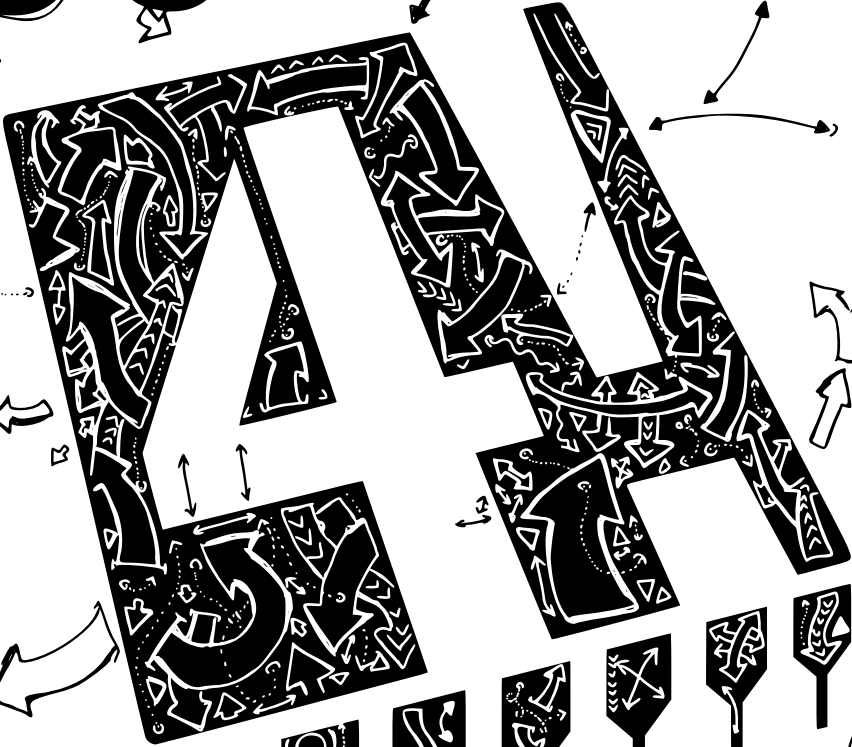


DON'T



PANIC!

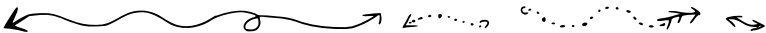




*I may not have gone where I intended to go, but
I think I have ended up where I needed to be.*

– Douglas Adams

DON'T PANIC!



A small Uni-ABC for first semester students and TU rookies

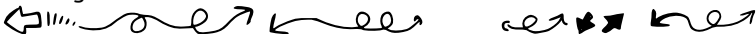
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Freitagsrunde 2018



Hello, World!

Welcome to the TU Berlin and the Faculty IV! We, the Freitagsrunde, provide you this booklet for a better orientation. This Uni-ABC is designed to give you an overview of important and common, but often less intuitive terms at the faculty and the university. The following entries are mostly shortened; the complete explanations as well as further links can be found under **freitagsrunde.org**.

As a supplement to this booklet, there is a link list in the wiki under **freitagsrunde.org/Ewoche/Linkliste** with links to various counseling centers, important points of contact and interesting places.

Further information about the introductory week can be found on **freitagsrunde.org/Ewoche** or on the pages of the faculty under **www.ecs.tu-berlin.de** with the ➡ *quick access*, s. 5 164085.

Note on the currentness

The contents of this booklet have been finalized on October 17, 2018. Some entries will probably never change. For others, however, changes are foreseeable. In particular, the organization of examinations should change significantly in the next few semesters (if everything goes well, even improve). The university plans to introduce a ➡ *Student Lifecycle Management (SLM, SLcM)*, s. 15. The SLM should completely replace ➡ *QISPOS*, s. 13 and will result in changes in ➡ *MOSES*, s. 10. In addition, the framework study and examination regulation (➡ *AllgStuPO*, s. 3) should be extensively revised. This will also result in changes to the subject-specific ➡ *Study and Examination Regulations*, s. 15 for Faculty IV degree programs.

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The Uni-ABC

Welcome to the Uni-ABC! Here we compiled some important or interesting topics for you to browse and lookup. As the topics **food procurement**, **leisure activities** and **learning spaces** are extensive, we gave them **own sections**. If you cannot find a topic here or you want more information on a keyword, have a look at our wiki over at <https://wiki.freitagrunde.org/>.

A

Akademisches Auslandsamt • Student Mobility and International Students (*AAA, Studierendenmobilität und Betreuung internationaler Studierender*) Point of contact for when you want to study abroad, related scholarships and the acknowledgement of study achievements abroad. It is also a information center for foreign students. Once a semester, ways to study abroad are presented. See ➔ *Events, s. 23.*

AllgStuPO • General Study and Examination Procedures (*Allgemeine Studien- und Prüfungsordnung*) The AllgStuPO is the framework for all ➔ *course regulations, s. 15* of the TU Berlin. It applies to all students regardless of their degree program. The AllgStuPO sets out the obligations of the university towards the students and their rights and obligations. In it u.a. Regulations for the implementation of ➔ *examinations, s. 13*, to deadlines, retakes and to the ➔ *reconsideration procedures, s. 7*.

Arbeiten an der TU • Working at the TU There are basically 2 types of student employment: *student assistant with teaching duties* (➔ *Tutor*in, s. 16*) and without such. You can take up employment without teaching duties from the first semester. Employment with teaching is usually possible from the 3rd semester, but in some cases earlier. The hourly wage of currently amounts to 12.50 Euro¹ at the TU Berlin. In addition to the university and various affiliated institutes, the ➔ *AStA, s. 3* offers jobs on similar terms. Here you can work in the semester ticket office or the technology pool among other things.

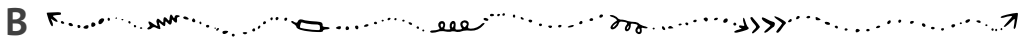
AStA • General Students' Committee (*Allgemeiner Studierendenausschuss*) Organ of the written student body, is elected annually by the ➔ *StuPa, s. 16*. Contributes to students' political, social and economic self-help and promotes their cultural and sporting interests. Consists of 12 units, such as *university politics, public relations, teaching politics, science and technology criticism* and *social politics*. The *finance department* of the AStA grants ➔ *financial applications, s. 7* for student projects. In the ➔ *Hochschul- und Studienberatung, s. 8* you can, among other things, ask legal questions about studying. The AStA also has borrowable infrastructure, mainly located in the technical pool. Including cargo bikes, professional stage equipment, cooking and kitchen accessories, as well as benches and tents.

