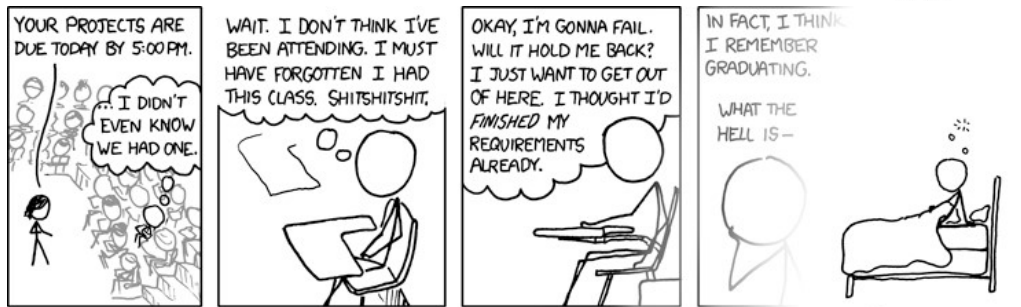


HowTU Study



FUN FACT: DECADES FROM NOW, WITH SCHOOL A DISTANT MEMORY, YOU'LL STILL BE HAVING THIS DREAM.

image credit: <http://xkcd.com/557/> by Randall Munroe, CC BY-NC 2.5

The recording of this talk is available on [YouTube](#).

waiting screen



DON'T PANIC!

HowTU Study

Introductory Event for Students at
Faculty IV

title page

* Introduction of presenters and moderators

- Who we are
 - Student initiative Freitagsrunde
 - Students, that are getting actively involved
 - University politics and more
 - You'll see us around a bunch more this week (and later on)
- Why are we doing this?
 - To give you the best possible start to your time here

Links:

www.freitagsrunde.org

info@freitagsrunde.org



Which rules apply

Do I have to read that?



StuPO

Degree
program

AllgStuPO

Studying at
TU Berlin

BerlHG

Studying in
Berlin

3

- at the bottom general, at the top, specialized
- BerlHG is setting the frame
- AllgStuPO - - defines studying and exams at TU Berlin
- a new version of the AllgStuPO is coming out soon
 - information event when it's there
 - news and an invite to the event will be on our email list fOpen: <https://lists.freitagrunde.org/mailman/listinfo/fopen>
- StuPO – study and examination regulations – defines the degree program
- today, we are mostly talking about the rules from the AllgStuPO and some tips and tricks
- StuPO in the introductory event for your degree
- Do I have to read that?
 - you signed that you did upon your matriculation...
- the paragraph at the top right corner of the page lets you know where in the regulations to read for more information
 - in this case, the BerlHG says universities have to pass something like the AllgStuPO to set a framework

AllgStuPO German version : https://www.studsek.tu-berlin.de/fileadmin/ref6/DateienIA1/Gesetze_und_Verordnungen/AllgStuPO_Lesefassung_06082015.pdf
AllgStuPO English version: https://www.studsek.tu-berlin.de/fileadmin/ref6/DateienIA1/Gesetze_und_Verordnungen/EN_AllgStuPO_2015.pdf

Glossary



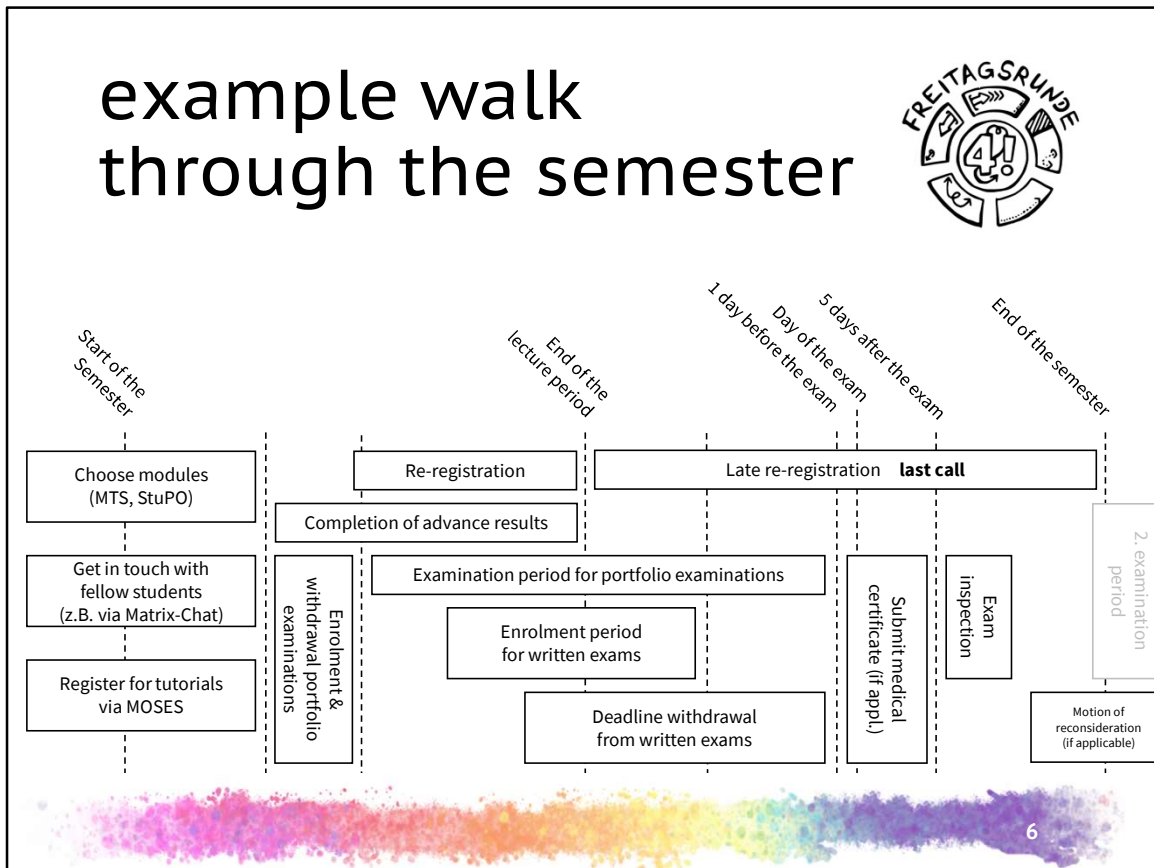
- official translations for administrative terms and organisational units at TU Berlin are listed in this [document](#)



