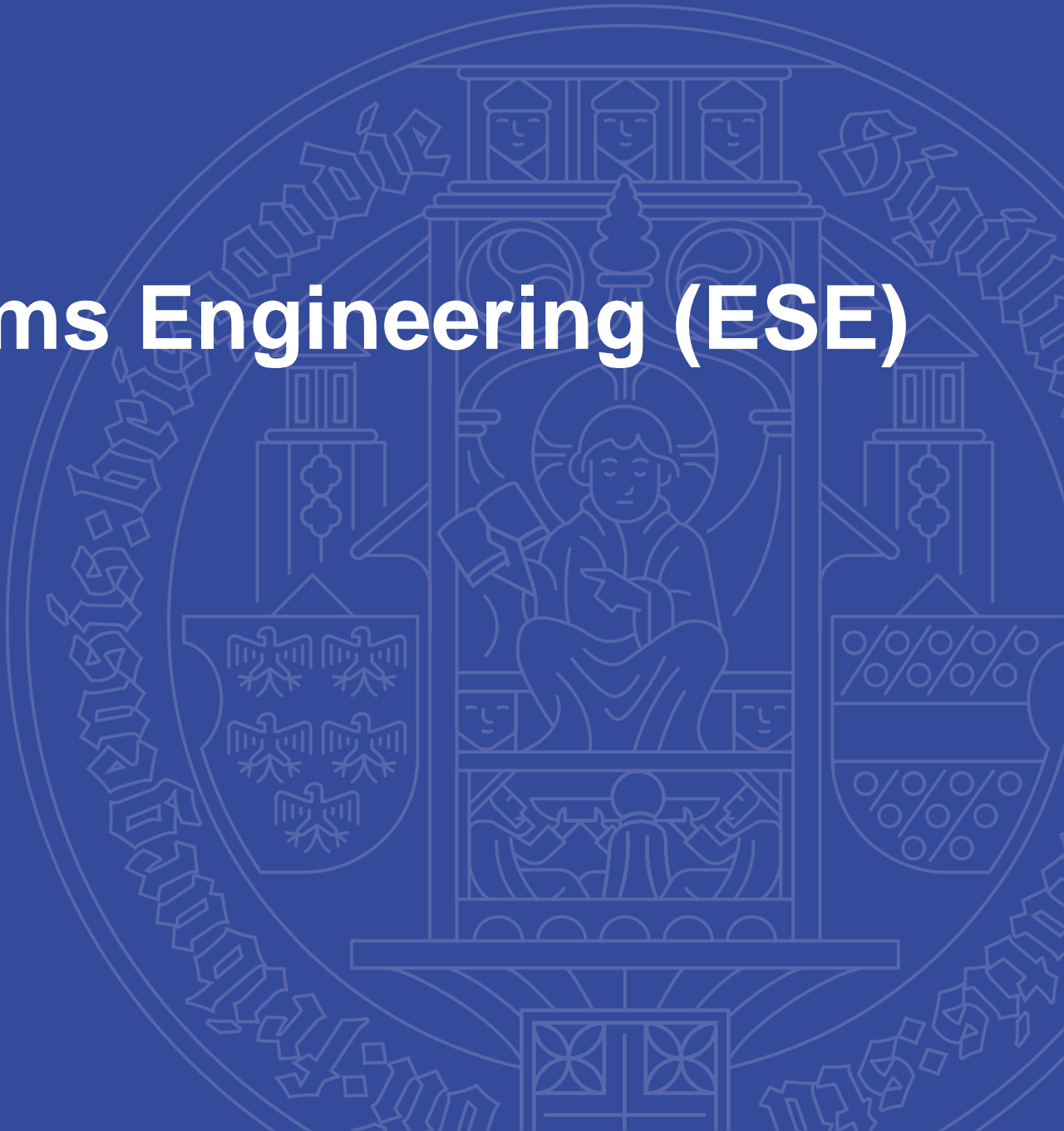


M.Sc. Embedded Systems Engineering (ESE)

Administrative information

Martina Nopper (Dipl.Inf.)
Faculty of Engineering
April 10th, 2024



Who am I?