Audimax (*Auditorium Maximum, H 0105*) The auditorium in the main building is the largest lecture hall of the TU Berlin, where many major events take place. Also you will encounter the space more often as a place for an exam. In addition, there are often external events such as the ➔ *Queen's Lecture, s. 13*. **The TU Berlin does not like it so much when this room is occupied as part of a strike.**

Ausbildungskommission (*AK*) The tasks of the Ausbildungskommission include the forming of opinions on and development of proposals for questions of teaching and studying at the ➔ *Faculty IV, s. 7*. In addition, general difficulties in the study and changes in the degree programs of the faculty are discussed here. Frequent topics are therefore study course revisions, the module lists, ie the course offerings, for upcoming semesters or the ➔ *teaching evaluation, s. 10*. The AK is the only body of the faculty where students make up half of the members. Incidentally, the AK is a good introduction to university policy at the TU Berlin. **We are always looking for helping hands!**

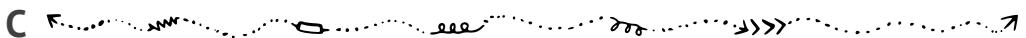
¹There were weeks of strike because of this. Read more at tvstud.berlin

Auslandsaufenthalt • Study abroad (*Auslandssemester*) You can enrich your studies with a stay abroad (for one or more semesters). For this purpose the ➔ *Akademisches Auslandsamt, S. 2* organizes information events. The application for this takes place several months in advance, so the planning should be started early. Very popular is a study exchange within the ➔ *Erasmus, S. 6* program. In preparation, counseling sessions at Faculty IV can be conducted with the foreign delegate (currently Mr. Wolfgang Brandenburg). In addition, many reports from other students are available in the information center in the Campus Center. Stays abroad can also be carried out as part of a double-degree program (usually in the Master's degree program).



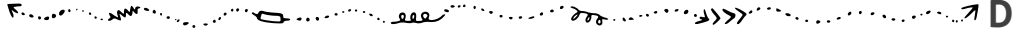
Bachelor (*B.Sc.*) First academic degree that can be achieved within the framework of university studies. At the ➔ *Fakultät IV, S. 7* the 6 Bachelor programs *Wirtschaftsinformatik, Informatik, Medieninformatik, Medientechnik, Technische Informatik* and *Elektrotechnik* are offered.

BAföG • German Federal Law on Training and Education Promotion (*Bundesausbildungsförderungsgesetz*) Students can be financially supported according to BAföG. The amount of funding depends on various factors, such as the income of the parents. The application form and information can be obtained from the Studierendenwerk at <https://www.stw.berlin/finanzierung>.



Campus Center Central contact point on the ground floor of the main building (courtyard side) for information of all kinds and for submitting applications and theses. During particularly administrative times, very long queues can sometimes form in front of the Campus Center. If your applications allow it, try to complete them outside these busy phases, like the beginning and end of the semester and examination phases, and bring some waiting time with you. In many cases, the Campus Center is the first point of contact for further information on topics such as matriculation and de-registration, re-registration, student ID, change of address, leave of absence or certification.

c.t. (*cum tempore*) Latin for „with time“, also called „academic quarter“ Means that an event takes place a quarter of an hour later than specified in the schedule. This is never explicitly stated in the course catalogue because it applies to practically all courses. The opposite is ➔ *s.t., S. 15*.



Dekan*in • Dean The dean heads the faculty and is elected every 2 years by the ➔ *Fakultätsrat*, s. 7. Special tasks of the dean are, for example, the representation of the faculty towards the university, the chairing of habilitation commissions and the participation in appointment negotiations. Current dean is Mr. Prof. Möller. The dean forms the dean's office together with the vice dean (deputy, currently Mr. Prof. Niedermeier) and the ➔ *dean of studies*, s. 16 (currently Ms. Prof. Dieckerhoff).

Direktzugang • Quick access On <https://www.tu-berlin.de> there is a form field in the upper right corner („Go to“), where you can directly access pages by entering a number and also find the quick access to the current page. The pages of the faculty IV can be reached via the number **115**. The quick access can also be called with www.tu-berlin.de?id=number or www.tu-berlin.de?number.

Drucken • Printing You can print in any large PC pool (➔ *computer rooms*, s. 18), in the ➔ *library*, s. 18 or in one of the many copy shops around the Ernst-Reuter-Platz. The prices are partly very different.



Early Bird A two-month mathematics course in the lecture-free period between summer and winter semester, which includes the ➔ *module*, s. 10 „Analysis I und Lineare Algebra für Ingenieurwissenschaften“ as a block course. The course is intended for first-year students. However, *repeaters* can also be admitted, as long as places remain available. The lectures can be attended by all students. Between winter and summer semester the **Early Bird II** for the module „Analysis 2 für Ingenieurwissenschaften“ is offered.

ECTS (*LP, Leistungspunkte, Credits*) Uniform credit system throughout Europe to replace the old SWS (semester weekly hours). One ECTS point stands for 25 to 30 hours of work. The TU Berlin generally assumes 30 hours of work for an ECTS point. The amount of work usually consists of the time for preparation and follow-up of courses, for attendance at courses (attendance time), as well as for examination preparation and examination. 30 ECTS points are planned for each semester of the regular study plan.

eduroam The TU Berlin, like many other universities worldwide, participates in the eduroam program, so that you can log in at all other participating universities on the wireless, just like here. Register for it with tubIT-Account@win.tu-berlin.de.

E-Mail You will receive 4 e-mail addresses from the TU Berlin for the duration of your studies: `firstname.lastname@campus.tu-berlin.de` or a similar combination of your name, `tubIT-Account@win.tu-berlin.de`. Also `tubIT-Account@mail.tu-berlin.de` and `tubIT-Account@mailbox.tu-berlin.de`.

E-mails to these addresses either end up in a shared e-mail box or are forwarded to your private e-mail address, if you have set up such forwarding.

The e-mail addresses are not only used for communication with the university, but are also sufficient proof for some companies that you are studying (e.g. for student licenses). In order not to miss any urgent messages from the TU Berlin, the e-mails should be retrieved daily. Also important messages, like the feedback request (➔ *Rückmeldung*, s. 14), are often only sent via e-mail.

Erasmus (*Erasmus+-Stipendium*) In order to finance a stay abroad, many students apply for the Erasmus+ scholarship. This makes it easier to study at a cooperating European university as part of a study exchange programme. The monthly amount depends on the country of origin and the host country. The ➔ *Akademisches Auslandsamt*, s. 2 provides information on the application.

Erklärung zur Aufnahme des Studiums • Declaration of commencement of studies (*Antrag auf Zulassung zur Bachelor- oder Masterprüfung, Mantelbogen*) This statement must be completed before you register for the first exam so that the ➔ *Referat Prüfungen*, s. 13 does not lose your documents². You can get it online (quick access **186789**), in the *Blaue Grotte* or in your *ersti* bag. This explanation is often also called *Mantelbogen*³.

Exchange E-mail service of the TU Berlin (➔ *E-Mail*, s. 6). The web interface is available at <https://exchange.tu-berlin.de/>.