Through the (digital) semester



example walk through the semester



HowTU Office Hours

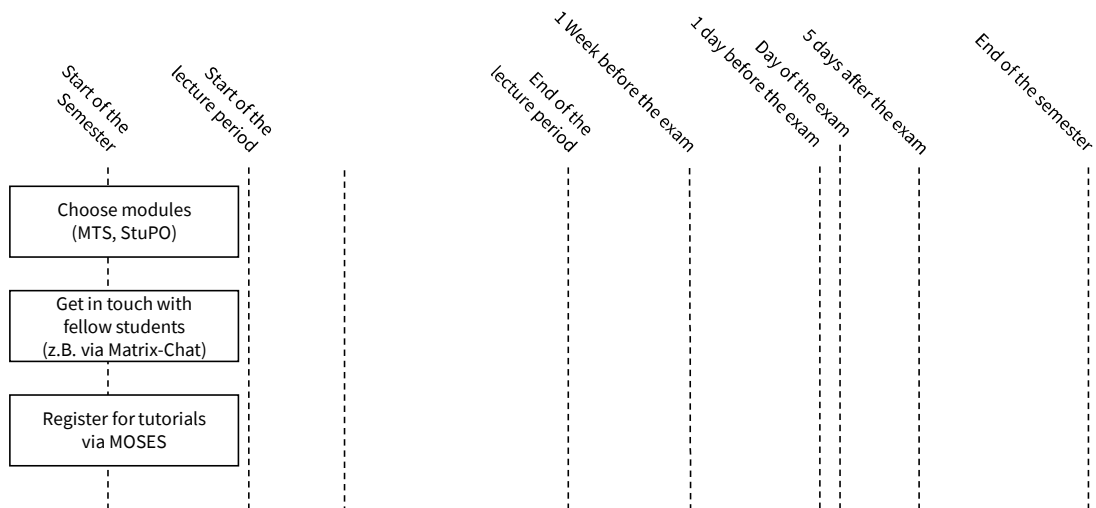


- too fast?
- we post all our links
- we publish our slides
- Office hours of the [Student Advisory Service](#) regarding today's topics:
 - each day between 15 and 17 o'clock
 - Tuesday and Friday in English, the other days in German

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Note: The HowTU Office Hours only take place during the introductory week from 26th to 30th of October. Use the regular office hours for questions afterwards.

Start of the Semester





Email

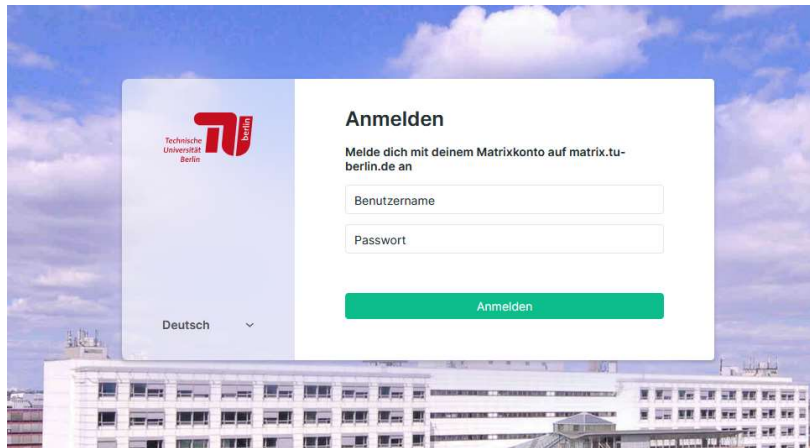
exchange.tu-berlin.de

- **Read your emails, seriously, please do it**
- Forwarding can (and does) end up in the spam folder
- [Guides](#) are available at the ZECM

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- all the important messages will be sent to you through your TU Berlin email: the request re-registration, corona news, ..
- the administration will only communicate with your TU mail address
- <https://exchange.tu-berlin.de/>
- https://www.campusmanagement.tu-berlin.de/menue/dienste/kommunikation_internet/der_exchange_dienst/parameter/en/
 - how to set up filters: third plus from the bottom in the German version

[matrix] @ TUB



- available under <https://chat.tu-berlin.de>
- guide: <https://wiki.freitagrunde.org/Matrix>

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- official chat of the TU Berlin
- encrypted if you want it
- hosted by the Zentraleinrichtung Campus Management (ZECM) (IT Service for TU Berlin)
 - official page about matrix (DE): <https://www.innocampus.tu-berlin.de/projekte/matrixinnocampus/>
- hands on now!

Declaration on Commencing Studies



Before your first exam

When you begin your studies, you must submit the [Declaration on Commencing Studies](#) before taking your first exam. Sign the declaration and mail it together with a copy of your ID or passport to your [examination team](#) or place the documents in your team's mailbox.

from tu.berlin/en/studying/organizing-your-studies/examinations/

Mail address of the office of examination

Technische Universität Berlin
Referat Prüfungen – [study program or [team](#)]
Straße des 17. Juli 135
10623 Berlin

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- done with your matriculation -> more paperwork \o/
- examination office, also known as Referat Prüfungen, Prüfungsamt IB, is responsible for the whole university
- different teams are responsible for different degrees
- to be done before registering the first exam. it can be handed in (much) later, but it's best to just get it done asap.



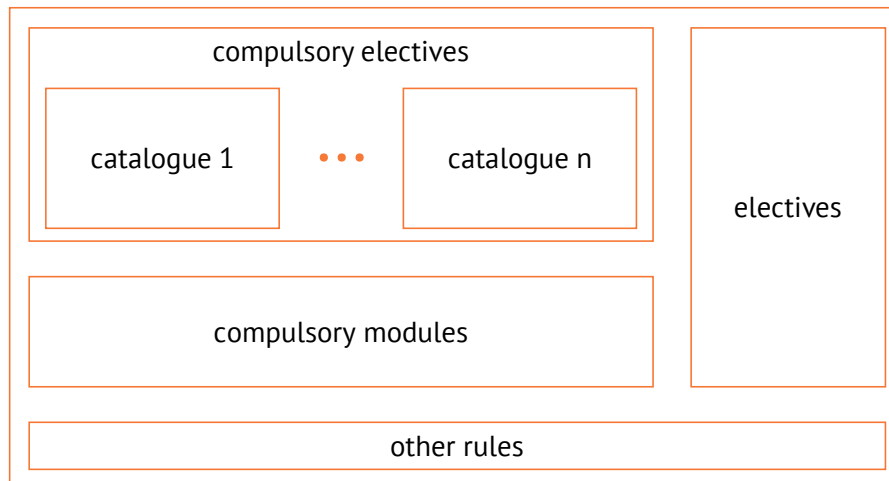
Timetable

12

How do I get my timetable? Step by Step



What is a degree program?

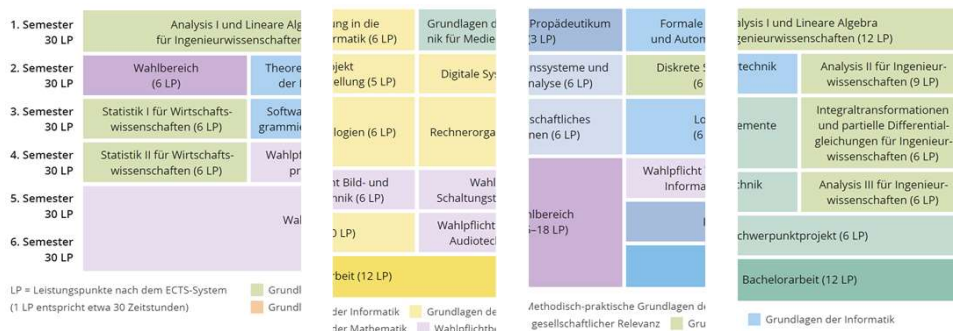


13

What is a degree program:

- compulsory modules and other compulsory parts of a degree program, have to be done
 - do all modules from this list
- compulsory electives: do the specified number of modules from this list, for example 1 out of 3, or the required number of ECTS
- elective modules: widen your horizons
- other rules like final thesis, how to calculate the overall degree grade

Recommended Progress of Study

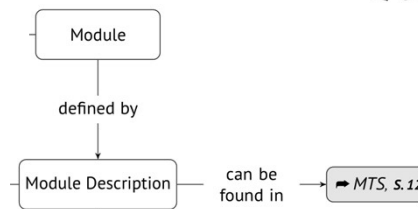


- What do I actually have to do?
- Overview about your degree program
- Recommendation, not mandatory in a 1:1 sense
- Standard time-to-degree: Bachelors 6 semesters, Masters 4 semesters
 - numbers for fulltime studying
 - especially in the bachelor, the average number of semesters is at around 10 semesters
 - it's better to pass, taking a bit longer, than to fail. and you can gain valuable experience while working next to your degree
 - please schedule time for your job if you work
- how many credits per semester?: 30 credits per semester leads you to a degree inside the standard time to degree
- For Masters, which are mostly or all (compulsory) electives, the Recommended

Progress of Study isn't much help.