- Martina Nopper (Dipl.Inf.)
- Study Advisor for Computer Science and ESE
- Phone: +49 761 203 8169

Phone Consulting hours: Monday 1:30 – 4 p.m. + Thursday 9:00 – 11:30 a.m.

More information about consulting (and changes to consulting hours) see here:

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

Counterpart in the MSE Department:

- Frank Goldschmidtboing
- Phone: +49 (0) 761 / 203 – 7496

Mail (*shared!*): studienberatung@ese.uni-freiburg.de



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



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 programme:

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

Vocabulary you should know... part 2

Graded assessments or pass/fail:

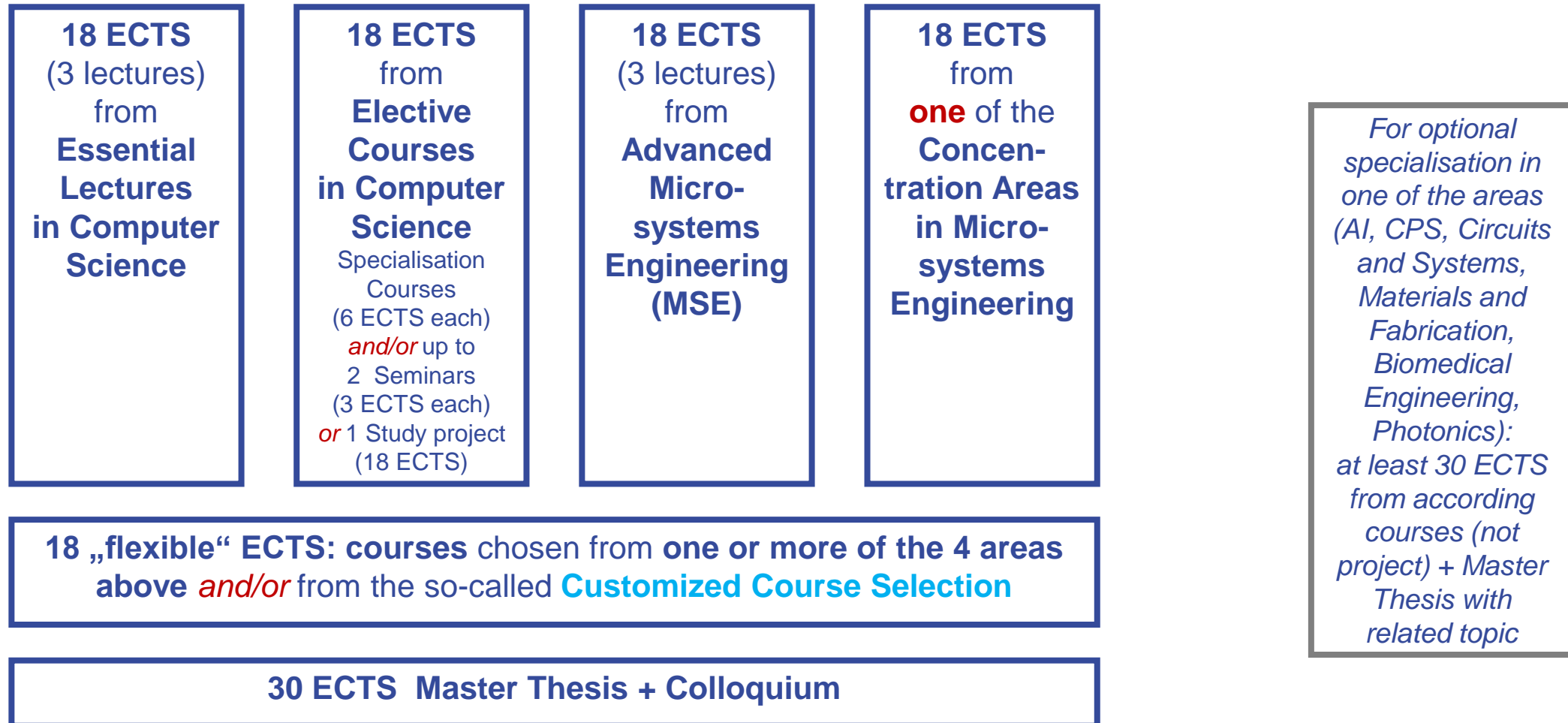


- Coursework or pass/fail assessments (“Studienleistungen”, SL)
 - Part of module or final assessment
 - May be graded, or only “pass” or “fail”
 - Not part of the final grade
 - No negative consequences if failed (apart from having to repeat)