F

Fachgebiet • Department A department at Faculty IV is roughly equivalent to a chair at other universities and is therefore usually headed by university lecturers. The almost 60 departments at the Faculty IV comprise several ➔ *Institutes*, s. 9.

Fachmentorium • Specialist mentorium A course specially designed for international students that provides assistance in coping with problems in basic modules. Special attention is paid to language barriers. For this reason, specialist mentoreries are often conducted in several languages. However, a subject mentorium is not limited to international students.

²see next footnote.

³This data is used to print a DIN A3 sheet (Bogen), which is then the cover (Mantel) for the exam file.

Fakultät IV • Faculty IV (EECS) The Faculty of Electrical Engineering and Computer Science at the TU Berlin. In addition to Electrical Engineering and Computer Science, the Faculty also offers courses in Computer Engineering, Information Systems, Media Informatics, Media Technology, Computational Neuroscience, Automotive Systems and ICT Innovation. Just over 6100 students are enrolled at this faculty. One faculty is headed by a ➔ *Dekan*in*, s. 5 and consists of several ➔ *institutes*, s. 9.

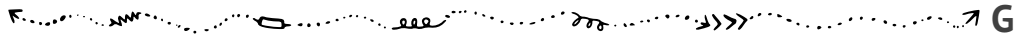
Fakultätsrat • Faculty council (FKR) Decisive body in all questions that only concern the ➔ *Fakultät IV*, s. 7. Here ➔ *study and examination regulations*, s. 15 and module descriptions are decided. The Faculty Council decides on the distribution of staff and funds of the faculty. In addition it assigns the teaching positions of the faculty. In the faculty council there are altogether 13 seats, 7 of them are entitled to the university lecturers and 2 each to the scientific assistants, the other assistants and the students. The two student seats on the faculty council are currently occupied by the ➔ *Freitagsrunde*, s. 7.

Finanzantrag • Financial application For student projects, a financial application can be submitted to the ➔ *AStA*, s. 3. The AStA does not pay any advances, but only reimburses the money up to the approved amount.

fopen On the mailing list fopen we regularly publish information about exciting events of the *Freitagsrunde*. You can subscribe at <https://lists.freitagsrunde.org/mailman/listinfo/fopen>.

Frauenbeauftragte • Women's representative Represents women's interests at the TU Berlin and offers consulting services. Located in room H 1108 in the main building. Each faculty also has a part-time women's representative. At the ➔ *Fakultät IV*, s. 7 this is currently Diana Baumann.

Freitagsrunde Interdisciplinary student initiative of the ➔ *Fakultät IV*, s. 7, founded on the 25th of October, 2002. We represent the interests of students in university politics, organize events and assist you in many matters with advice and action. **If you want to join us, just come by for a session!**



Gegenvorstellungsverfahren • reconsideration procedures Against the evaluation of an ➔ *examination*, s. 13, a reconsideration procedure can be raised. In this way a change or revision of the examination evaluation can be achieved. The assessment must not be changed to the disadvantage of the students. In the case of formally invalid examinations, a repetition of the examination can also be achieved.

GitLab The GitLab of ➡ *tubIT*, *s. 16* can be used to version and share text, such as program code or homework, with git to edit and manage.

Großübung • Large-scale exercise In a large-scale exercise, the contents conveyed in the lecture are practiced, deepened or repeated using various examples. In contrast to a ➡ *tutorial*, *s. 17* the large-scale exercise often takes place in a lecture hall and is not so interactive. The focus is on practicing the safe use of what has been learned.

Gründungsservice • Start-up service The Start-up Service is an offer of the *Centre for Entrepreneurship* of the TU Berlin. The Start-up Service supports students with start-up projects – no matter if it is just a first idea or if a finished business plan already exists. In addition, workshops, panel discussions and much more are held regularly.

Gruppenarbeit • Group work Especially ➡ *homework*, *s. 8* is often worked on and handed in in groups. In case of problems in the group, the respective tutor is the best contact person. React early to problems in the group. At the end the module, the grade often depends on the group work. **Group work, especially the formation of learning groups, is an important factor for progress in studies.**

H

Hausaufgaben • Homework In many modules homework is handed out. Only in a few modules is the homework voluntary. In the other modules they are the prerequisite to be admitted to the ➡ *examination*, *s. 13* or are even part of the examination (see ➡ *portfolio exam*, *s. 12*). Homework is often so extensive that it has to be done in ➡ *group work*, *s. 8*.

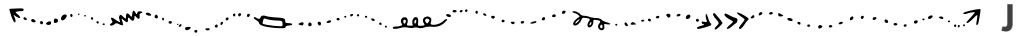
Hochschul- und Studienberatung • University and studying counselling („AStA-Anwalt“) Advises, among others, on problems with ➡ *study and examination regulations*, *s. 15*, on problems with decisions of examination boards, on problems with examination evaluations and on exmatriculations. Every 2 weeks the lawyer's initial consultation can be attended.

I

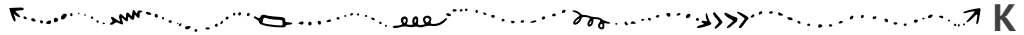
Imagine (formerly *Dreamspark*) Is an offer from Microsoft for students to obtain software licenses free of charge. Included are operating systems (from DOS to Windows 10) and development environments such as Visual Studio, but not the Office package. You can find it at https://www.eecs.tu-berlin.de/eecsit/v/dreamspark_imagine. Information about Microsoft Office can be found at ➡ *Office 365*, *s. 12*.

Institut • Institute Institutes group related ➔ *departments, s. 6* together. At the ➔ *Fakultät IV, s. 7* these are the institutes for *Energy and Automation Engineering, High Frequency and Semiconductor System Technologies, Telecommunication Systems, Technical Computer Science and Microelectronics, Software Engineering and Theoretical Computer Science and Business Informatics and Quantitative Methods*. As a student you are actively and passively eligible to vote at your institute, if you have a corresponding *voting option*⁴ you have specified. The number and structure of institutes will change in the medium term.

ISIS (*ISIS2, Information System for Instructors and Students*) ISIS is an online platform that is used in many courses to distribute information and partly to provide homework or practice environments online. Examinations are also often conducted via ISIS. **Exam results are lost when students unsubscribe from an ISIS course.** So don't leave the course until your grades have been entered. Some courses are protected with a password, which will be announced in the first lecture.



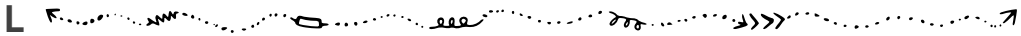
Jobs See also ➔ *working at the TU, s. 3*



Kaputt...:(See ➔ *Servicebriefkasten, s. 15*.