What does a Module consist of?



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- Module <-> degree program is like cell <-> body
- Module descriptions within the module database MTS
- MTS, S.14 -> page numbering from the German version of „Don't Panic!“ booklet, available as a pdf or online
- You can get the Fresher-bags from our Room (MAR 0.005), time and date will be announced on matrix and our website
 - everything is in German
 - while stocks last

MTS: <https://moseskonto.tu-berlin.de/moses/modultransfersystem/index.html>

UniABC booklet: <https://docs.freitagrunde.org/E-Woche/2020/Heft/>

UniABC online: <https://uniabc.freitagrunde.org/>

Playlist new student day at TU Berlin aka freshers
day: <https://www.youtube.com/watch?v=VhbEKej7x3Y>
among other things information about portals and services

Module Database MTS



Modules

[Search module](#)

Degree programs

[Search for a degree program](#)

Module transfer system (MTS)

The aim of providing the MTS is to offer a central module database on a transitional basis and to improve the data quality in the module descriptions. This should not only ensure a complete module illustration, but also an easier handling of the data sets. The data will serve as the foundation of the future SLM system. All modules will be easily available to students and staff via Moses and can be downloaded as PDFs. Module data is managed by the faculties. The SLM team from InnoCampus, the various Offices of Academics and Teaching (Referate Studium & Lehre) and Section 1 B are primarily involved in the implementation.

The web interface of MTS is implemented in . Here, TU Berlin staff can add, update, and manage modules and their descriptions in the new database. Students have the possibility of viewing the modules approved thus far. Moses ist die Weboberfläche des MTS realisiert. Hier können MitarbeiterInnen der TU Berlin Module und deren Beschreibungen in der neuen Datenbank anlegen, aktualisieren und verwalten. Studierende haben die Möglichkeit sich die bislang freigegebenen Module anzusehen.

Contact:

Ticket system
mts@innocampus.tu-berlin.de

Possible functions in this area

[Module](#)
Alles zu Modulen

[Studiengänge](#)
Alles zu Studiengängen

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- search for names of modules
- or search for a degree program and show the different catalogues

Module description



Module title:

Analysis I für Ingenieurwissenschaften
Analysis I for Engineering Sciences

Credits:

9 Credit points

Default display language:

German

Module / Version:

#20132 / #3

Validity:

Since WS 2019/20

Faculty:

Fakultät II

Office:

No information

Institute:

Institut für Mathematik

Area of expertise:

No information

Responsible person:

Hammer, Matthias

Contact person:

No information

E-mail address:

mathe-service@math.tu-berlin.de

Website:

https://www.math.tu-berlin.de/mathematik_service/

POS links:

POS number	PORD number	Module title
6160	32233	Analysis I für Ingenieurwissenschaften

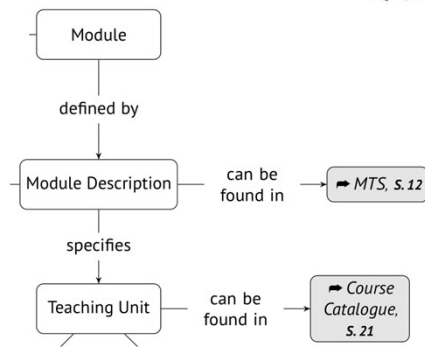
Learning Outcomes

No information

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- module description defines the module
- different sections
 - at the top: general information about the group conducting the module
 - below: learning results and contents: what's the content and what am I learning
 - further sections are described in later parts of this presentation

What does a module consist of?



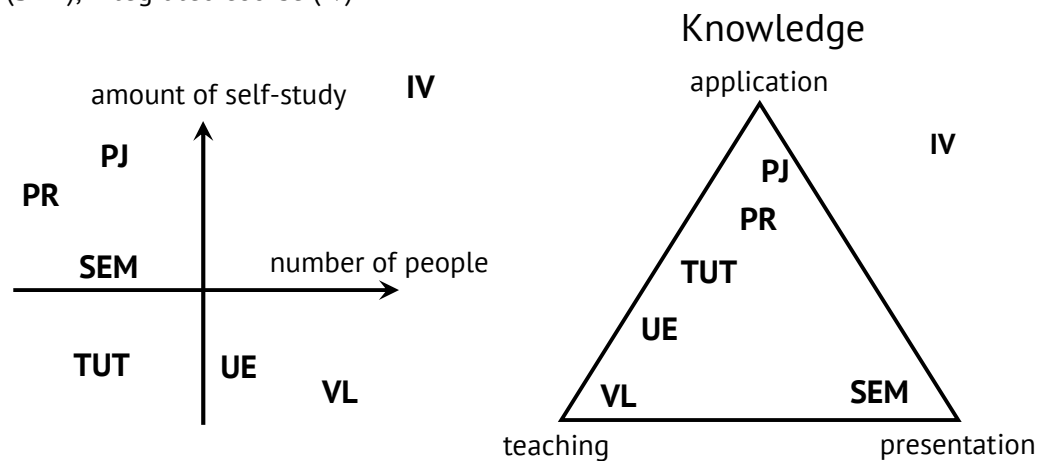
18

- which courses belong to a module



Course types

lecture (VL), exercise (UE), tutorial (TUT), lab (PR), project (PJ), seminar (SEM), integrated course (IV)



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- these course types exist
- exercise and tutorial are often used interchangeably
 - other terms like "Großübung" ("large exercise"), Lab, "Rechnerübung" (computer exercise) are in use as well -> what they refer to should be explained by lecturers
- lectures + (exercises | tutorials) are common in classes introducing knowledge
- labs exist in engineering degrees
- seminars and projects in compulsory elective areas
- integrated courses are a mix of other course types

Parts of a Module Description



Module Components

Pflichtteil:

All Courses are mandatory.

Course Name	Type	Number	Cycle	Language	SWS
Analysis I für Ingenieurwissenschaften	VL	3236 L 007	WS/SS	German	4
Analysis I für Ingenieurwissenschaften	UE	904	WS/SS	German	2

Workload and Credit Points

Analysis I für Ingenieurwissenschaften (VL):

Workload description	Multiplier	Hours	Total
No information	15.0	4.0 hours	60.0 hours
No information	15.0	4.0 hours	60.0 hours

120.0 hours (= 4 credit points)

Analysis I für Ingenieurwissenschaften (UE):

Workload description	Multiplier	Hours	Total
No information	15.0	2.0 hours	30.0 hours
No information	15.0	6.0 hours	90.0 hours

120.0 hours (= 4 credit points)

Course-independent workload:

Workload description	Multiplier	Hours	Total
No information	1.0	30.0 hours	30.0 hours
			30.0 hours (= 1 credit point)

20

- precise list of course types
- summer or winter term
- 1 credit equivalent to about 30h of work (presence and individual study / work time)

Course Directory



Moses Tutorials Sub-activities Exams MTS PDB **Directory** Help EN Rätz, Magdalena

Technische Universität Berlin

Course search

Here you can search the course offerings of TU Berlin by various criteria.

