

Examination Office

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

Albert-Ludwigs-Universität Freiburg



**UNI
FREIBURG**

Dates winter semester 2020/2021



Begin lecture period	2 November 2020
End lecture period	13 February 2021
Examination period	15 February – 14 April 2021
Exam registration (PL)	7 December 2020 – 17 January 2021
Exam registration study project	1 October 2020 – 31 March 2021
Pass-fail-course registration (SL)	2 November 2020 – 13 February 2021
De-registration period (first attempts)	Bis 7 Tage vor jeder PL (beachte Uhrzeit der PLs)

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



Anne-Julchen Müller & Susanne Stork

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

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



▪ No personal office hours Examination Office

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

▪ Telephone consultation hours Examinations Office

- (during the semester) Tuesdays 9 - 11 am
- At the beginning of the winter semester 20/21 additional telephone consultation hours: **02.11. - 27.11.2020 , Tuesdays & Wednesdays, 9-11 am**
(The possibility of an individual telephone appointment exists. Talk to us!)
- Contact: Ms. Müller: +49 (0)761-203 8083
- Contact: Ms. Stork: +49 (0)761-203 8087
- E-Mail: pruefungsamt@tf.uni-Freiburg.de



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



- **Svenja Andresen, Study coordinator**
 - General counselling
 - epe@tf.uni-freiburg.de or 0761-203 8340

- **Dr. Ing. Jochen Kieninger, Academic advisor**
 - Academic advice for M.Sc. Microsystems Engineering
 - studienberatung@imtek.uni-freiburg.de or 0761-203 7384

- **Dr. Oswald Prucker, Academic advisor**
 - Academic advice for M.Sc. Microsystems Engineering
 - studienberatung@imtek.uni-freiburg.de or 0761-203 7164

Where can I find? ...Make use of the www



- Contact details
- Exam regulations
- Study plans
- FAQs
- Dates and deadlines
- Module handbooks
- ...

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

- 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>



Please inform yourself regularly on our 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 Technology and/or University of Freiburg)
- **E-Mail** (**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 distribution list. Please do not forget to keep your e-mail address up to date)
- **Letters/Notifications** (**Note!** The official communication, e.g. if you make an application or fail an exam, is by mail. Replies to applications or notifications about failing an exam are sent by mail. Please keep your address up-to-date in the Campus System).
- **"Google it!"**

8 tips for successful studies



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

The importance of exam regulations



- The exam regulations or exam guidelines regulate your studies similar as a **contract or a law.**
- The regulations provide important information on exams and are **obligatory**
- The exam regulations (Prüfungsordnungen) not only include regulations concerning the exams but also provide a **survey of the required modules.**

Where can I find the exam regulations?



- Please contact your study coordinator for an English version
- Please be aware that the English version is not binding and for convenience only. In case of a legal dispute, the German version is authoritative.

<https://www.studium.uni-freiburg.de/en/program-offerings/all-degree-programs>



- The board of examiners consists of four university professors, one academic assistant and one student in an advisory capacity. The term of office of the student member is one year, that of the other members two years. Reappointment is permitted.
- The examination committee 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 committee 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 examination board via the examination**

When are the exams taking place?



- **The exam periods at our faculty are**
 - for the winter semester February/March
 - for the summer semester August/September

- **Exam period winter semester 2020/21**

15 February – 31 March 2021

(with the possibility of an extension until 14 April 2021)

(Teaching period ends 13 February 2021)



- written exams can take place without special permission (status: 22 October 2020)
- Oral exams can take place without special permission (status: 22 October 2020)

Coronavirus:

Specifications for infection protection (hygiene regulations) for written and oral exams on-site



Written and oral exams on-site are possible in accordance with the hygiene regulations.

The most important hygiene measures are:

→ Distance

Maintain a minimum distance of 1.5 meters from other persons; wearing a mouth-nose cover does not in principle lead to a suspension of the minimum distance requirement and other hygiene rules.

→ Hygiene

Wash hands regularly and thoroughly; cough and sneeze into the crook of your arm.

→ Mouth-nose cover

Wear mouth-nose cover.

→ Ventilation

Regular ventilation, even in the cold season.

→ Regulations on the use of space ("Corona seating")

Determination of the maximum occupancy in compliance with the distance rule and consistent adherence to the occupancy.

→ Prohibition of access and participation (!!!)

for persons who are or have been in contact with a person infected with the coronavirus, if 14 days have not yet passed since the last contact or for people who show typical symptoms of an infection with the coronavirus, namely fever, dry cough, loss of taste or smell, who do not wear a mouth and nose cover.

→ Data collection for follow-up

Acquisition of contact data for rapid detection and containment of infection chains

(Source: <https://uni-freiburg.de/universitaet/themen-im-fokus/corona/studium-und-lehre/>)

Coronavirus:

Is it possible to take an oral examination outside the university?