Krankheitsfall • Case of illness Proof in the form of a certificate is important for examination-relevant study elements (tests, homework) and examinations. The sick note should be valid for the examination period. If participation in an ➔ *examination, s. 13* was not possible due to illness, the sick note should be sent to the ➔ *Referat Prüfungen, s. 13* as soon as possible. In the case of ➔ *portfolio exams, s. 12*, the sick note leads to exclusion from the audit. Already performed services are recognized, the examination can then be repeated later. Since this is not always intended, the examiner or the responsible research assistant should be consulted in this case. The handling of certificates at the TU Berlin is currently changing. Especially in the case of last attempts or frequent sick leave, more extensive certificates may be required. Please inform yourself at the ➔ *Referat Prüfungen, s. 13* and at your examination board.

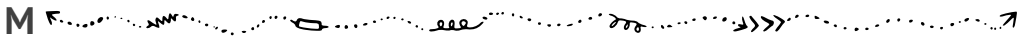
⁴The voting option is listed in the enrolment or ➔ study certificate, **S. 15** under „Eligible to vote for:“. If it says 9999, you have not specified a (full) voting option. You can change the election option with any ➔ renewal of matriculation, **S. 14**.



Labor • Laboratory In laboratories the theoretical contents taught in the lecture will be deepened in practice (➡ *Praktikum*, s. 12). Experiments are prepared and carried out in the laboratory for this purpose. The results are then evaluated. In most cases, a protocol must be submitted for control purposes.

Lehrevaluation • Course evaluation (*LV-Befragung, EvaSys*) In compulsory modules, a questionnaire is distributed sometime in the middle of the semester, usually in the ➡ *tutorials*, s. 17. This questionnaire forms the basis for the teaching evaluation. The results of the teaching evaluation should be discussed in the respective course and lead to an improvement of the teaching.

Leistungspunkte • Credit points (*LP*) ➡ *ECTS*, s. 5.



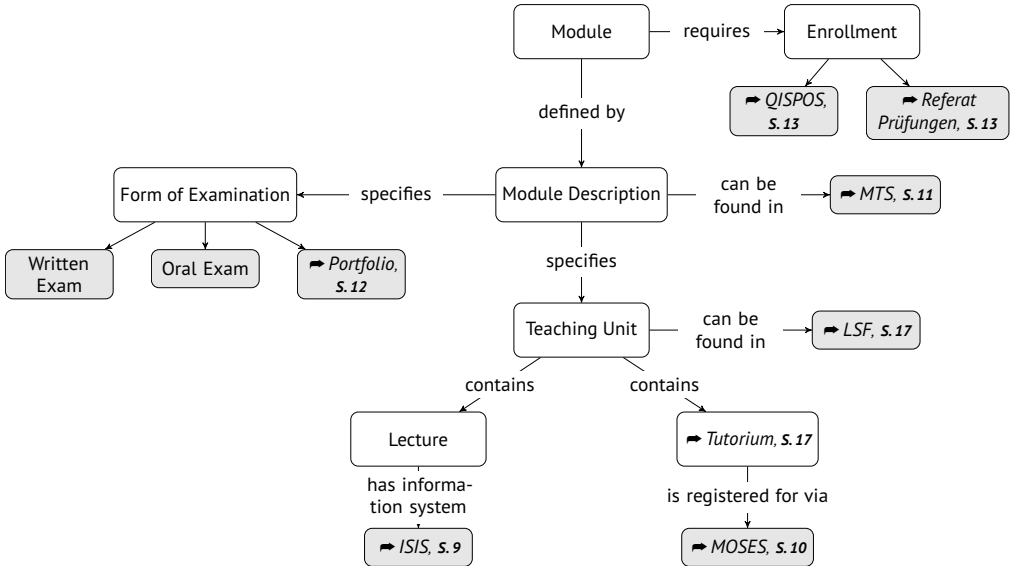
Master (*M.Sc.*) The academic degree after the ➡ *Bachelor*, s. 4. At the moment there is a quasi guarantee to be able to continue directly with the Master's programme after the Bachelor's programme, as most Master's programmes at the ➡ *Fakultät IV*, s. 7 are not restricted in admission.

Mantelbogen At the TU Berlin, the ➡ *Erklärung zur Aufnahme des Studiums*, s. 6 is often referred to as a Mantelbogen.

Mentoringprogramm • Mentoring (*formerly Mentorenprogramm*) To create a closer relationship between students and teachers. Currently under reconstruction.

Modul • Module The whole study is divided into modules. One module deals with one topic. In the course of the study there are some compulsory, *Wahlpflicht* and elective modules. For example, a module can consist of a lecture, exercise and examination performance(s), or it can also be the bachelor thesis. For each module you pass, you will receive a certain number of ➡ *ECTS points*, s. 5. A sketch of the structure of a module can be found on page 11.

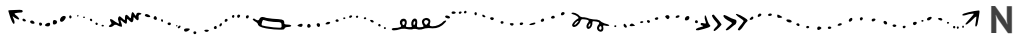
MOSES Stands for „**M**athematisch **O**ptimierte **S**tundenplan**E**rstellungs**S**oftware“ and is used for planning tutorials and rooms. In MOSES it is possible to create groups of up to 3 people to participate in tutorials together. Usually there is time until the third day of the first lecture week to register for the tutorials. This deadline should be met in order to be considered during the planning. An exchange of tutorials usually only works through personal arrangements with the trainer, information for both tutors and exchange partners.



Module Structure The figure above is simplified and doesn't show every possible combination in modules. It's more a *rule of thumb*. Consult the module description for binding information.

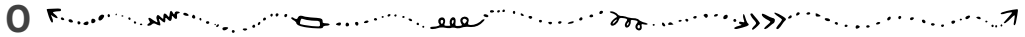
MTS (*Modultransfersystem*) The module transfer system, which is part of ➡ *MOSES, s. 10*, contains all module descriptions and examination regulations of the university. There you will find teaching contents, examination forms and contact persons for all modules of your degree programme. In order to know when and where the courses (which are part of a module) take place, you have to look into the ➡ *lecture list, s. 17*.

myDESK With the help of the tool myDESK you can mark your courses in a timetable and then print them out or export them as iCal. myDESK also has many other features such as a UniPedia or campus overview. You get the dates of your tutorials after allocation by ➡ *MOSES, s. 10*. See also ➡ *lecture list, s. 17*.



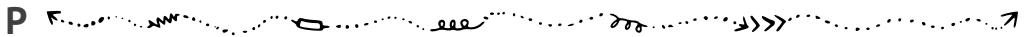
N. N. (*Nomen Nominandum*) This means that the name has not yet been fixed or is still to be announced. Occasionally to be found in the course catalogue.

Notfälle • Emergencies No matter how immortal you feel, it's good to take early care of trustworthy dentists. The nearest 24/7 pharmacy or emergency room should also be known. In the ➡ *case of illness*, *s. 9* it is good to know that the medical on-call service offers consultation hours around the clock and also carries out home visits. In an emergency you should memorize the emergency numbers **110** and **112** well. Help others and let yourself be helped if there is an emergency.



Office 365 Microsoft Office 365 is available to TU members. For more information, see ➡ *quick access*, *s. 5 176162*.