- 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



Syllabus: Rules

- 4 mandatory areas with 18 ECTS each
 - 2 Computer Science (Essential Lectures in CS + Elective Courses in CS)
 - 2 MSE (Advanced MSE + Concentration Area in MSE)
- Remaining 18 ECTS have to be distributed among
 - Either one or more of the above mentioned areas
 - And/or the Customized Course Selection

(Note: This is **not** the name for these 18 „flexible“ credits!)
- You are not allowed to take more courses than necessary, to meet these requirements
- In general, you have to plan so you hit the 90 credits
(no massive „overshooting“ of credits – this is especially important with projects)

Essential Lectures in Computer Science

For the summer semester, you would therefore have to swap the even and odd semesters.

Module (take courses up to at least 18 ECTS)	ECTS	Semester (recommended when starting in winter semester)
Algorithm Theory (course type: advanced lecture)	6	1 or 3
Cyber-Physical Systems – Discrete Models (course type: specialisation course)	6	1 or 3
Databases and Information Systems (course type: advanced lecture)	6	1 or 3
Introduction to Embedded Systems (course type: specialisation course)	6	1 or 3
Machine Learning (course type: advanced lecture)	6	1 or 3
Computer Architecture (course type: advanced lecture)	6	1 or 3
Foundations of Artificial Intelligence (course type: advanced lecture)	6	2
Image Processing and Computer Graphics (course type: advanced lecture)	6	2
Software Engineering (course type: advanced lecture)	6	2

Elective Courses in Computer Science

You have to take courses up to at least 18 ECTS.

The maximum (if you do not take more than the bare minimum 18 ECTS anywhere else) would be 36 ECTS.

You can choose from

- Specialisation Courses in Computer Science (6 ECTS each)
- *And/or* up to 2 Seminars (3 ECTS each)
- *And/or* 1 Study project (18 ECTS)

(Please be aware that you cannot surpass the 36 ECTS here or the 90 ECTS overall, so plan carefully if you intend to take the study project!)

Advanced Microsystems Engineering (MSE)

For the summer semester, you would therefore have to swap the even and odd semesters.

Module (take courses up to at least 18 ECTS)	ECTS	Semester (recommended) when starting in winter semester
Assembly and Packaging Technology	6	1, 2 or 3
Micro-electronics	6	1 or 3
Micro-mechanics	6	1 or 3
Micro-optics	6	1 or 3
Modelling and System Identification	6	1 or 3
MST Technologies and Processes	6	1 or 3
Sensors	6	1 or 3
Signal Processing	6	2
Probability and Statistics (This can't be taken as part of the 18 mandatory credits, only if you opt to do more ECTS in this area!)	6	1 or 3

Concentration Areas in MSE

You have to choose **one** area and complete courses up to at least 18 ECTS.
If you choose to take more than this, the surpassing courses can be from another area.
(The maximum would, again, be 36 ECTS, if you do no courses in any other area.)

The 4 Concentration Areas are:

- Circuits and Systems
- Biomedical Engineering
- Materials and Fabrication
- Photonics

Customized Course Selection

What it is:

Instead of completing some or all of the 18 „flexible“ credits by taking courses in one or more of these 4 areas, you can take some courses (max. 18 ECTS) in the so-called Customized Course Selection.