Possible functions in this area

- Full text
Full-text search by title, organizational unit, lecturer, and more
- By organizational unit
Events sorted by organizational unit
- By label
Events sorted by label
- By room
Weekly view of a room
- By module
Weekly view of a module
- By curriculum component
Weekly view of a curriculum component

Personal overview

- Timetable
- Präsenzveranstaltungen
- Aktuelle Veranstaltung
- Search for courses**

Rooms

- Search
- By building

Organizational units

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- when (and where) is your class
- on Moses since WS20/21

<https://moseskonto.tu-berlin.de/moses/verzeichnis/index.html> (switch language to EN at the top)

Course Directory



Moses Tutorials Sub-activities Exams MTS PDB Directory Help EN Rätz, Magdalena

Personal overview
 Timetable
 Präsenzveranstaltungen
 Aktuelle Veranstaltung

Search for courses
 Full text
 By organizational unit
 By label
 By room
 By module
 By curriculum component

Rooms
 Search
 By building
 Organizational units

View by module #20122v3: Analysis I und Lineare Algebra für Ingenieurwissenschaften

SoSe 2020 WS 2020/21 SS 2021 More..

Advanced options

Search for courses: #20122v3: Analysis I und Lineare Algebra für Ingenieurwissenschaften

Semester Individual week User-defined period

Color coding
 Teaching format Campus

Other options
 Show alternative appointments Show individual appointments
 Show preparation and follow-up times

	Mo.			Di.			Mi.			Do.			Fr.		
08:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Techn. Integ. B&N	Techn. Integ. (B&N)	Anal. Tutor.	Anal. Tutor.	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium
09:00															
10:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium						Analysis I Tutorium	Analysis I Tutorium
11:00															
12:00	Analysis I und Lineare Algebra I Vorlesung						Analysis I und Lineare Algebra I Vorlesung			Analysis I und Lineare Algebra I Vorlesung			Analysis I und Lineare Algebra I Vorlesung		
13:00															
14:00	Analysis I und Lineare Algebra I Vorlesung			Analysis I und Lineare Algebra I Vorlesung			Analysis I und Lineare Algebra I Vorlesung			Analysis I und Lineare Algebra I Vorlesung			Analysis I Tutorium		
15:00															
16:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I und Tutorium	Analysis I und Tutorium
17:00															
18:00															
19:00															

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- Option 1: look up the module
 - lectures and other events linked to the module
 - ok, a little bit confusing
 - there are about 3k students per math module per semester...

Course Directory



Moses Tutorials Sub-activities Exams MTS PDB Directory Help Et Rätz, Magdalena

Teaching format Campus Show alternative appointments Show individual appointments Show preparation and follow-up times

Rooms

Search

By building

Organizational units

	Me.	Di.	Mi.	Do.	Fr.
08:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium
09:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium
10:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium
11:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium
12:00	Analysis I und Lineare Algebra I Vorlesung		Analysis I und Lineare Algebra I Vorlesung		Analysis I und Lineare Algebra I Vorlesung
13:00					
14:00	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung
15:00					
16:00	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung	Analysis I und Lineare Algebra I Vorlesung
17:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I und Lineare Algebra I Tutorium
18:00				Analysis I und Lineare Algebra I Vorlesung	
19:00					

Export list as iCal file Export list as Excel file

Name	Time	Format
- Analysis I und Lineare Algebra für Ingenieurwissenschaften...		Course / Vorlesung
L, Termingruppe 1	11/03/2020, 02:00 PM - 02/25/2021, 08:00 PM	Course / Vorlesung
L, Termingruppe 2	11/02/2020, 12:00 PM - 02/26/2021, 02:00 PM	Course / Vorlesung
L, Termingruppe 3	11/02/2020, 02:00 PM - 02/24/2021, 04:00 PM	Course / Vorlesung
• Analysis I und Lineare Algebra für Ingenieurwissenschaften...		Course / Tutorium
Testveranstaltung	10/20/2020, 08:00 AM - 02/16/2021, 10:09 AM	Course / Integrierte Veranstal...

Export list as iCal file Export list as Excel file

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- below you can chose individual Termingruppen (event groups) and tutorials, export them or import to your Moses schedule (if logged in)
- add to schedule DOES NOT register you for the module, it's just an online calendar



Course Directory

Moses | Tutorials | Sub-activities | Exams | MTS | PDB | **Directory** | Help

Personal overview | Timetable | Präsenzveranstaltungen | Aktuelle Veranstaltung | **Search for courses** | Full text | By organizational unit | By label | By room | By module | **By curriculum component** | Rooms | Search | By building | Organizational units

View by curriculum component

SoSe 2020 | **WS 2020/21** | SS 2021 | More...

Advanced options

Degree program: Bachelor of Science Elektrotechnik (Elektrotechnik) | Examination regulations: Elektrotechnik (B. Sc.) - StuPO 2015 | Curriculum component: L-Pflichtbereich

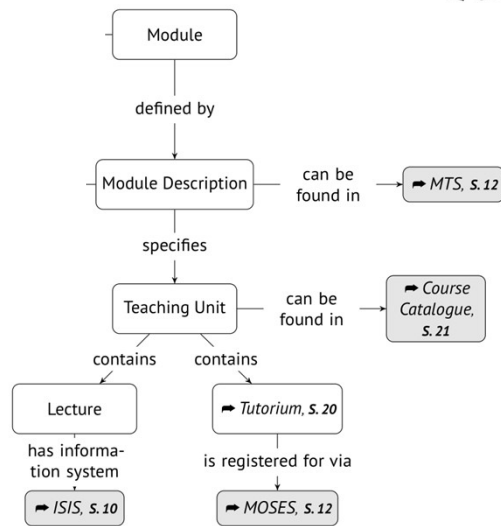
Export list as iCal file | Export list as Excel file

Name	Time	Format
Klausurkorrektur: Integraltransformationen und partielle Differentialgleichungen für Ingenieure - ITPDG	10/20/2020, 08:00 AM - 08:00 PM	Exam / Klausureninsicht
Einführung in die Informatik (Vorlesung)	11/02/2020, 08:00 AM - 02/24/2021, 10:00 AM	Course / Vorlesung
Einführung in die Informatik (Übung)		Course / Übung
Physik für Elektrotechnik (Vorlesung)	11/06/2020, 10:00 AM - 02/26/2021, 12:00 PM	Course / Vorlesung
Halbleiterbauelemente (Vorlesung)	11/05/2020, 02:00 PM - 02/25/2021, 04:00 PM	Course / Vorlesung
Physik für Elektrotechnik (Übung)	11/02/2020, 12:00 PM - 02/25/2021, 04:00 PM	Course / Übung
Elektrische Energiesysteme (Übung)	11/02/2020, 10:00 AM - 02/22/2021, 12:00 PM	Course / Übung
Testveranstaltung	10/20/2020, 08:00 AM - 02/16/2021, 10:00 AM	Course / Integrierte Veranstal...
Halbleiterbauelemente	11/01/2020, 12:00 AM - 03/31/2021, 12:00 AM	Course / Praktikum
Analysis I und Lineare Algebra für Ingenieurwissenschaften (Tutorium)		Course / Tutorium
Projektorientiertes Praktikum (ET) im Grundstudium WS		Course / Projekt
Signale und Systeme (Übung)		Course / Übung