OmNomNom (@omnbot) You can request the daily updated offers of many cafeterias and canteens in Berlin with the Telegram-Bot @omnbot. You can add it at <https://omnbot.io/>.



Pförtner*innen • Gatekeepers The gatekeepers sit at the main entrance to each building. Especially at night and on weekends students are asked to identify themselves. In the main building you can also borrow sports equipment for the southern campus. On weekdays from 10 p.m. and all day on weekends, all buildings of the university can therefore only be entered with a student ID.

Portfolioprüfung • Portfolio exams Portfolio exams are a special form of ➡ *examination*, *s. 13*. They begin during the module and consist of several *exam elements*. Therefore, registration for this type of examination usually takes place much earlier in the semester than for other forms of examination. Portfolio examinations are often conducted incorrectly. **So if you feel a little strange during a portfolio examination, please contact us, the ➡ *Freitagsrunde*, *s. 7*.**

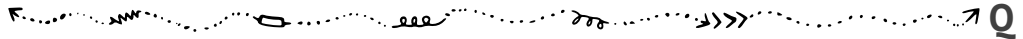
Praktikum • Internships Like ➡ *tutorials*, *s. 17*, internships offer an opportunity to deal with lecture material. Practice show, however, that the practical relevance is higher. This is a course that should not be confused with an internship in a company. In some Bachelor courses of the Faculty IV there is also the ➡ *programming internship*, *s. 13*, a first large-scale software project. See also ➡ *laboratories*, *s. 10*.

Projekt • Project Module in which students become active themselves and can program, solder and tinker more or less independently with the tasks. The project is often accompanied by a ➡ *Seminar*, *s. 14*.

Programmierpraktikum • Programming internship The module programming internship (or also the similar practical project Application Systems) is included in several study courses and is intended to teach practical software development, often with the help of agile methods. In small groups, larger software projects such as social networks or cyber-physical systems are developed. The development usually takes place at the TU and should *not* be confused with a non-university internship in a company (company internship).

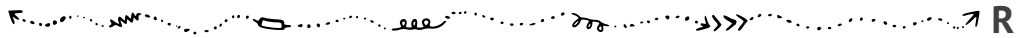
Prüfung • Exam ➔ *Modules, s. 10* are concluded either with the examination form *written examination, oral examination* or ➔ *portfolio examination, s. 12*. In very rare cases, a module actually only needs to be completed in order to receive the corresponding ➔ *ECTS points, s. 5*. Each exam must be registered in advance: Usually this is done by ➔ *QISPOS, s. 13* or the ➔ *Referat Prüfungen, s. 13*. Usually there are 3 examination attempts per module, the last of which should be an oral examination and must be taken by at least 2 examiners. If you do not take a registered examination without a sick certificate or any other valid reason, it will be considered as failed. **If you find an examination somewhat strange, please contact us, the ➔ *Freitagsrunde, s. 7***. If you do not agree with an evaluation, there is also the possibility of the ➔ *reconsideration procedures, s. 7*.

Prüfungsamt • Examination office See ➔ *Referat Prüfungen, s. 13*.



Queen's Lecture The Queen's Lecture is an annual lecture in the ➔ *Audimax, s. 3*, which was founded on the occasion of the visit of Queen Elizabeth II in 1965. The lecture usually takes place in November and offers the opportunity to experience exciting topics and interesting references. The lecture will be held entirely in English.

QISPOS The electronic exam administration system of the TU Berlin. Almost all examinations are registered here, with the exception of the maths service modules and modules, which must be registered directly with the ➔ *Referat Prüfungen, s. 13*. You can reach QISPOS in the ➔ *TUB-Portal, s. 16* via the option Studium » Prüfungsanmeldung. **QISPOS is offline every day from 22 to 8 o'clock. Don't forget this for last minute exam registrations.** The system is to be replaced by ➔ *SLM, s. 15*.



Referat Prüfungen • Examination office („Prüfungsamt“) The place where exams that are not listed in ➔ *QISPOS, s. 13* can be registered. First, you have to draw a number and then wait. The numbers are also available online at <http://pa.freitagsrunde.org/>. It

is recommended to fill out the registration form thoroughly in order to speed up the process. Last attempts at exams must also always be registered personally with the Examinations Unit.

Rückmeldung • Renewal of matriculation Requests for renewal of matriculation will be sent by e-mail before the end of the current semester. The renewal of matriculation is carried out by transferring the ➔ *Semesterbeitrag*, *s. 14*. The bank transfer should be received by the end of the lecture period, after that you are able to renew your matriculation until the end of the semester, however you have to pay a penalty fee. Without renewal of matriculation you are no longer a student anymore in the following semester! You can view your current renewal status, as well as the amount and any documents to be submitted, via the ➔ *TUB-Portal*, *s. 16* under Persönliche Daten >> Rückmeldeinformationen.

S

Semesterbeitrag • Semester fee Consists of contributions for the ➔ *Semesterticket*, *s. 14* and for the ➔ *AStA*, *s. 3*, a social contribution, a processing fee (i.e. tuition fee) and a contribution for the Studierendenwerk, which operates the ➔ *Mensa*, *s. 20* and canteens. If one misses the transfer, to which one is also requested in writing, one risks his matriculation under certain circumstances. In addition a penalty fee is raised.

Semesterticket • Semester ticket (*Semtix*) The semester ticket is the semi-annually valid student ticket for local public transport in Berlin, the form and price of which have been the subject of strenuous discussions over the years. At the moment, the transport ticket for the semester costs 193.80 euros. If you have problems financing the semester ticket fee, you can apply to the ➔ *AStA*, *s. 3* for a subsidy for the semester ticket. **The semester ticket is only valid together with a printed certificate of matriculation.** In the past it happened occasionally that inspectors tried to collect the ticket due to „irregularities“ with the matriculation certificate. However, the semester ticket is the property of the TU Berlin, which may not be confiscated by the inspectors. If you have problems with your semester ticket, you can contact the semester ticket office of the AStA.

Seminar (*SE*) The seminar is a form of course, in which you will sit only with few further participants if you are lucky, so that direct contact with the university lecturers is possible. The ➔ *exam*, *s. 13* at seminars often consists of presentations and term papers.

Servicebriefkasten • Service mailbox (*Störmeldestelle, CAFM-Webportal, Computer Aided Facility Management*) The service mailbox is a web portal of the Flächenmanagement of the TU Berlin, through which broken toilets, chairs, tables, light switches, clocks, door locks and sockets and further disturbances, as well as missing soap, missing toilet paper or missing garbage cans can be reported. The service mailbox can be reached under https://cafweb.tu-berlin.de/CAFM/AM_Servicebriefkasten. After submitting a report, the problems are often resolved very quickly.

s.t. (*sine tempore*) Latin for „without time“, i.e. punctual. This is usually the case with ➔ *exams, s. 13*. The opposite is ➔ *c.t, s. 4*.