Here, you can choose from

- Pass/fail courses (Studienleistungen) from Computer Science or MSE (like lab courses in CS, Scientific Writing or Project Management in MSE)
- **One** language course (esp. German courses from **SLI** for international students) (*please note: **not** from the „Zentrum für Schlüsselqualifikationen“ / BOK area!*)
- Selected courses from other departments / faculties, like from the Economics Department (*not in planner of studies – application to study advisor (me) required*)

Customized Course Selection

What it is *not*:

The Customized Course Selection ist NOT the name for the 18 “flexible credits”! That seems to be a **common misunderstanding**. But Customized Course Selection is simply the name for these certain pass/fail courses.

So, please don't ask the examination office or myself to „*move the MSE concentration course XY*“ or „*the lecture YZ from Elective Courses in Computer Science*“ **to** the CCS. Because that is **impossible**.
Courses have their defined area(s) and they stay where they are.

Also: Be aware that the rules regarding the Customized Course Selection are different in the MSE study programme, when talking to other students or lecturers!

Master Thesis

- Master thesis (27 ECTS) graded
- Colloquium (= Presentation / Defense) (3 ECTS) graded
- Admission to thesis: at least **72 ECTS** credits
(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>

Optional specialisation

You can choose to do a specialisation in your study programme (which will be shown on the final documents). There are 6 specialisations available:

- Artificial Intelligence (AI) (*courses see website*)
- Cyber-Physical Systems (CPS) (*courses see website*)
- Circuits and Systems (i.e. the MSE Concentration)
- Materials and Fabrication (i.e. the MSE Concentration)
- Biomedical Engineering (i.e. the MSE Concentration)
- Photonics (i.e. the MSE Concentration)

The requirements are:

- You have to take courses with **at least 30 ECTS** from the according specialisation category
(please note: study project, seminars or lab courses do not count in Comp.Sc.)
- You have to do a **Master Thesis** with a related topic

120 ECTS

30 ECTS

Master Thesis
(30 ECTS)

Customized Course Selection
German Language Course (6 ECTS)

18 ECTS

Essential Lectures in C.S.
Introduction to Emb.Sys. (6 ECTS)
Computer Architecture (6 ECTS)
Machine Learning (6 ECTS)

18 ECTS

Advanced MSE
Micro-Electronics (6 ECTS)
Sensors (6 ECTS)
Modelling and System Id. (6 ECTS)

18 ECTS

Elective Courses in C.S.
Distributed Systems (6 ECTS)
Test and Reliability (6 ECTS)
Wearable and Implant. Comp.(6 ECTS)

Elective Courses in C.S.
Computer Vision (6 ECTS)

18 ECTS

Conc. MSE (Circ. & Syst.)
Energy harvesting (6 ECTS)
Microcontroller Tech. Lab (3 ECTS)
Numerical Optimization (6 ECTS)
Model Predictive Control and
Reinforcement Learning (3 ECTS)

Conc. MSE (Biomed. Eng.)
BioMems (3 ECTS)

Conc. MSE (Mat. & Fabric.)
Clean room Lab for Eng. (3 ECTS)

18 ECTS remaining to be distributed in...

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?*)
- Check out a few more courses than you intend to complete in the given semester
 - *Go to the lectures for about 2-3 weeks and then decide, which courses to continue, and de-register from those you don't want to pursue*
- 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 programme*)
https://www.tf.uni-freiburg.de/bilder/studium_lehre/englische-poen/exam-regulations-msc-ese-po-2021

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 Demo interface for the University of Freiburg. The top navigation bar includes links for Home, My Studies (highlighted with a red circle), Studies offered, Research, Organisation, Service, and Help. A banner indicates that the demo will be updated unscheduled in the course of this week. The main content area shows the 'Planner of studies with Module plan' for the Master of Science in Embedded Systems Engineering, Hauptfach, PO 2021. It includes a 'Show Module plan' button and a 'Printview' button. The semester is set to 'summer semester 2024'. There are filters for 'Courses' and 'Exams, non-graded works', both set to 'All'. A search bar is available for the course catalog. The main table lists the structure of examination regulations for all subject-related semesters, including the Master of Science in Embedded Systems Engineering (PO 2021) and its various modules and courses.