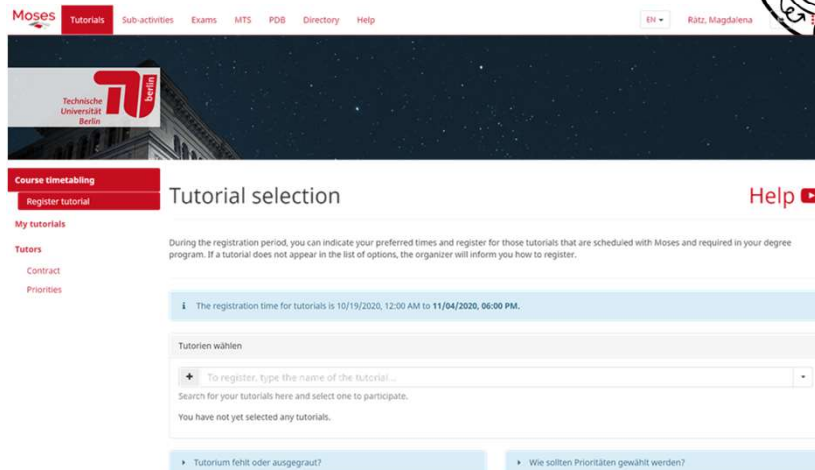
24

- Option 2: chose degree program, always select the most recent examination regulations, than chose field
 - browse the results
- Everything else: try it yourself
- and because it's Corona time, please check the chairs website if it's actually taking place

What does a module consist of?



Tutorials



The screenshot shows the Moses portal interface for tutorial selection. At the top, there is a navigation menu with 'Tutorials' highlighted. Below the menu, there is a search bar and a 'Tutorial selection' section. A registration period is displayed as 10/19/2020, 12:00 AM to 11/04/2020, 06:00 PM. A search box is available for selecting tutorials. The page also includes a 'Help' button and a 'My tutorials' section.

- via MOSES
- deadline: **04.11.2020, 18 Uhr** s.t. (CET)

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- registering means, that you are getting assigned a seat and someone will correct your homework
- registering does not mean that you have to visit the tutorial
- there is no such thing as registering for module here at TU Berlin, there are just registrations for the examination
- If in doubt, it's better to register for more tutorials and then drop them later, but be aware, that this may block your schedule so you get assigned strange times
- MOSES allows for registration in groups of 3
 - this action is only available after registering for a specific course
 - pro tip: coordinate with your fellow group members

<https://moseskonto.tu-berlin.de/moses/tutorium/planung/tutorienwahl.html>

§ 28 AllgStuPO

- ISIS: Information System for Instructors and Students
 - naming scheme from Egypt: ISIS, Moses
- contains pretty much all course materials and information
- set language at the very top of the page for the system. if the course is setup bilingually (and it was done right) you will see the English version only. if you don't see content, check the German page
- helpful hints for finding the right course:
 - search by category. e.g. Fakultät II > Mathe Service or Fakultät IV
 - search for part of the module name
 - ask fellow students
 - check the chairs website
 - occasional you might find a link at MTS or the course catalogue
- sometimes courses don't go live until the first lecture

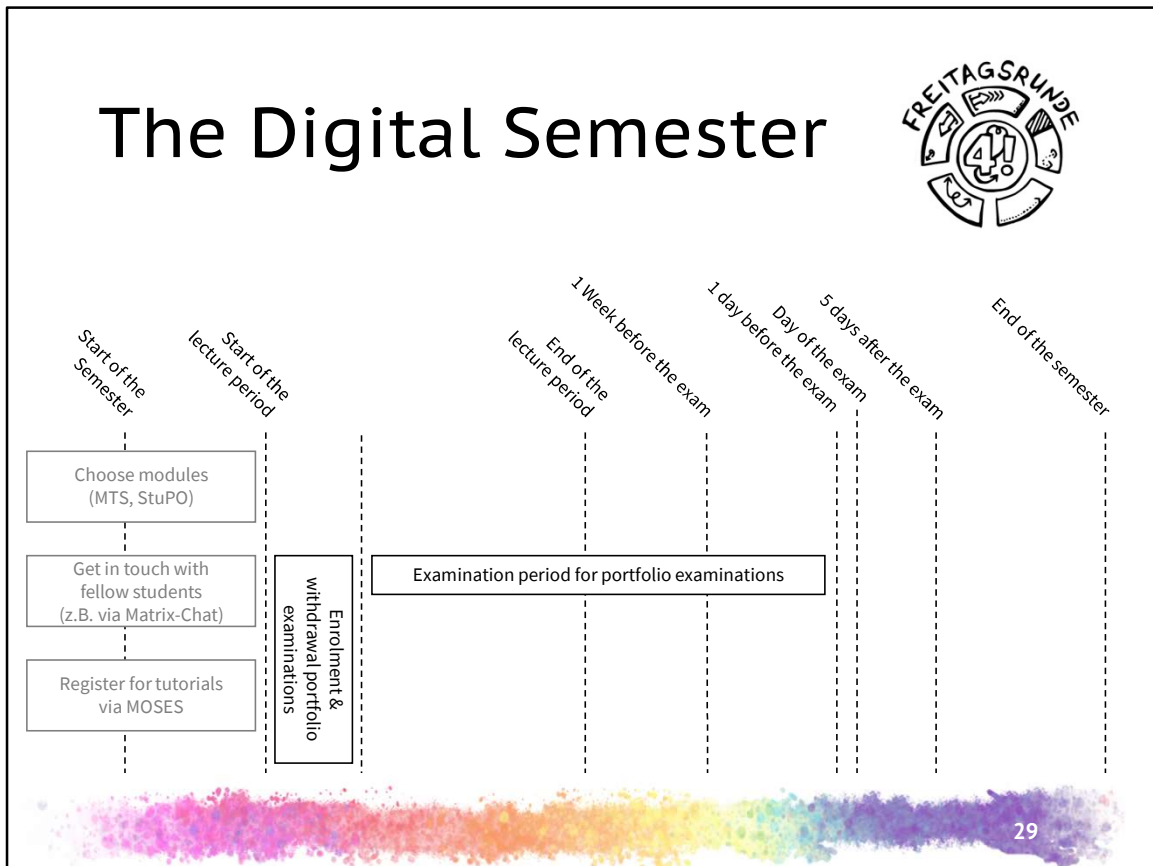
- enrolling in a course does not mean any obligation, it's like subscribing on YouTube, you can leave at any time
- the site sends lots of mails-> setup a filter
- you may choose to only get a summary mail once a day-> this contains the risk of missing something important!
- most (but not all) forums can be unsubscribed from
- check regularly, at least once a week. Preferably more

<https://isis.tu-berlin.de>



Lecture period

The Digital Semester



- Courses start
- First lectures always contain an overview on the organization of the module, contact persons and often a short introduction of the teaching staff and or chair as well as an overview of the module.
- If you are not sure which classes to pick go into the first lectures of all your candidates and choose afterwards.

Zoom Zoom Zoom Zoom

I'M STUCK HERE IN MY ROOM



- Nobody wants to see a sea of empty images, not even your lecturere
 - Check you profile, maybe upload a picture?
- Use the mute button.
- Use the “raise hand” button.