Skript • Script The contents of a course as a PDF to print yourself. The quality of the script varies greatly depending on the course. It can happen that these are just several hundred pages of PowerPoint slides.

SLM (*SLCM, Student Lifecycle Management*) In the future, the SLM will map all administrative processes affecting students and thus make various other systems obsolete or merge them.

Sprechstunden • Consultation hours Almost all teachers offer weekly consultation hours. They can be found on the website of the respective institution or staff or in the corresponding ➔ *ISIS course, s. 9*. However, these consultation hours are not always open for public, so it may be necessary to register in advance with the relevant secretariat.

Studien- und Prüfungsordnung • Study and examination regulation The study and examination regulations (StuPO, also StuO and PO) define the objectives, scope and course of a course of study. Among other things, it regulates when which modules have to be taken in order to achieve the desired degree. It also contains information about the thesis, such as the scope, choice of topic and possible withdrawal period.

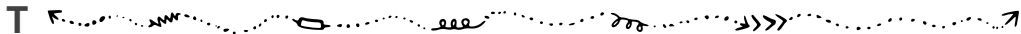
Studienberatung • Students' counselling The *Central Student Advisory Office* is located in the main building. Here you can find general information about studying, changing study programmes and studying abroad. The *Psychological Student Counselling* can help with blockades, examination anxiety and similar problems. At the ➔ *Fakultät IV, s. 7* there is also a *course* counselling for the individual study courses.

Studienbescheinigung • Certificate of enrolment The certificate of enrolment is required for health insurance companies and the ➔ *Semesterticket, s. 14*. You have to print the certificate yourself and find it on the ➔ *TUB-Portal, s. 16* under Persönliche Daten Studierendendaten Studiumsverwaltung.

Studiendekan*in • Dean of studies Is especially responsible for teaching and thus relieves the ➔ *dean, s. 5* in this area. Currently, Ms. Prof. Dieckerhoff is the dean of studies.

Studierendenausweis • Student ID Contains the ➔ *Semesterticket, s. 14* and is used for identification during examinations or to gain access to buildings outside opening hours. In the ➔ *library, s. 18* books are borrowed with it. To get a new ID in case of loss or theft, you have to fill in a form, hand it in at the ➔ *Campus Center, s. 4* and pay 16 Euro.

StuPa • Student parliament (*Studierendenparlament*) The student parliament is one of the organs of the student body. The StuPa is elected every year, has up to 60 seats at the TU Berlin and deals with the concerns of the student body. The student body consists of all enrolled students of the TU Berlin. Together with KulT Ini and UTEX, the ➔ *Freitagrunde, s. 7* currently holds 13 of the currently 60 occupied seats at StuPa. Tasks include the selection of the ➔ *AStA, s. 3* and negotiations with the VBB regarding the ➔ *Semesterticket, s. 14*.



tubCloud Online storage platform as ➔ *tubIT, s. 16* service based on Nextcloud (formerly ownCloud). Each student has 20 GB of storage space. This can be used via a web interface and mobile/desktop apps. You can also synchronize individual directories of your computer and create backups. tubCloud is also a better alternative to large email attachments. You can share your files with other TU Berlin members or make them publicly available.

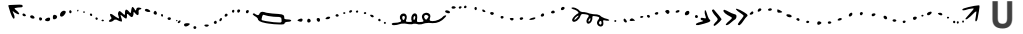
tubIT Central IT-Service-Center of the TU Berlin and responsible for the ➔ *eduroam, s. 5*, ➔ *E-Mails, s. 6* and generally all IT services. Problems can be solved on site or by e-mail, but there are also numerous instructions on the website.

tubIT-Account The tubIT account is used for the login to all electronic services at the TU Berlin. Therefore, the account should be created at the beginning of your studies with the help of the provisioning letter. The provisioning should take place at the latest during the computer introduction at the beginning of the first semester.

TUB-Portal The TUB portal provides applications for the administration of personal data and IT services. The registration is possible via the TUB website with the ➔ *tubIT-Account, s. 16*. For important applications like ➔ *QISPOS, s. 13* you need either your TAN list or your registered mobile phone for the mTan procedure, depending on the chosen procedure.

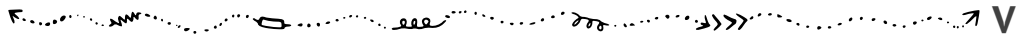
Tutor*in • Tutor As a tutor, you lead tutorials (see next entry). The focus here is on practical application and knowledge transfer. The tutors are mostly students of higher semesters. See also ➔ *Arbeiten an der TU, s. 3*.

Tutorium • Tutorial (TUT) Tutorials are forms of courses in which lectures in particular but also ➔ *internships, s. 12* are followed up (rarely also prepared). Registration usually takes place at the beginning of the lecture period via ➔ *MOSES, s. 10*. The tutors are mostly students. With the completion of the 3rd semester, applications for tutor jobs are possible (in individual cases also earlier).



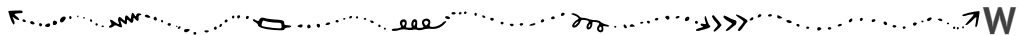
Unirad (*written as unirad*) Is a self-help workshop for bicycles. You have to donate at least one Euro if you want to use the tools or the material. Helpful tips and one or the other helping hand are often included free of charge. At unirad you can also rent bicycles. Throughout the semester there are workshops every now and then. Unirad is open every weekday except Fridays in the late afternoon. More under <http://unirad.de/>.

Universitätsbibliothek • University library (*UB, Unibib, Zentralbibliothek, Volkswagenbibliothek*) The joint university library of the TU and UdK Berlin is located in the Volkswagen-Haus in the east of the campus (towards the Zoologischer Garten). At the beginning of each semester, introductory courses can be taken to facilitate the use of the library. See also ➔ *bibliothèques, s. 18*.



Vorlesungsverzeichnis • Course catalogue (LSF) In the course catalogue you will find almost all course dates. You will also find further information on contact persons and contents. The course catalogue is usually synchronized with ➔ *myDESK, s. 11* (however, the course catalogue always has priority!).

VPN (*Virtual Private Network*) With the VPN you can connect to the university from home or insecure networks and use the internet as if you were sitting in the university. This is especially useful if you need access to online libraries outside the university. The ➔ *tubIT, s. 16* provides the access data and instructions for different operating systems online.



WLAN ➔ *eduroam, s. 5*

Learning spaces

Places on campus where you can study or do homework with your group. The buildings MAR, MA, EW and the main building have small seating areas that can be used for group discussions.

Bibliothek • **Libraries** If you don't want to spend a fortune on the literature you need during your studies, you should visit one of the libraries of the TU Berlin. Beside some smaller subject-specific libraries on the whole campus there is the central ➔ *Universitätsbibliothek*, s. 17 in the Volkswagenhaus east of the Mensa, where usually all textbooks are available in sufficient quantity. You can also reserve group work rooms there. Your ➔ *student card*, s. 16 is also your library card. For further information see www.ub.tu-berlin.de.

