Examination Office
Prüfungsamt

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

- Annika Hartwig & Susanne Stork

**Opening hours:**
- Monday: 2pm – 4pm
- Tuesday and Thursday: 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

- **Eva Otto, Programme coordinator**
  - General counselling
  - admissions-sse@tf.uni-freiburg.de or 0761-203 96786

- **Dr. Georg Ganzenmüller, Academic advisor**
  - Academic advice for M.Sc. Sustainable Systems Engineering
  - georg.ganzenmueller@emi-fraunhofer.de
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 (opposite library)
- 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?

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

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 2017/18**
  - for elective courses 12.02. – 31.03.2017
  - for mandatory courses 19.02. – 31.03.2017
Registration for examinations

How do I register for an examination?
→ Registration via the Campus Management System HISinOne
→ Instruction for registration can be found on our website
→ [Link](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
→ [Link](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.
Introduction for master's students in Computer Science
When can I register for examinations?

- Last year:
  - The exam registration for the winter term 2016/17
  
  → 05.12.2016 - 31.01.2017
Question:

Grade improvement?
Can I resit exams I have passed in order to get a higher mark? (study plan)

Three modules which you have passed at the latest possible date mentioned in the study plan.

**Number of attempts:** 3 modules passed at the latest possible date mentioned in the study plan

**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.

→ 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)

1. Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Solare Energie/ Solar Energy</td>
<td>5</td>
</tr>
<tr>
<td>M Energiespeicherung / Energy Storage</td>
<td>5</td>
</tr>
<tr>
<td>M Netzintegation und Regelung / Control and Integration of Grids</td>
<td>5</td>
</tr>
<tr>
<td>M Fortgeschrittene Materialketten/ Advanced Materials Chains</td>
<td>5</td>
</tr>
<tr>
<td>M Computergestützte Werkstofftechnik/ Computational Materials Engineering</td>
<td>5</td>
</tr>
<tr>
<td>M Grundlagen resilienter Systeme/ Fundamentals of Resilience</td>
<td>5</td>
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</tbody>
</table>

2. Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>ECTS</th>
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</thead>
<tbody>
<tr>
<td>E Bauelemente und Schaltungen der Leistungselektronik / Power Electronic Circuits and Devices</td>
<td>5</td>
</tr>
<tr>
<td>E Konzeption großer Infrastrukturen/ Design of Large Infrastructures</td>
<td>5</td>
</tr>
<tr>
<td>E Sicherheit und Privatheit in resilienten Systemen / Security and Privacy in resilient systems</td>
<td>5</td>
</tr>
<tr>
<td>E Concentration – Field 1</td>
<td>3, 5, 6</td>
</tr>
<tr>
<td>E Concentration – Field 1</td>
<td>3, 5, 6</td>
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<tr>
<td>E Concentration – Field 2</td>
<td>3, 5, 6</td>
</tr>
<tr>
<td>E Concentration – Field 2</td>
<td>3, 5, 6</td>
</tr>
</tbody>
</table>

3. Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Masterprojekt/ Master Project</td>
<td>5</td>
</tr>
<tr>
<td>E Nichttechnische Concentrations/ Non-technical Concentrations</td>
<td></td>
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<tr>
<td>E Nichttechnische Concentrations/ Non-technical Concentrations</td>
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<tr>
<td>M Concentration – Field 1</td>
<td>3, 5, 6</td>
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<tr>
<td>M Concentration – Field 2</td>
<td>3, 5, 6</td>
</tr>
</tbody>
</table>

4. Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Master's Thesis + Colloquium</td>
<td>30</td>
</tr>
</tbody>
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13.10.2017
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 2014/15: Algorithms Theory 5,0 (failed)
Summer term 2015: Algorithms Theory 5,0 (failed)
Winter term 2015/16: Algorithms Theory 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 Embedded Systems Engineering in Germany.
Question?

I am ill for an exam. What should I do?

Answer:

- 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
  - get a medical certificate or 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

→ **Attention !!!**
→ If you do not inform the examination office before the exam you shall receive a ‘failed’ (5,0) for the examination
Question:
Can I apply for a course recognition from my previous studies?
Recognition of courses

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/studies/exams/recognition
Letterbox:

![Letterbox Image]
Any questions?