

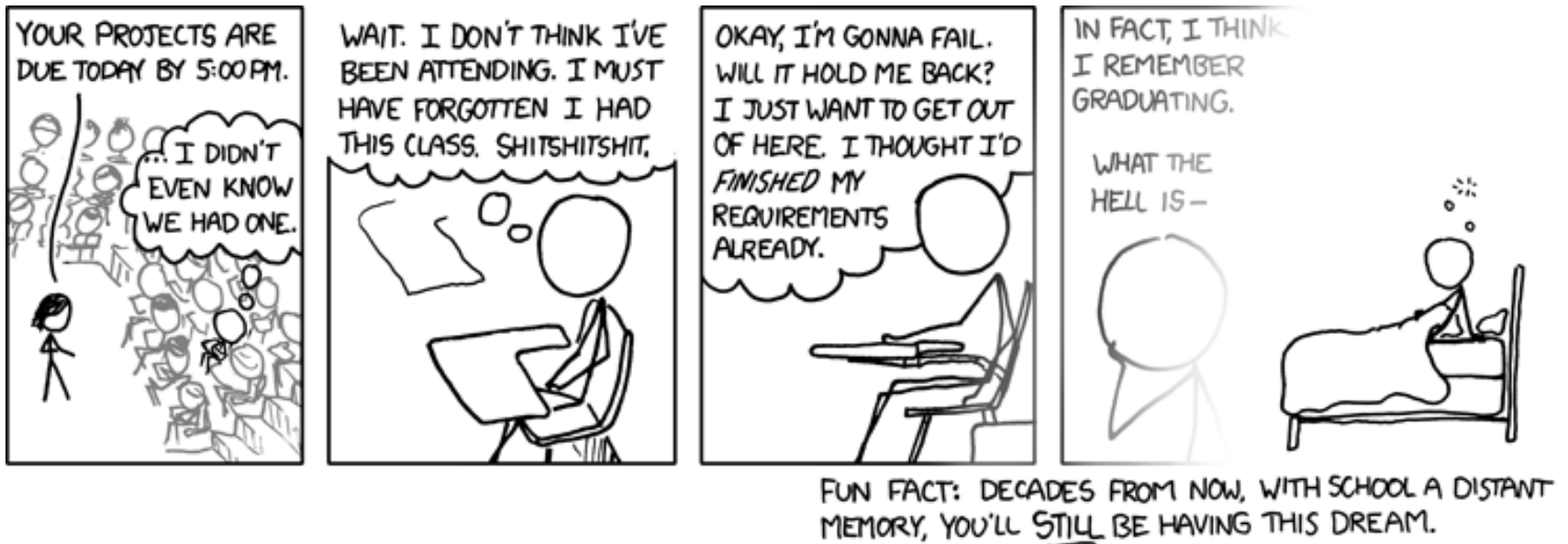


Bild: <http://xkcd.com/557/> von Randall Munroe, CC BY-NC 2.5

How TU Studium



c.t. and s.t.

- Cum tempore (with time):
10 to 12 o'clock = 10.15 o'clock to 11.45 o'clock
- Sine tempore (without time):
10 to 11.30 o'clock



Preparation

Before you get started on the content



Formalities

- [provision](#) your tubIT account
 - Provisional accounts are available at the Campus Center
- Print out your Certificate of Registration and keep it with you to validate your semester ticket
 - at QISPOS
- Set filters for your [TU email account](#)
 - [Guide at tubIT](#) Direct access code: 163198
- Enrol into the ISIS courses to your classes, if they exist
- Hand in your form for the [registration to the master](#)



Rules



Legalese

- Your [Studien- und Prüfungsordnung \(StuPO\)](#)
 - The rules governing what you have to do to get your degree
 - They are in German ... so if you are not sure go see the [Fachstudienberatung](#)
 - The modules currently available in my study area: [MTS module search](#)
- The [Allgemeine Studien- und Prüfungsordnung](#) (AllgStuPO)
 - General Rules for exams
 - Failed exams have to be repeated inside the 2 semesters after the exam was taken
 - What types of exams are there? How do they work?
 - Written exam
 - Oral exam
 - Portfolio Exam
 - What to do in case of conflicts about the grading of your exam. (§ 48)



What is a portfolio exam?

