Examination Office
Prüfungsamt

Introduction to the academic regulations and for students of the Master’s program in Microsystems Engineering (MSE)
The exam office: Who we are and what we do!

Annika Hartwig & Susanne Stork

Opening hours:
Monday
Tuesday and Thursday

2pm – 4pm
10am – 12pm

If you need advice outside office hours please call!

• Advice on exam regulations
• Advice on appeals
• Organisations of examinations
• Issuing of documents (e.g. Transcript of record, final documents)
• Registration master’s thesis
• Application for recognition of courses

• pruefungsamt@tf.uni-freiburg.de
• Phone: 0761/203 8083 or 0761/203 8087
Information centers

- Ursula Epe, Study coordinator
  - General counselling
  - epe@tf.uni-freiburg.de or 0761-203 8340

- Dr. Andreas Greiner, 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
- …Blackboard (opposite of the library)

https://www.tf.uni-freiburg.de/studies
„I didn‘t know … !!!“

- Individual initiative/ personal responsibility
- Website
- E-Mail (the e-mail address needs to be updated by the student independently)
- Black board
- Notifications (the home address needs to be updated by the student independently)
- Google (!!!)
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?

- An English copy of the exam regulations has been handed out by the Examinations Office

- Please be aware that the web pages with the exam guidelines are provided in German only.

  [http://www.jsl.uni-freiburg.de/studiengaenge](http://www.jsl.uni-freiburg.de/studiengaenge)
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 2016/17**
  - for elective courses 13.02. – 31.03.2017
  - for mandatory courses 20.02. – 31.03.2017
How do I register for an examination?
- Registration via the Campus Management System HISinOne
- Instruction for registration can be found on our website
- [http://www.tf.uni-freiburg.de/studies/exams/registration_instruction/exam_registration_instruction.html](http://www.tf.uni-freiburg.de/studies/exams/registration_instruction/exam_registration_instruction.html)

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/studies/calendar/dates.html#anabmeldungPruefungen](http://www.tf.uni-freiburg.de/studies/calendar/dates.html#anabmeldungPruefungen)

Why do I have to register for the examination?
- The academic regulations implement, that you have to register for examinations.
- The registration helps you to plan your examinations as well as it helps to organize the examinations (rooms, advising staff, contact details …)

I forgot to register for the exams, what can I do?
- After the registration deadline there is no possibility to register yet again
- You are not allowed to sit the exam if you did not register for it during the registration period.
Registration    Study-Performance
Exam-Performance
Question: Grade improvement?
Can I resit exams I have passed in order to get a higher mark? (study plan)

Two modules which you have passed in the first two terms can be repeated to improve the grade.

**Number of attempts:** 2 modules passed in the first 2 terms.

**Exception:** Seminars and Master’s thesis

**Requirements:** The first attempt must have taken place at the latest possible date mentioned in the study plan. The re-examination for improving the grade must take place at the next possible examination date.

**Grading:** The better result of both examinations is the one that will be counted.

Winter term: Micro-optics 3,0 (passed)

Summer term: Micro-optics registered

Registration by the student

The grade 3,0 is the better result. So this grade will count into the final grade.

Summer term: Micro-optics 4,0 (passed)

→ Please do only register for the “improvement-exam” if you are really sure that you are able to attend the exam
Can I resit exams I have passed in order to get a higher mark? (Recommended study plan)

<table>
<thead>
<tr>
<th>1. Semester</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>M Micro-mechanics</td>
<td>5</td>
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<td>M Micro-electronics</td>
<td>5</td>
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<tr>
<td>M Micro-optics</td>
<td>5</td>
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<tr>
<td>M MST technologies and processes</td>
<td>5</td>
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<tr>
<td>M Sensors</td>
<td>5</td>
</tr>
<tr>
<td>M Probability and statistics</td>
<td>5</td>
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<tr>
<td>TM MST Design lab 1</td>
<td>3</td>
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<th>2. Semester</th>
<th>ECTS</th>
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<td>M Assembly and packaging technologies</td>
<td>5</td>
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<tr>
<td>M Biomedical microsystems</td>
<td>5</td>
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<tr>
<td>M Dynamics of MEMS</td>
<td>5</td>
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<tr>
<td>M Micro-actuators</td>
<td>5</td>
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<tr>
<td>M Micro-fluidics</td>
<td>5</td>
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<td>M Signal processing</td>
<td>5</td>
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<tr>
<td>TM MST Design lab 2</td>
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<th>3. Semester</th>
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<tr>
<td>M Concentrations-Module</td>
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<td>M Concentrations-Module</td>
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<th>4. Semester</th>
<th>ECTS</th>
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<td>M Master’s Thesis</td>
<td>30</td>
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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?

Number of attempts: You have 2 attempts to pass each exam
Exception: In 3 exams you have a 3rd attempt to pass the exam
Deadline: The 1st and the 2nd attempt is always in the following term of the 1. exam-try or the 1. re-exam-try. If you use the 2. re-exam and the course is offered you have to visit the course again.

Winter term 2016/17: Micro-optics 5.0 (failed)
Summer term 2017: Micro-optics 5.0 (failed)
Winter term 2017/18: Micro-optics registration

Attention !!! Even if you de-register (exmatriculate) from the university or change your study program you will be registered for the re-examination. If you fail the last re-examination, you have ultimately failed the master’s program and cannot study in any other master’s program in Microsystems Engineering in Germany.
I am ill for an exam. What should I do?

Lösung:

- check the website A-Z studies
- check your exam regulations
What happens if I am ill on the day of the exam?

- If you are ill on the day of the exam
  - you must supply proof of your illness by submitting a medical certificate
  - A form is available on our website at https://www.tf.uni-freiburg.de/studies/exams/forms
  - The medical certificate needs to include the symptoms of your illness
  - The medical certificate needs to be submitted to the Examination Office latest three working days after the examination took place
  - assuming everything is satisfactory, you would be allowed to re-sit the exam at the first available opportunity

- Further information, including the medical form at: https://www.tf.uni-freiburg.de/studies/exams/withdrawing_exam.html?set_language=en
What happens if I become ill during an exam?

- If you feel unable to finish the exam
  
  ➔ Inform the exam supervisor
  ➔ visit your GP or the Emergency practice of the University clinic on the day of the exam
  ➔ use the medical form on our website, which needs includes the symptoms
  ➔ submit the medical certificate to the Examinations Office latest three working days after the examination
  ➔ assuming everything is satisfactory, you would be allowed to re-sit the exam at the first available opportunity.
We do NOT accept:
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 advice 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
Any questions?