E-N (*Elektronik-Neubau*) The E-N houses the ➔ *tubIT*, s. 16 and the tubIT PC-Pool. On the first floor ➔ *tutorials*, s. 17 often take place.

H 3026 Equipped as a showroom with new furniture. Has 52 workstations, whiteboards, sockets and good ➔ *WLAN coverage*, s. 5.

Lichthof Tables and sockets are available in the corridors around the atrium in the main building. At events in the atrium, the corridors are often closed. However, it is usually too loud to work there anyway.

MA (*Mathematikgebäude, Em-Ah*) From the 5th floor on there are very often empty seminar rooms as work rooms. In addition, the Unix pool (MA 241) is located in the MA. The building has many seating areas, but few sockets and partly bad ➔ *eduroam coverage*, s. 5. In case of verbal information the building is often confused with the ➔ *MAR*, s. 18.

MAR (*Marchgebäude, Em-Ah-Er*) The building MAR (Marchstraße) is one of the newest buildings of the TU Berlin and accommodates many institutes of the faculty IV. You can study in the corridors and seminar rooms on the ground floor, as long as they are not occupied by courses, and work in the computer rooms on the 6th floor. The ➔ *Freitagrunde*, s. 7 can also be found here, more precisely in MAR 0.005 and sometimes in MAR 5.022. In the basement there is MAR U.003, another workroom with many sockets and whiteboards. In case of oral information the building is often confused with the ➔ *MA*, s. 18.

Rechnerräume • **PC rooms** Rooms in which university computers are available for students. Particularly popular are the 1st and 2nd floors of the ➔ *TEL*, s. 19, the tubIT PC pool in the E-N building (E-N 004) and the Unix pool in the Maths building (MA 241). There are also PC pools for special tasks (CAD, simulation, graphic design, architectural design), which are assigned to specific faculties, but may often be used after consultation with the room supervisors.

TEL (*TU-Hochhaus, Telefunken-Hochhaus*) Apparently not named after Telekom, but after the company Telefunken, which built the house in 1960. Telekom, however, operates an affiliated institute with the TU on the upper floors. On the 1st and 2nd floors there are freely accessible ➔ *computer rooms, s. 18*. Also, Thilo works here.

Food procurement

Hungry or thirsty? Fancy a game of kicker? Here you will find a selection of cafeterias and student cafés on campus.

Brötchenmann Goes round in the afternoon and evening in the MAR and TEL building and elsewhere to sell delicious sandwiches and much more to those present.

Cafeterien • Cafeteria The cafeterias of the university offer hot meals as well as sandwiches, pastries, salads and drinks. These are more expensive than in the ➔ *Mensa, s. 20* and other cafés of the *Studierendenwerk*⁵ and are usually not offered in buffet form, but are usually full. The daily updated offer you get for example with the Telegram-Bot ➔ *OmNomNom, s. 12*. The opening hours can be found in quick access **1668**.

Mathe-Café There you will find coffee and sandwiches. There is also good Indian food and vegetarian dishes. In winter there is often mulled wine available.

MAR Café Close to the room of the Freitagsrunde. Student prices.

Mathe Personalkantine (9. floor) Very good, from 4 - 5 Euro. The canteen is primarily intended for employees of the TU Berlin.

EN-Café The best rolls of the TU, otherwise mostly orderly, warm food.

Bibliothekscafeteria Perfect salads, famous saithe, bionade, very expensive.

Architektur-Café Near the entrance of the A building. Student prices.

Café Skyline Café on the 20th of the ➔ *TEL, s. 19*, providing a great view over Berlin. Student prices.

Café Wetterleuchten Central positioned café in the main building. Student prices.

Jazz-Café Café near the MAR building at the University for the Arts, therefore you can hear music sometimes. Student prices.

⁵Since October 1st 2018, all cafés of the Studierendenwerk offer student prices.

Mensa • Canteen The main dining hall at Hardenbergstraße 34 offers up to eight main courses, a selection of salads, various starters and desserts between 11.00 and 14.30 hrs. Every day at least one dish is always prepared according to organic guidelines and at least one vegan. The food is full and inexpensive.

MensaCard • Canteen Card Chip card for cashless payment in the canteen and cafeterias of the Studierendenwerk. The card can be loaded with cash either manually at the ATM or using the AutoLoad procedure. With the latter, the bank details are stored and the card is automatically loaded as soon as the credit falls below a threshold value.

Studentische Cafés • Student cafes Student cafes are, as the name implies, run by other students. You can buy drinks and snacks for a cheaper price, but the opening hours are dependant of the availability of the hosts in the room. The following list is not complete, but offers a variety of student cafe at TU Berlin.

Café A Located at the back exit of the architectural building. You can find a Kickers, drinks of all kinds and a nice atmosphere in the inner courtyard.

Café Shila Departmental centre for electrical engineers and psychologists* The latter are scarce, but electrical engineers are even more so. You will find the Shila behind the Maths Building, opposite the exit of the HE101.

i-café When sociologists and computer scientists open a café, the i-café emerges (after moving out of the Franklin building, the Computer scientist density slightly decreased). Located on the 3rd floor of the FH building, one finds there thirst quenchers like Mate and Spezi, but also Coffee and often homemade delicacies.

TELquel On the ground floor of the ➔ *TEL, S.19* is the café of the humanities scholars. In addition to the widespread offer of drinks, you can also buy bread rolls from the ➔ *Brötchenmann, S.19* here or play a round of chess.

Café Erdreich You will find Café Erdreich on the ground floor of the Z Building. Students sell here of the faculties 3 and 6 all kinds of drinks and offer guests the opportunity, to relax with a round of kickers or billiards.

Leisure activities

You have free time and don't know what to do with it? Then have a look at the following points.

AFUTUB (DK0TU) The **Amateurfunkgruppe** (amateur radio operators) of the **TU Berlin** is a registered association. The radio station under the roof of the main building works under the call sign DK0TU and offers free courses for students and employees of Berlin and Brandenburg universities to obtain the amateur radio license.

AGRS • Working group computer security (Arbeitsgruppe Rechnersicherheit) The working group computer security meets weekly (Tue. 18h in the TEL 20th floor Auditorium 3) to discuss new developments in security technology and to give interesting lectures. The ENOFLAG team has won many „Capture the Flag“ security competitions. Guests are welcome.

Kickern • Table football In many ➔ *student cafés, s. 20* or initiatives there are kicker tables on which one or the other match can be played. Sometimes even against the ➔ *Brötchenmann, s. 19*. Also the ➔ *Freitagsrunde, s. 7* has a kicker in the MAR 0.005. Furthermore there is a kicker tournament every year (➔ *Events, s. 23*).