universität freiburg Demo - HISinOne

DEMOK will be updated unscheduled in the course of this week

Home My Studies Studies offered Research Organisation Service Help

You are here: Home > My Studies > Planner of studies with Module plan

Planner of studies with Module plan Master of Science, Embedded Systems Engineering, Hauptfach, PO 2021

Show Module plan Printview

Semester: summer semester 2024

Courses: ☒ All ☐ None ☐ Only organized

Exams, non-graded works: ☒ All ☐ None ☐ Only organized

Search in course catalog

Expand all Collapse all

Structure of examination regulations - All subject related semesters	Actions	Status
11LE50PO-MSc-787-2021 - Embedded Systems Engineering, M.Sc., PO 2021		
11LE50KT-9000-MSc-787-2021 - Master of Science/M.Sc.		
11LE50KT-8609-MSc-787-2021 - Preliminary average grade M.Sc. Embedded Systems Engineering (PO-Version 2021)		
11LE50KT-9991-MSc-787-2021 - ECTS Credit Account Master of Science in Embedded Systems Engineering (PO-Version 2021)		
11LE50KT-9991-MSc-787-2021-MM - Mastermodul / Master Module		
11LE50KT-MSc-787-2021-CS - Informatik Computer Science		
11LE50KT-MSc-787-2021-MSE - Microsystems Engineering		
11LE50KT-MSc-787-2021-CCS - Customized Course Selection		
gÜK - globales Überlaufkonto		

HISinOne Demo: Planner of Studies – Different views

- Use the correct view: Examination regulations

universität freiburg Demo - HISinOne

DEMO will be updated unscheduled in the course of this week

Home My Studies Studies offered Research Organisation Service Help

You are here: Home > My Studies > Planner of studies with Module plan

Planner of studies with Module plan Master of Science, Embedded Systems Engineering, Hauptfach, PO 2021

Show examination regulations Printview

☒ Original Module plan ☒ My modules ☐ Alternate semester







Semester 1 SS 2024	Semester 2 WS 2024/25	Semester 3 SS 2025	Semester 4 WS 2025/26	Semester 5 SS 2026	Semester 6 WS 2026/27
Micro-electronics -/6	Assembly and packaging technolog -/6	Biofunctional Materials - for medica -/3	Fortgeschrittene Programmierung -/6	Einführung in die Kryptographie/Intr -/6	
Micro-optics -/6	Biomedical Instrumentation I -/3	Selected Problems in Biosignal Pro -/3	Nano-Photonics - Optical manipulat -/6		
Micromechanics -/6	Signal Processing -/6	Biomedical Instrumentation - Labor -/3	Optical MEMS -/3		
MST Technologies and Processes -/6	Bionic Sensors -/3	Biomedical Instrumentation II -/3	Optoelectronics -/4		
Modelling and System Identification -/6	BioMEMS -/3	Biophysik - Grundlagen und Konzep -/6	Mastermodul / Master Module -/30		
Statistical Pattern Recognition -/6	Biotechnology for Engineers I: Intro -/6	Biophysics of cardiac function and s -/6	Program verification in Isabelle/HOL -/6		
Distributed Systems -/6	Ethical Aspects of Neurotechnology -/3	Biotechnology for Engineers II -/6			

HSinOne Demo:

Examination regulations structure

Structure of examination regulations - All subject related semesters			Actions	Status
▼	📁	11LE50PO-MSc-787-2021 - Embedded Systems Engineering, M.Sc., PO 2021		
▼	🔑	11LE50KT-9000-MSc-787-2021 - Master of Science/M.Sc.		
	●	🔑 11LE50KT-8609-MSc-787-2021 - Preliminary average grade M.Sc. Embedded Systems Engineering (PO-Version 2021)		
	▼	🔑 11LE50KT-9991-MSc-787-2021 - ECTS Credit Account Master of Science in Embedded Systems Engineering (PO-Version 2021)		
	▶	🔑 11LE50KT-9991-MSc-787-2021-MM - Mastermodul / Master Module		
	▼	🔑 11LE50KT-MSc-787-2021-CS - Informatik Computer Science		
	▶	🔑 11LE50KT-MSc-787-2021-EssentialCS - Essential Lectures in Computer Science		
	▶	🔑 11LE50KT-MSc-787-2021-ElectiveCS - Elective Courses in Computer Science		
	▼	🔑 11LE50KT-MSc-787-2021-MSE - Microsystems Engineering		
	▶	🔑 11LE50KT-MSc-787-2021-AdvancedMSE - Advanced Microsystems Engineering		
	▼	🔑 11LE50KT-MSc-787-2021-ConcentrationsMSE - Microsystems Engineering Concentrations Area		
	▶	🔑 11LE50KT-MSc-787-2021-MSE-CaS - Circuits and Systems		
	▶	🔑 11LE50KT-MSc-787-2021-MSE-MaF - Materials and Fabrication		
	▶	🔑 11LE50KT-MSc-787-2021-MSE-BE - Biomedical Engineering		
	▶	🔑 11LE50KT-MSc-787-2021-MSE-P - Photonics		
	▶	🔑 11LE50KT-MSc-787-2021-CCS - Customized Course Selection		
●	⚠️	gÜK - globales Überlaufkonto		

HiSinOne Demo: Module – Courses – Assessments

▶	11LE50MO-1160 ESE PO 2021 - Digital Health (DH)	
▼	11LE13MO-1312 ESE PO 2021 - Distributed Systems	
▶	11LE13V-1312 - Verteilte Systeme / Distributed Systems - Lecture - lecture course	
▶	11LE13Ü-1312 - Verteilte Systeme / Distributed Systems - Exercises - exercise course	
●	11LE13PL-1312 - Verteilte Systeme / Distributed Systems - Examination	
▶	11LE13MO-1404 ESE PO 2021 - Embedded Computing Entrepreneurship (2ES)	
▶	11LE13MO-1210 ESE PO 2021 - Formal Methods for Java	
▶	11LE13MO-1145 ESE PO 2021 - Foundations of Deep Learning	
▶	11LE13MO-1216 ESE PO 2021 - Functional Programming	
▶	11LE13MO-1222 ESE PO 2021 - Grundlagen von Programmiersprachen / Essentials of Programming Languages	
▶	11LE13MO-1227 ESE PO 2021 - Hardware Security and Trust	
▶	11LE13MO-1350 PO 2020 - High-throughput data analysis with Galaxy	
▶	11LE13MO-1304 ESE PO 2021 - Information Retrieval	
▶	11LE13MO-1335 ESE PO 2021 - Introduction to data driven life sciences	
▼	11LE13MO-1115 ESE PO 2021 - Introduction to Mobile Robotics	Your actual status: Coursework submitted/registered Term of the examination: ss 2024
▶	11LE13V-1115 - Einführung in die Mobile Robotik / Introduction to Mobile Robotics - Lecture - lecture course	 Your actual status: confirmation of participation Term of the examination: ss 2024
▶	11LE13Ü-1115 - Einführung in die Mobile Robotik / Introduction to Mobile Robotics - Exercises - exercise course	 Your actual status: confirmation of participation Term of the examination: ss 2024
●	11LE13PL-1115 - Einführung in die Mobile Robotik / Introduction to Mobile Robotics - Examination	
▶	11LE13MO-1336 PO 2020 - Isabelle/HOL: programming, verified!	

HISinOne Demo:

Registration procedure for seminar or 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>

The screenshot displays a list of academic offerings in the HISinOne system. The items are organized into expandable/collapsible sections. Two items are highlighted with red circles:

- 11LE50MO-Seminar 1 Seminar 1** (highlighted with a red circle)
- 11LE50MO-8140 ESE PO 2021 Studienprojekt MSc ESE** (highlighted with a red circle)

Other visible items include:

- 11LE13VG-Seminar - VG Seminar 1 M (1 of 8)
- 11LE13SL-Seminar 1 - Seminar 1 - course work
- 11LE13PL-Seminar 1 - Seminar 1 - Examination
- 11LE13MO-Seminar 2 - Seminar 2
- 11LE50VG-8140 ESE PO 2021 - Studienprojekt MSc ESE
- 11LE50SL-8140 ESE PO 2021 - Studienprojekt MSc ESE - Studienleistung
- 11LE50PL-8140 ESE PO 2021 - Studienprojekt MSc ESE - Prüfung

HSinOne Demo: Advanced MSE and Concentrations

- 11LE50KT-MSc-787-2021-MSE - Microsystems Engineering
 - 11LE50KT-MSc-787-2021-AdvancedMSE - Advanced Microsystems Engineering
 - 11LE50MO-7700/986 ESE PO 2021 - Assembly and packaging technology
 - 11LE50MO-7050/986 ESE PO 2021 - Micro-electronics
 - 11LE50MO-7100/986 ESE PO 2021 - Micromechanics
 - 11LE50MO-7600/986 ESE PO 2021 - Micro-optics
 - 11LE50MO-2080 ESE PO 2021 - Modelling and System Identification
 - 11LE50MO-7250 ESE PO 2021 - MST Technologies and Processes
 - 11LE50MO-6100 ESE PO 2021 - Probability and statistics
 - 11LE50MO-7500/986 ESE PO 2021 - Sensors
 - 11LE50MO-7400 ESE PO 2021 - Signal Processing
 - 11LE50KT-MSc-787-2021-ConcentrationsMSE - Microsystems Engineering Concentrations Area
 - 11LE50KT-MSc-787-2021-MSE-CaS - Circuits and Systems
 - 11LE50KT-MSc-787-2021-MSE-MaF - Materials and Fabrication
 - 11LE50KT-MSc-787-2021-MSE-BE - Biomedical Engineering
 - 11LE50KT-MSc-787-2021-MSE-P - Photonics

HSinOne Demo: Customized Course Selection

- Optional; only courses completing with pass/fail assessments

11LE50KT-MSc-787-2021-CCS - Customized Course Selection

- 11LE50MO-7003 ESE PO 2021 - MST Design Lab I for Microsystems Engineering
- 11LE50MO-5803 ESE PO 2021 - Project management for engineers
- 11LE50MO-5801 ESE PO 2021 - Scientific writing and presentation
- 11LE13MO-7110-1 ESE PO 2021 - Praktikum Informatik 1
- 11LE13MO-7110-2 ESE PO 2021 - Praktikum Informatik 2
- 11LE13MO-7110-3 ESE PO 2021 - Praktikum Informatik 3
- 11LE50MO-5609 ESE PO 2021 - Kompetenzen für die erfolgreiche Abschlussarbeit
- 11LE13MO-Sprachkurs ESE PO 2021 - Language Course SLI Recognition
- 11LE50KT-MSc-787-2021-CCS-FWB - Courses offered in other departments of the University
- 11LE50KT-MSc-787-2021-CCS-FWB SSE - Sustainable Systems Engineering

HSinOne Demo: Multi-connected Elements

- Green and red arrows? Don't panic!

▼ 11LE13MO-7110-1 ESE PO 2021 - Praktikum Informatik 1

▼ 11LE13VG-7110-P1 - Praktikum Informatik 1

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

- ↔ 11LE13P-7303 - Laboratory in the research field "Graphics Data Processing" 📖 - practical course - Core elective
- ↔ 11LE13P-7306 - Laboratory in the research field "Foundations of Artificial Intelligence" 📖 - practical course - Core elective
- ↔ 11LE13P-7301 - Laboratory in the research field "Machine Learning" 📖 - practical course - Core elective
- ↔ 11LE13P-7305 - Laboratory in the research field "Computer Vision and Image Processing" 📖 - practical course - Core elective
- ↔ 11LE13P-7310 - Laboratory in the research field "Brain State Decoding Lab" 📖 - practical course - Core elective
- ↔ 11LE13P-7312 - Laboratory in the research field Machine Learning 📖 - practical course - Core elective
- ↔ 11LE13P-7320 - Laboratory in the research field "Machine Learning" 📖 - practical course - Core elective
- ↔ 11LE13P-7302b - Laboratory in the research field "Autonomous Intelligent Systems" 📖 - practical course - Core elective

