.04. for the winter semester and 30.10. for the summer semester.
- ➢ The reputation of the examination offices has grown historically and rarely matches the rumours!
- ➢ If you are lost (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!

„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 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 do I find my exam regulations?

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

Where can I find the exam regulations?

➤ You can find an English Version of your exam regulations on our website
https://www.tf.uni-freiburg.de/en/study-programs/computer-science/m-sc-computer-science

➤ 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.

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* ensure 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.**

The exam periods at our faculty are

➢ for the winter semester mid February to the end of March (last day of winter semester)

➢ for the summer semester mid August to end of September (last day of summer semester)

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

How to register (de-register) for examinations

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

  - You register your exams via the campus 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 my exam(s)?***

  - The registration and de-registration deadlines for examinations are set each semester by the examination board. All examinations must be registered for within the set deadline.
  - In the winter semester 2021/22, the following registration deadline for examinations applies: **6 December 2021 to 16 January 2022**

- ***Until when can I de-register my exam(s)?***

  - In the first attempt, you can de-register via HISinOne up to 7 days before the examination.
  - **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).

When and how do I register for/deregister from pass-fail assessment/ course work ? (Studienleistung-SL)

- **How do I register for a pass-fail assessment/ course work?**

  - You register your pass-fail assessment/course work via the campus system HISinOne
  - Instructions on how to set a registration can be found at https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:start

- **By when do I have to register my pass-fail assessment/ course work?**

  - All coursework must be registered within the set deadline.
  - Registration period **18.10.2021 - 12.02.2022** (entire lecture period)

- **Until when can I deregister my pass-fail assessment/ course work?**

  - You can de-register during the registration period (entire lecture period).
  - It is, however, not do not have to be deregistered, as they are not subject to repeat regulations (unlike examination achievements) → the following slide

The difference between pass-fail assessment and examination

- ***Pass/fail assessment or course work (SL)***

- ➢ must be completed and passed
- ➢ are assessed as "passed" or "failed
- ➢ Can be repeated as often as necessary until passed and are not taken into account when calculating the overall grade for the degree.
- ➢ Can be registered for during the entire lecture period.

- ***Examination (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 that subject
- ➢ must be registered for examinations during the registration period

HISinOne Display
Pass-Fail Assessment   Examination
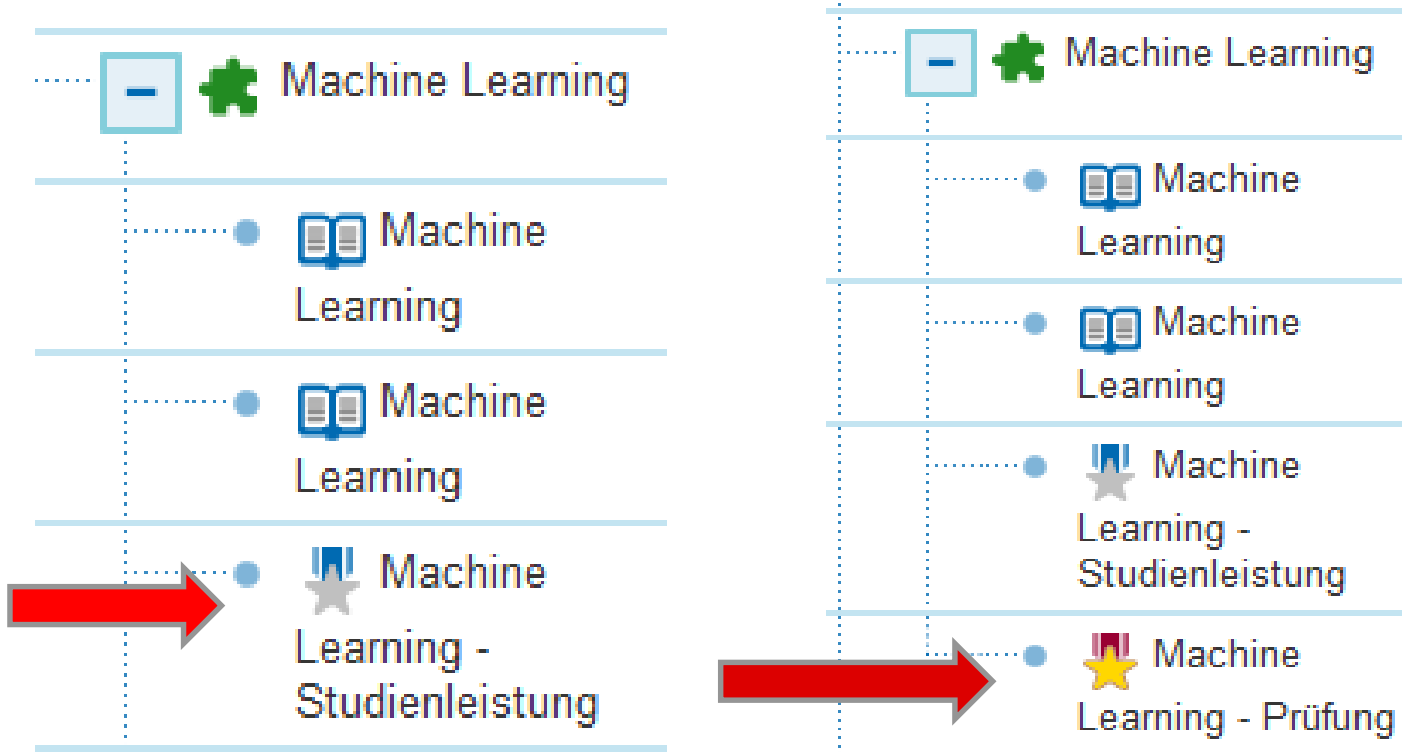
Short explanation of the examination entitlemen/ loss of examination entitlement