- TU creation defined in § 45 [AllgStuPO](#)
- Consists of several exam elements, like tests, presentations, papers
- You can earn a certain number of points per element, 100 in total
- There are more specific [rules about the structure of portfolio exams by the faculty](#)
- Registration for portfolio exams usually close 6 weeks after the start of the lecture period
- Withdrawal only till the end of the registration period, with permission before the first exam element
- Resitting a failed exam usually 1 year later
- Handing in a sick notice at the Prüfungsamt removes you from the complete module, not an exam element



What is in my portfolio exam

- Listed in the module description
- Found in the [MTS module search](#)
- Contains information on where in your degree this module can be used including if the module is compulsory or elective
- Language of the module is listed



Written and oral exams

- Written exam
 - Register up to 1 week before the exam
 - Withdraw up to 1 day before the exam
 - List of allowed tools will be announced in advance
 - Go see your graded exam, dates for the viewing will be announced with results
- Oral exam
 - Register up to the date the examiner set
 - Withdrawal up to 1 day before the exam (please notify the examiner)
- Be on time or ideally be there a bit in advance



Where to register and withdraw online

QISPOS

- Between 8 and 22 o'clock (really!) via the TU portal → Prüfungsanmeldung
- See your grades
- Get your Certification of Registration
- Change your address



Resitting of failed exams

- Not turning up to an exam you registered for means you fail.
 - Except if you hand in a valid excuse, usually sick note from a doctor to be handed in at the Prüfungsamt within 5 work days
- 2 resittings, overall 3 attempts
- First resitting according to the current module description
- Second resitting usually oral, but doesn't have to be
- Deadline: 2 semesters after the one the current exam was in
- Deadline can be extended for valid reasons,
 - request before end of deadline (for all deadlines)
- Failed electives can be swapped for other modules
 - As many times as you want inside the first 4 semesters of your master
 - Once after that



What modules do I pick?

- Presentation of the study areas for masters students
- Friday, 10 to 12 o'clock at H 1058
- Go to the first lecture of everything that sounds interesting and check it out
- Find out the place and time of lectures
 - Via the [LSF](#)
 - Linked from MTS
 - Via the chairs website



Over the semester



First lectures

- First lecture of a module always contains
 - Organisation of the module
 - Formalities and deadlines
 - Exam dates and how to register



Talk to somebody

- If you have questions or problems: Talk to somebody and don't wait till it is too late
- Content related questions: all teaching staff at the faculty have regular consultation hours, posted on their chairs websites
- Organizational problems: See your [student counseling service](#)
- Don't know where to go or have a conflict situation: See the [Freitagsrunde](#)



Useful IT services

- [VPN](#)
- [tubCloud](#)
- [GitLab](#)



Registration deadline for portfolio exams

- 30th november
 - for online registration in QISPOS before 22 o'clock





Christmas Holidays: 19.12. to 02.01.2017

Bild: Jürgen Howaldt, 2014, CC BY-SA



1. exam period

Starting 20.02.



2. exam period

ending 13.04.



Materials



Materials

- This lecture: <https://docs.freitagrunde.org/E-Woche/2016/Vortraege/>
- Videos on the use of the different TU platforms and portals: www.eecs.tu-berlin.de/zielgruppen/studierende/ how to .. Direct access: 1174
- Usefull list of TU Berlin [terms in English and German](#)



Social [...]

- Facebook page of the student initiative Freitagsrunde:
<https://www.facebook.com/freitagsrunde.tu/>
- Facebook group for all EECS masters



Uni Rallye



Groups of 10 people – Deadline 16 o'clock

<https://freitagsrunde.github.io/rallye/>