- Digital solutions can be used for any type of oral examination.
- At the request of the students, examinations can be taken, for example, as a video conference without the candidates having to be at the university. Regulations for online examinations are contained in the Corona Statutes.
- Please refer to the information sheets and application forms of the Legal Affairs Department, documents 1-6 under "Information sheets and applications" for planning and implementation.
- Please also note that, in principle, there is no legal entitlement to the performance of study and examination work using electronic information and communication technologies.
- Source: [https://uni-freiburg.de/universitaet/themen-im-fokus/corona/studium-und-lehre /](https://uni-freiburg.de/universitaet/themen-im-fokus/corona/studium-und-lehre/)

Exam registration – Why? When? How?



- **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.

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

- **When do I have to register for my exam(s)?**
 - The registration and deregistration deadlines for examinations are set each semester by the examination board. You can find the fixed deadlines on the website of the faculty
 - All examinations must be registered within the set deadline
 - In the winter semester 2020/21 the following registration period for examinations applies:

7 December 2020 until 17 January 2021

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



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

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



- **Exam registration period WS 2020/2021**
7 December 2020 to 17 January 2021
- **Exam registration study project**
throughout the semester (1 October 2020 – 31 March 2021)
- **De-registration period WS 2019/2020**
 - You can de-register via HISinOne up to 7 days before the exam.
 - Please note that the cancellation ends at the same time as the exam date. (e.g.: If an exam is scheduled at 10.00 a.m., you can cancel your registration until 10.00 a.m. 7 days before the exam).

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 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>

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

2 November 2020 to 13 February 2021

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













Pass-or-fail-achievements (Studienleistungen)

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

Examinations (Prüfungsleistungen)

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

-   11LE50MO-7600/986_PO 20091 Micro-optics
-   11LE50V-7600/986 Micro-optics Vorlesung (*alternative Zuordnung*)
-   11LE50Ü-7600/986 Micro-optics Übung (*alternative Zuordnung*)
-   11LE50SL-7600/986_PO 20091 Micro-optics - Studienleistung (*alternative Zuordnung*)
-   11LE50PL-7600/986 Micro-optics - Prüfung (*alternative Zuordnung*)



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

Summary of dates winter semester 2020/2021



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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.

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

Attention !!!

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

You cannot de-register from this exam. Please see slide 19 for further information!

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?

2 passed examination in the form of a written or oral examination

When?

The initial examination must have taken place in the semester specified in the curriculum at the latest.

Condition:

The examination for grade improvement must take place on the next possible examination date.

Registration?

You set the registration yourself via HISinOne.

Evaluation?

The examination with the better grade will be evaluated

Winter semester:	Micro-optics	3,0 (passed)
Summer semester:	Micro-optics	registered
Summer semester:	Micro-optics	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!

Can I improve a grade? Recommended study plan)