- ➢ When you enrol in a degree programme, you automatically receive the right to take examinations in this degree programme.

- ➢ This happens on the basis of the respectively valid examination regulations of the corresponding degree programme.

- ➢ If you follow the rules set out in the examination regulations, you will be able to complete your studies successfully.

- ➢ You should pay particular attention to the examination deadlines and the number of repeat attempts (stipulated in your exam regulations).

- ➢ If you do not (cannot) comply with the rules, this may result in the loss of your examination entitlement.

- ➢ If you have detailed questions about your examination entitlement, please contact the Examinations Office at an early stage so that we can advise you on your situation and options.

Dealing with (registration) deadlines

➢ Registration is required and mandatory for each examination within the set deadline

➢ If you have not registered by the exam registration deadline, you will not be allowed to take the exam(s).

➢ Subsequent registration for the examination is generally prohibited.

Coronavirus
Can written and oral exams take place on-site?

➢ We assume that the examinations can take place as planned under the condition of a 3G (or 2G) proof.

➢ 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 3G (or 2G) 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 3G (or 2G) proof.

➢ **In case of changes, we will inform you by e-mail closer to the examination period**

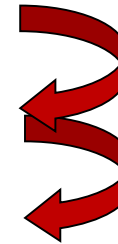# How often can I repeat an exam which I have failed?

Number of attempts: You have two attempts to pass each exam.

Exception: In two exams you have a third attempt to pass the exam. (Please note that this rule does not apply for lab courses, seminars or the project)

Deadline: The first and the second attempts are always in the following term of the previous attempt.

Example:

Winter term	Algorithm Theory	5,0 (failed)	
Summer term	Algorithm Theory	5,0 (failed)	**Automatic registration by the Examination Office**
Winter term	Algorithm Theory	*registration*	

Attention !!!
- You are automatically registered for the exam in the following semester by the Examination Office.
- Before your third attempt (last attempt), you have the opportunity to attend the course again. If the lecture does not take place until a future 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 Examinations Office.

Can I subsitute a course with another one?

If you do not pass an exam in a specialization course or advanced lecture, you have the possibility to take another special lecture or advanced lecture 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.

Example:

Winter semester: Data Bases and Information Systems   not passed

Summer semester: Foundations of Artificial Intelligence   passed

Failed exam will be replaced by passed exam.

Attention!!!
➢ Please contact the examination office early 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
When?	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 attempt with the better grade counts towards the overall grade

Example:

Winter semester:	Algorithms Theory	3,0 (passed)
Summer semester:	Algorithms Theory	registered
Summer semester:	Algorithms Theory	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
➢ You register the improvement attempt via HISinOne independently
➢ If you fail the improvement attempt it won't be counted towards your repeat attempts stipulated in your regulation

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

One day before the exam you catch a cold.

During the exam you get a headache.

| 01. March | 03. March | 05. March | 08. March |

Exam "Algorithms theory"

Exam "Computer Architecture"

- ➢ 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)
- ➢ The medical certificiate has to be submitted to the Examination Office latest 3 working days days after the exam.

- ➢ 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)
- ➢ The medical certificate has to be submitted to the Examination Office latest 3 working 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 withdrawl was accepted by the Board of Examiners. Please read the e-mail notification thourougly!

- 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!

Withdrawing because of "other reasons"

➢ You can also apply to withdraw for a valid reason (e.g. one of your relatives is ill and you have to travel home; the political situation in your home country worries/distress you).

➢ Ideally, you should contact the Examination Office before the exam what kind of problems you have and we will advice you on your possibilities

➢ If your application is approved by the examination committee, the absence is excused and you do not have a failed attempt.

➢ The reasons asserted for the withdrawal must be notified immediately in writing and made credible. This means that you must submit the complete withdrawal documents to the Examinations Office within 3 working days.

➢ The postmark is valid. Saturdays, Sundays and public holidays are not counted.

➢ Attention !!! A subsequent approval from withdrawing from an examination will not be accepted.

Coronavirus
Withdrawal from examinations

➢ 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!** Examinations and pass-fail assessments 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, examinations, pass-fail assessments 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**

Master's Thesis

- **Admission:**
- Once you have reached a total of 72 ECTS-points and completed the module "Study project"

- **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 (IMTEK)
- Usually, the assessment takes six weeks.

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

Any questions?

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

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