„Don't be an asshole, don't show your asshole.“

30

- Nettiquette:
https://www.static.tu.berlin/fileadmin/www/10002460/Digitalsemester_2020/Nettiquette_Online-Lehre.pdf
 - Even online, this is still a public place->act accordingly
- Interactions
 - Chat : don't post spam / go off topic/ or distract other participants
 - Raise your hand + other buttons. faster, slower, etc ..
 - Q&A (in webinar)
 - Use app feature, such as annotations, only after asking the lecturer
- Avatars
 - Prof / Tutors will welcome seeing your face
 - Depending on the lecturer, use the video function
 - Mute yourself unless you are speaking
- <https://tu-berlin.zoom.us> account administration and creation of your own calls
 - All zooms invite link from TU Berlin should use this address
- also
 - jitsi: <https://meet.innocampus.tu-berlin.de>
 - webex: <https://tu-berlin.webex.com>

- Some chairs use things like Big Blue Button

Group projects



- Do your part (at least)
- Give others a chance to do their part.
- If you can't finish on time, call ahead!

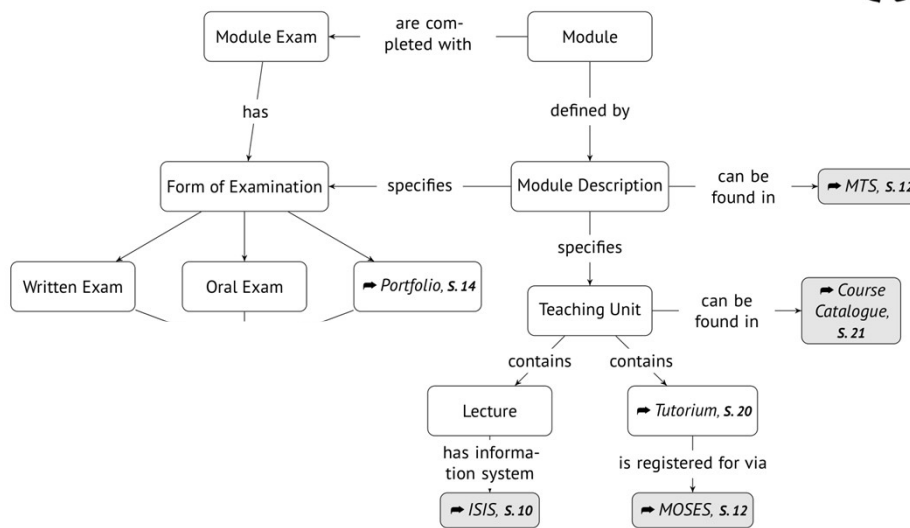
This Photo by Unknown Author is licensed under [CC BY](#)

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- Many (if not most) modules contain group work
- The golden rule: don't be an asshole!
 - Do your part
 - Let others do theirs
 - Call ahead if you can't finish on time
 - Pay it forward



What's a module



- And the one thing missing.... Exams!
- 3 type of exams
 - Defined by module description
 - Written and oral are pretty much what you'd expect
 - Portfolio examinations: TU Berlins own special blend of 11 secret types of examinations. More on that later....



Exam Types

Requirements for participation and examination

Desirable prerequisites for participation in the **courses**:

No information

Mandatory requirements for the **module test application**:

1. Requirement:
Leistungsnachweis Analysis I

Module completion

★ Grading:
graded

✎ Type of exam:
Written exam

🗣 Language:
German

🕒 Duration/Extent:
No information

Duration of the Module

This module can be completed in one semester.

Maximum Number of Participants

This module is not limited to a number of students.

Registration Procedures

No information

Recommended reading, Lecture notes

📄 Lecture notes
Availability: ✘ unavailable

📄 Electronical lecture notes
Availability: ✘ unavailable

📖 Literature

- The module description defines:
 - desirable prerequisites are usually related modules on which the module is based, tells you what to do first, what knowledge to bring
 - mandatory requirements are for participation in the final exam
 - module completion contains formal requirements for the module
 - type of exam: written, oral or portfolio
 - grading: graded or ungraded (pass/fail)



Portfolio Examinations

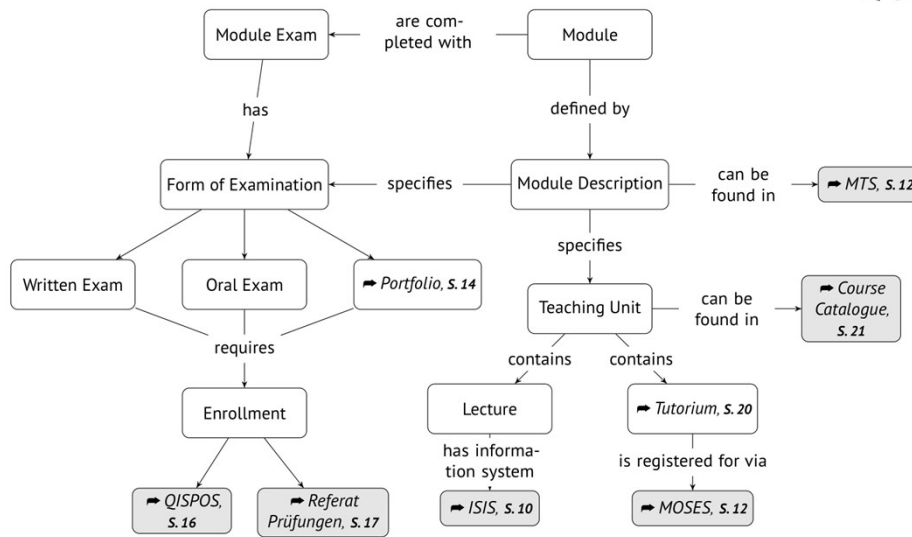
- Consist of multiple parts
 - e.g. Written tests, homework assignments, presentation ...
 - Usually 100 points are available
- Registration early in the semester
- **Deregistration** only possible until the **last day of registration**

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- Deregistration before the first due date / test possible, with special permission by the lecturer.
 - By way of the examination office
- Warning: once you've started the exam, there is no way of de-registering!
 - If you are registered but don't take part, you will fail the exam.



What's a module?





Yellow Sheet

Ausfüllbares Formular. Bitte beide Seiten jeweils einseitig drucken.

Anmeldung zur Prüfung

► Abschluss: Bachelor Master Vordiplom Hauptdiplom

im Studiengang / ggf. Studienrichtung
Course of study / discipline

Frau / Mrs / Ms Herr / Mr

Name / Family name _____

Vorname / First name _____

Tel. _____

E-Mail _____

Fach / Modul (Subject):

Pflichtmodul Wahlpflichtmodul

Kernmodul ___/___ Profilmodul ___/___

Anwendungsfach Nebenfach

Schwerpunktmodul Ergänzungsmodul

.....

Matrikel-Nummer
Matriculation number

1. Fach/Modul
1st Examination

1. Wiederholung
1st Repeat

2. Wiederholung
2nd Repeat

Letztmögliche Prüfung
§ 33 BerHfG von mit berechtigten Personen

Fach / Modul mit Genehmigung
Modulbeschreibung erforderlich
Subject with permission - if required by

Freie Wahl / Wahlmodul

Zusatzmodul (gemäß § 37 AllgStuPO)

Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt
Available capacity and conditions precedent fulfilled

Von der Kandidatin bzw. dem Kandidaten deutlich in DRUCKBUCHSTABEN auszufüllen

Anmeldung zur Prüfung

► Abschluss: Bachelor Master Vordiplom Hauptdiplom

im Studiengang / ggf. Studienrichtung
Course of study / discipline

Frau / Mrs / Ms Herr / Mr

Name / Family name _____

Vorname / First name _____

Tel. _____

E-Mail _____

Fach / Modul (Subject):

Pflichtmodul Wahlpflichtmodul

Kernmodul ___/___ Profilmodul ___/___

Anwendungsfach Nebenfach

Schwerpunktmodul Ergänzungsmodul

.....