LAN-Partys Are organised at irregular intervals by the ➔ *Freitagsrunde, s. 7*, usually at the beginning and end of the semester.

Lötlabor • Solder laboratory Student hardware laboratory in the EN 444/445, which offers interested students the opportunity to realize their own ideas/projects.

SKB (Sprach- und Kulturbörse) The SKB is, besides the ➔ *ZEMS, s. 22*, the second institution for language learning at the TU Berlin. It has a more varied range of courses than the ZEMS, but the courses are more expensive and cannot be credited towards the course of studies.

Spieleabende • Game evenings In the ➔ *Freitagsrunde, s. 7* there are also game evenings in analog form.

Sport Under the name TU-Sport there is a wide range of different sports on offer. In addition to strength and fitness training in the fitness center and in courses, there are a variety of sports such as climbing, rowing, sailing, archery, golf and dance, as well as martial arts and martial arts. **www.tu-sport.de**

Sprachkurse • Language courses At the TU Berlin language courses are offered from 2 different locations: the ➔ *ZEMS, s. 22* and the ➔ *SKB, s. 21*.

TechTalks From students for students. The TechTalks give you the chance to tell other interested students about your great project. It doesn't matter if you are interested in Origami or Remote Content Certification with Cobal. You can find upcoming lectures at <https://www.freitagsrunde.org/TechTalks> or at ➔ *fopen, s. 7*. If you would like to hold a TechTalk yourself, write to us at techtalks@freitagsrunde.org.

VDE Hochschulgruppe Official student association representing the interests of electrical engineering, electronics and information technology. The self-imposed goal of the university group is a close networking of the students among themselves as well as to industry and economy.

ZEMS • Modern Language Center (*Zentraleinrichtung Moderne Sprachen*) The central institution for Modern Languages offers language courses for students. For ZEMS courses ➔ *ECTS, s. 5* are awarded and most courses are recognized for your studies. If you want to ➔ *study abroad, s. 4* and need a language certificate for it, the ZEMS courses are also recognized as a certificate for some destinations. ZEMS also offers tests for DAAD language certificates.

Events

Even outside the introductory week at the Faculty IV there are many important dates and interesting events. So that you don't have to find everything yourself, we have compiled a small selection here. More current information is also available on freitagsrunde.org, on Facebook or www.eecs.tu-berlin.de.

From October 16.: Information events ERASMUS+ From the 16th of October the information events about ERASMUS+ of the ➔ *Akademisches Auslandsamt, s.2* will take place. Further information and dates can be found at ➔ *Direktzugang, s.5* **188800**.

Ab 24.10.: Study abroad From the 24th of October the information events on *Studying Abroad* of the International Office will take place. Further information and dates can be found under the direct access **188800**.

13.10.: Start of the semester LAN Every year at the beginning of the winter semester, the Freitagsrunde organizes a LAN party for all TU newcomers. This year people who enjoy playing meet from Saturday, October 13. from 6 p.m. until Sunday, October 14. *Open End*, in the TEL 106 (➔ *TEL-building, s.19*) to play and exchange files. External participants can also participate, but must first be put on a guest list. **freitagsrunde.org/Lan18.2**

02.11.: Linux-Install-Party Once a year on a Friday we organize a LIP (Linux Install Party) in cooperation with **BeLUG**. Here we help you to install a Linux distribution (mostly Ubuntu Gnome) on your computer and to make it easier for you to get started with the operating system. It is important that you have made a backup of your computer beforehand.

23.11.: Table soccer tournament In the middle of November our table soccer tournament will take place. Teams from all over the world come to the TU for an evening to compete in the art of table soccer. Join us and help organize the tournament during the introductory week on October 10. at 5 pm in the MAR 0.007! All information about the registration will be available in time in our Wiki.

07.12.: Absolventenfeier If you want to get to know people who have already completed your studies, you should come to the graduation party on December 7th. Quick access **177788**.

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Any questions?

Contact us.

- ★ in our rooms: **MAR 0.005** and MAR 5.022
- ★ via E-Mail: **info@freitagsrunde.org**
- ★ at our Wiki under **freitagsrunde.org**
- ★ via telephone: **+49 (0) 30 314 75769**
- ★ via Twitter: **@freitagsrundeTU**
- ★ via our mailing lists: **lists.freitagsrunde.org**
- ★ via Facebook: **freitagsrunde.tu**
- ★ anonymous: **feedback.freitagsrunde.org**

Write us a postcard or a letter...

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Fakultät IV – Elektrotechnik und Informatik
Sekretariat MAR 6-1
Marchstraße 23
10587 Berlin

About this booklet

This booklet is compiled each year by members of the Freitagsrunde. Even though we really try, the booklet will never be completely flawless. If you have **comments or suggestions for improvement** on this booklet, can post them on the ➔ *GitLab*, *s. 8*-page of the TU Berlin:

<https://gitlab.tubit.tu-berlin.de/freitagsrunde/e-woche-heft/issues>

You can find a **digital version** of this booklet here:

<https://docs.freitagsrunde.org/E-Woche/2018/Heft/>

Checklist: Start of Studies

- Activate your **tubIT-Account** (under *Provisionierung* in your documents for enrolment)

- Register for your **Tutorien** until Wednesday, October 17th 2018 at 6 pm:
<https://moseskonto.tu-berlin.de/>

- Set up your e-mail client for the **e-mails** you get from the university or remember to check your inbox at least daily via the web interface:
<https://exchange.tu-berlin.de/owa>
Some of the most important information from the TU Berlin is only sent via e-mail.
 - Consult the manuals via ➡ *Direktzugang*, **S. 5 66512**

- Register for the ISIS courses of your modules to get information, homework and study material, and the lecture scripts⁶:
<https://isis.tu-berlin.de/>

- Configure **e-mail filters**: Direktzugang **163198**

- Register to the **EECS Studies** course on ISIS:
<https://isis.tu-berlin.de/course/view.php?id=672>

- File your ➡ *Erklärung zur Aufnahme des Studiums*, **S. 6** at Referat Prüfungen postbox of Team 4 (room H 23) or Team 2 (room H10) for *Informatik/Computer Science and Wirtschaftsinformatik/Information Systems Engineering* or Team 3 (room H 19) for *Medientechnik*
 - Declaration form: quick access **186789**

- Don't forget to enrol for the **early exams** in your semester early or mid-November
 - Check wether you already filed your Declaration of Commencement of Studies

- Subscribe to the **Freitagsrunde mailing list**:
<https://lists.freitagsrunde.org/mailman/listinfo/fopen>
You will get our minutes and lots of other important information.

- Get in touch with other students and help each other.**

There is an extensive version of this checklist:

<https://wiki.freitagsrunde.org/Checkliste>

⁶You can configure the messages you will get via e-mail under ▼ [Your Name] Einstellungen
Foren einstellen or by using the link in the bottom of every mail from the course system (“Einstellungen für die Forumszusammenfassung ändern:”)