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 can be attempted 3 times
- You are registered automatically for the repetition(s) and **cannot sign off** !
- Repetition exam will take place in the **very next semester**.
- You can replace 1 course (in CS or MSE) with a failed exam / graded assessment with another one
(but it has to be done after the first failed attempt; so either repeat or replace)

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 (not other kinds like homework or presentations)
- 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 withdrawals

- 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 programme 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 programme

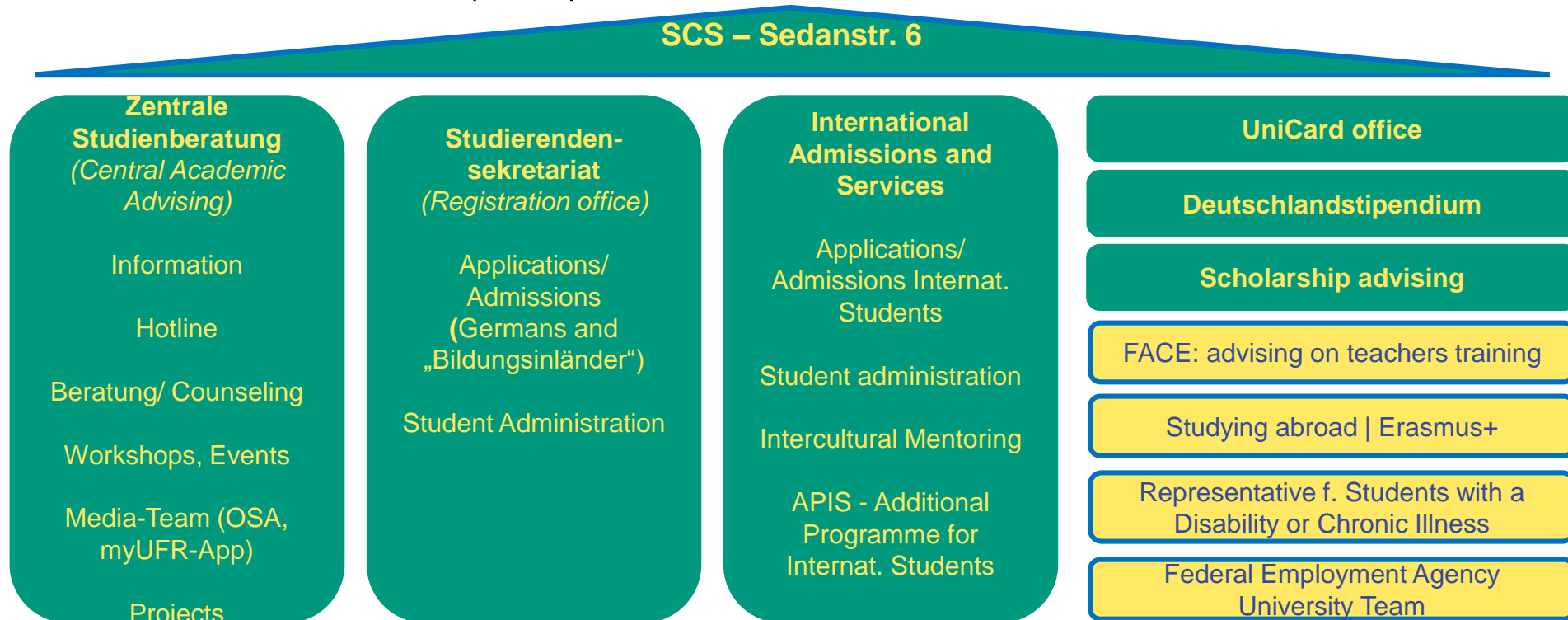
<https://www.tf.uni-freiburg.de/en/study-programs/embedded-systems-engineering/m-sc-embedded-systems-engineering>

- 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 programme...
- 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 wait for your
Campus tour guide here in this lecture hall!