Fach / Modul mit Genehmigung
nur wenn laut Modulbeschreibung erforderlich
Subject with permission - if required by module description:

Freie Wahl / Wahlmodul / FÜS

Zusatzmodul (gemäß § 37 AllgStuPO)

Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt
Available capacity and conditions precedent fulfilled

Yes, it is paper. Yes, it is 2020.

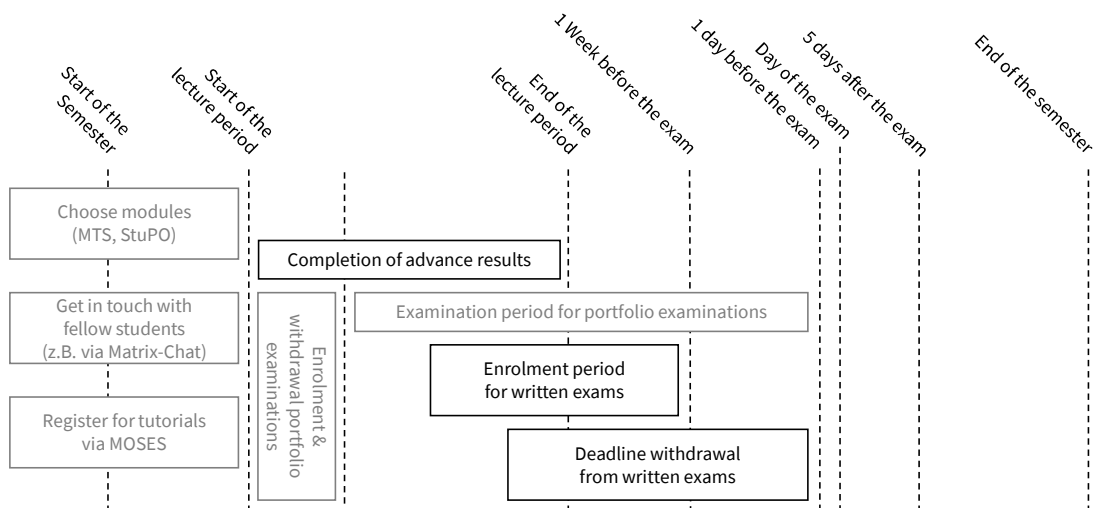
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- For electives and additional modules
- if the online registration doesn't work
- due to Corona PDF Form via Email to the examination office
 - https://www.static.tu.berlin/fileadmin/www/10002461/Pruefungsamt/Formulare_Bescheide/Pruefungsanmeldung.pdf
 - Use your TU-E-Mail-Address for communication with the administration, including the examination office!
- Deregistration in the same way as the registration, if it doesn't work (but should) form „Rücktritt von einer Modulprüfung“ to the teaching chair and examination office
 - https://www.pruefungen.tu-berlin.de/fileadmin/ref10/Formulare/R%C3%BCcktritt_von_einer_angemeldeten_Pr%C3%BCfung.pdf



Once the lectures
end

Examination period





Written exam

- 90 – 240 minutes long
- mandatory prerequisites for registering possible
 - e.g. through earning homework points
- registration until 1 week before the exam
- **deregistration until the day before the exam**

Exam collection



Klausurensammlung der FreitagSRunde

Die meisten Klausuren wurden von Studierenden zusammengetragen, um anderen das Lernen zu erleichtern. Wir würden uns freuen, wenn ihr nach euren Klausuren dazu beiträgt, diese Sammlung zu erweitern.

Wie? [Schaut mal im Wiki vorbei.](#)

MUSTERLÖSUNGEN KÖNNEN FEHLER ENTHALTEN!

Wir freuen uns über korrigierte Dokumente!

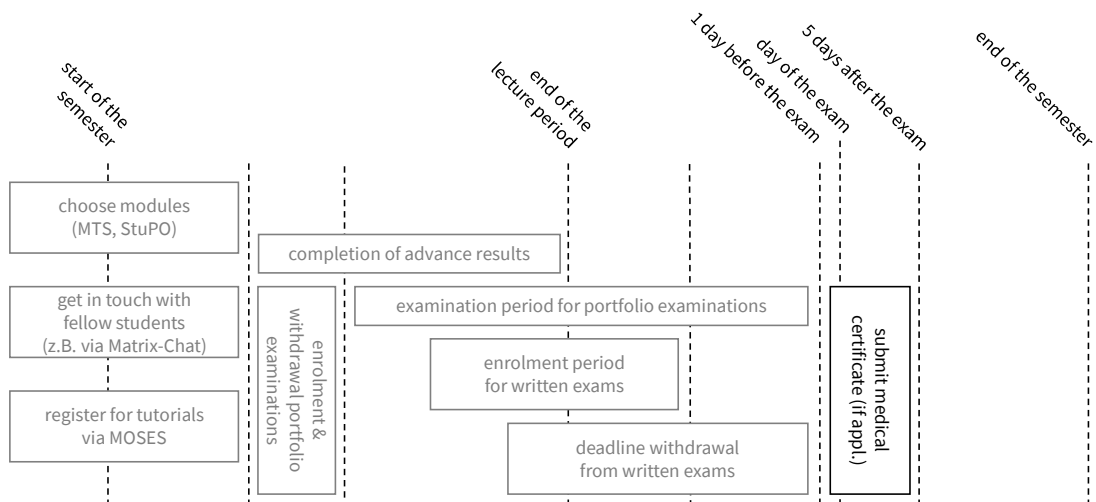
Vielen Dank für eure Hilfe!

- <https://docs.freitagSRunde.org/Klausuren>

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- please also hand in your written exams and protocols from oral or written exams you took, where you describe the kind of questions you encountered and so on

Deadline for Sick Note



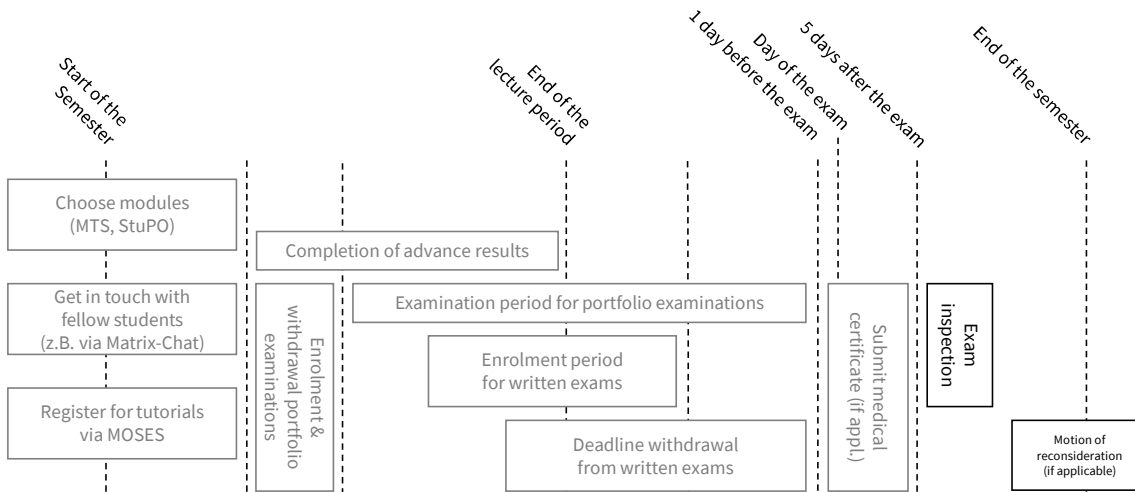


Sickness, Sick note

- Deregistration is also possible after the regular deregistration
 - In case of sickness: Sick note to be hand in until 5 days after the exam date
 - Other reasons are to be resolved personally with the examination office
- A startet attempt has to be continued; it may be already on the next exam date

- Other reasons may be:
 - Court appointment
 - Legitimate birth (partner in law)
 - a marriage of yours or your next relatives
 - death of next of kin

After the exam





Inspection

- Look through the exam again and check whether the correction was correct
- understand and avoid own mistakes
- if there are any problems: check the reconsideration procedure
- **Tip: Always go there!**
 - If you cannot attend, then give a permission to someone else to go for you.