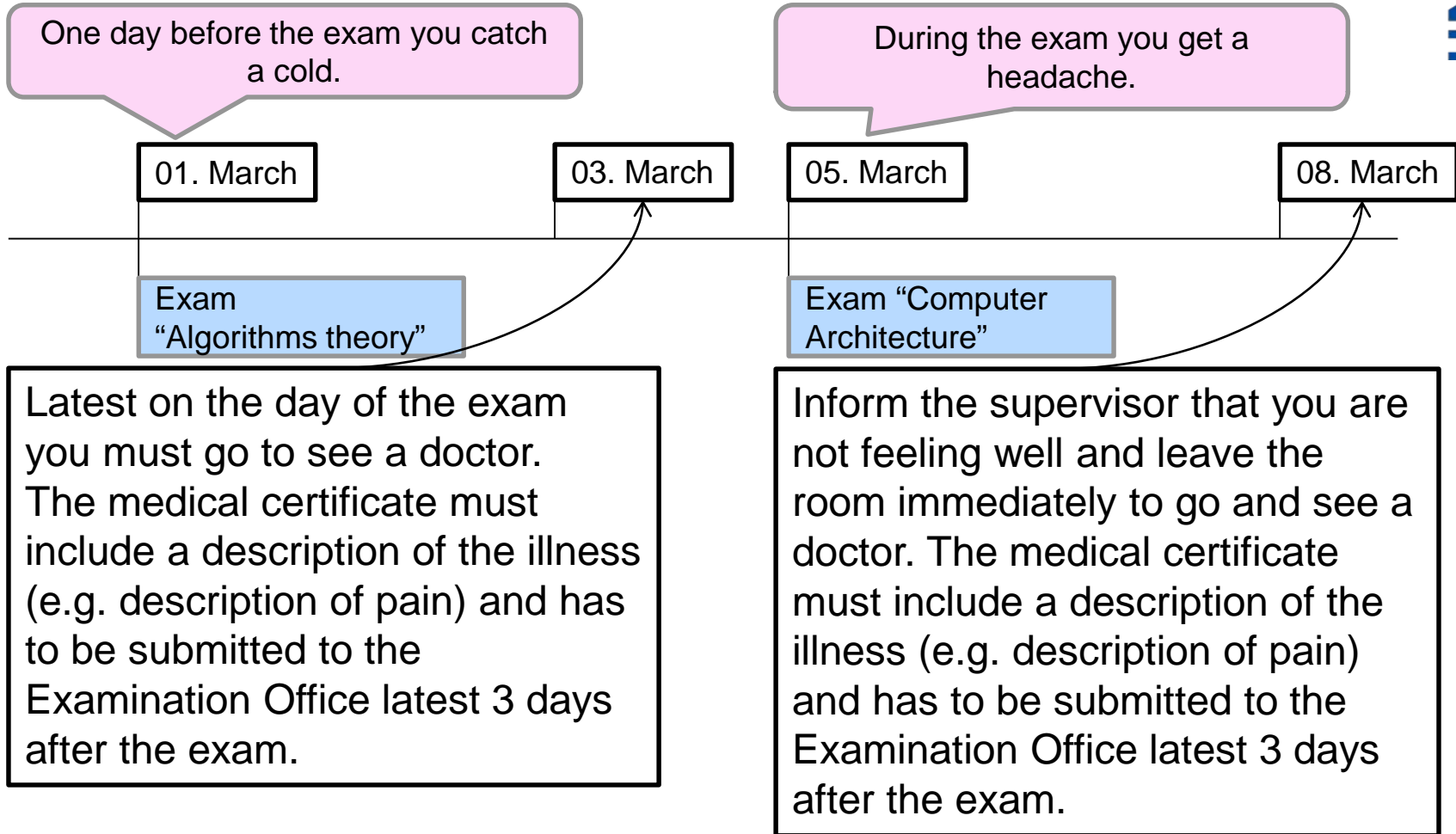
1. Semester		ECTS
M	Micro-mechanics	5
M	Micro-electronics	5
M	Micro-optics	5
M	MST technologies and processes	5
M	Sensors	5
M	Probability and statistics	5
TM	MST Design lab 1	3

3. Semester		ECTS
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6
M	Concentrations-Module	3, 5, 6

2. Semester		ECTS
M	Assembly and packaging technologies	5
M	Biomedical microsystems	5
M	Micro-actuators	5
M	Micro-fluidics	5
M	Signal processing	5

4. Semester		ECTS
M	Master's Thesis	30

What happens if I am ill on the day of 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: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/withdrawl-from-exams>
- 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 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:



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

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festgestellt am

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Vertragsarztstempel / Unterschrift des Arztes

Withdrawing because of other reasons



If you have other reasons e.g.

- one of your relatives is ill and you have to travel home.
 - the political situation in your home country worries/distress you.
- contact the Examination Office and let us know **BEFORE the exam** what kind of problems you have and we will advise you on your possibilities
- If you do not inform the Examination Office before the exam you shall receive a 'failed' (5,0) for the examination

Attention !!!

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



- Due to the current situation, the Board of Examiners granted a more accommodating de-registration arrangement in the past two exam periods, winter semesters 2019/2020 and summer semester 2020. Thus, problems with the current corona situation were accepted as reasons for withdrawal. This could be, for example, fear of an infection or that students could not be in Freiburg because of a travel ban.
- **For the examination period WiSe 2020/2021 the Examination Board has not yet decided on the situation. This will be evaluated at the beginning of the examination period and communicated to you in an appropriate manner.**

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



▪ **General information:**

- **Please note!** Study performances and examinations that have been completed in the degree program that is the **entry requirement** for the Master program **can not be recognized!**
- Otherwise, periods of study, study performances and examinations, which were performed at a foreign university may be recognized for a course if they are comparable.
- It is not possible to recognize achievements from a study course were you achieved 180 ECTS.

▪ **Deadline for applying:**


- The application must be submitted at the latest before ending your second semester.

▪ **Application process:**

- Students who are applying for an acknowledgement of modules from a bachelor's program with more than 180 ECTS have to submit the [application form](#), transcript of records (**ORIGINALS and/or CERTIFIED COPIES**) and the module descriptions **BY POST** to the Examination Office.
- The Examination Office forwards the documents to the Board of Examiners. The Board of Examiners will review the documents and inform the student about the decision for the recognition.
- Please note that incomplete documents will not be processed and sent back to you!
- **More information as well as an application form can be found on our website <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/recognition-of-achievements>**

- **Admission:**
 - Once you have reached a total of 56 ECTS-points.
- **Registration:**
 - You can obtain a registration form from the Examination Office.
- **Working period and language:**
 - The working period for writing the thesis is 12 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
 - 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.
 - 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>

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

Gibt es Fragen?



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