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- Reconsideration procedure: where I declare why „I do think, that there is a mistake in the correction and I give you the chance to make it right“ bevor you go to court agains the exam result
- more: S.9 in the UNI-ABC (S.11 in PDF)

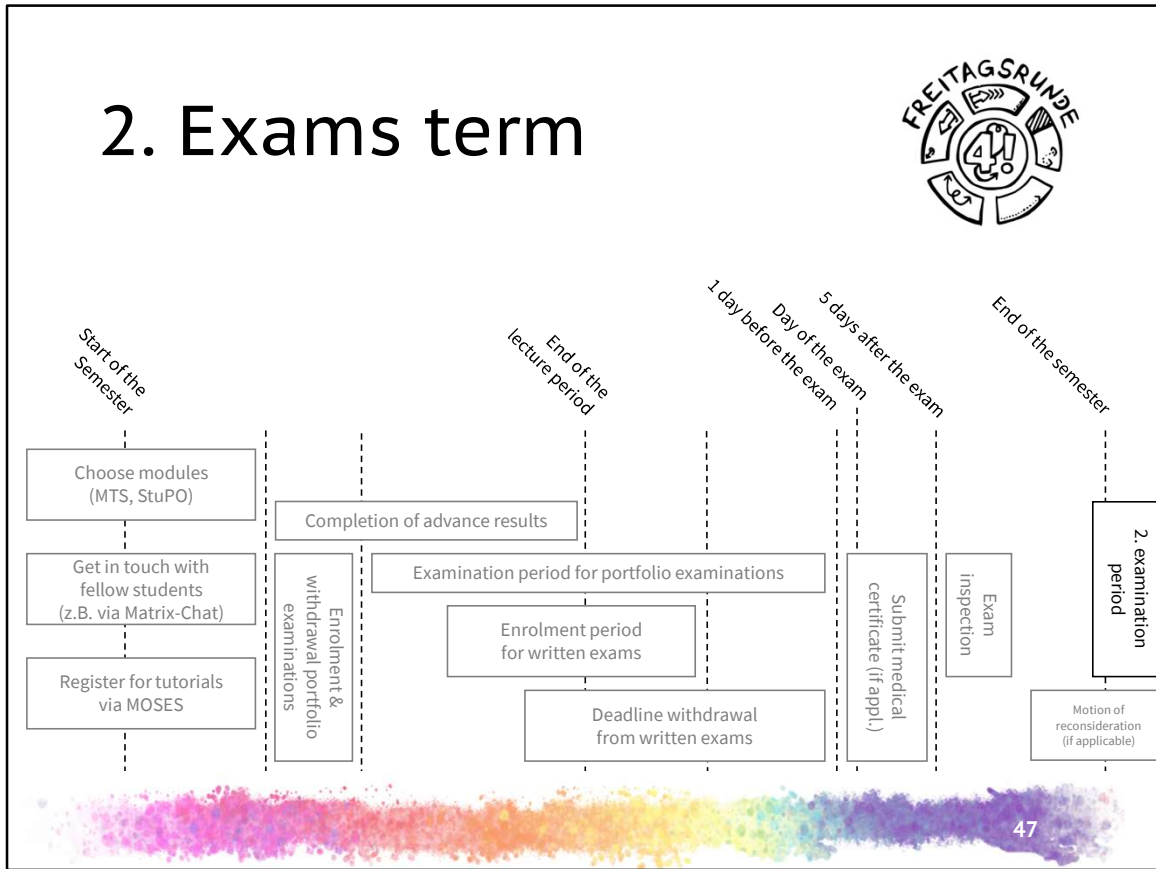
Grades



Grade	Assessment	Definition
1.0 / 1.3	very good	outstanding performance
1.7 / 2.0 / 2.3	good	performance above-average requirements
2.7 / 3.0 / 3.3	satisfactory	complies with average overall requirements
3.7 / 4.0	sufficient	performance which, despite some flaws, still complies with performance requirements
5.0	poor	performance with significant flaws which does not comply with requirements

- The conversion is done with grading key

2. Exams term



jep, once again



Exam terms

- 2/semester, you can choose the term in written exams
- usually the first 3 week and the last 3 weeks of the lecture-free time

- Uni usually guarantees 2 attempts/semester in every exam, but not in a portfolio exam
 - this doesn't count if you write in the second term first
 - split the exam stress vs. chance to repeat the exam in the same semester
- sometimes it is also possible in the portfolio exams

Exam Repetition

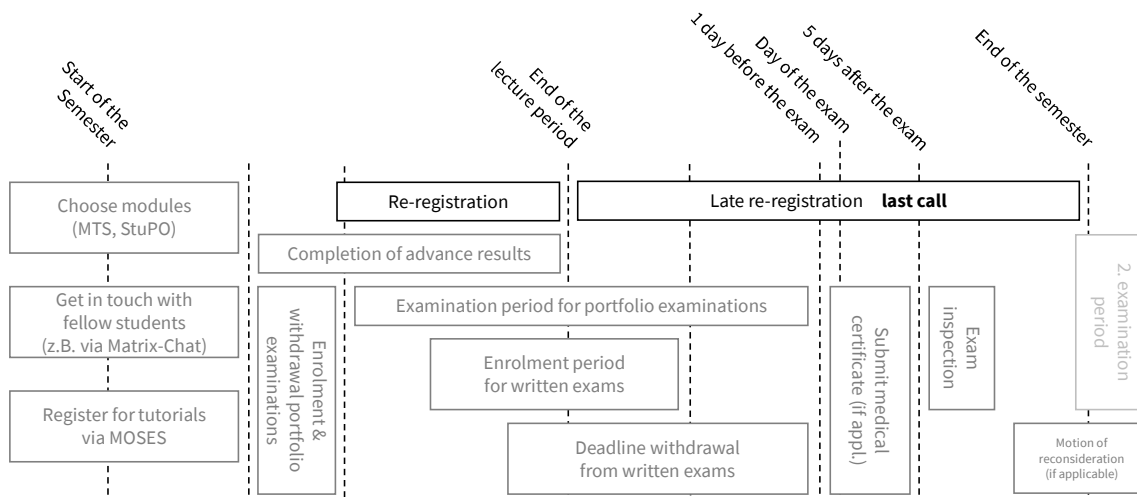


- 3 Attempts, the last one is oral
- Free attempts: only if you go to the exam and fail, the attempt won't count
 - Exception: Cheating
- compulsory optional and optional modules can be exchanged:
 - within the standard period of time multiple times
 - after the standard period of time only once each

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- Free attempt due to the pandemic, doesn't count for in general for the future
- exchange at the examination office
- get consultation before the last attempt:
 - Tutorial, teaching assistant, Prof. for content related
 - us and student advisory service about rules, alternatives etc.

Re-Registration





Re-Registration



- without penalty fee: until **27.02.2021**
- with penalty fee: until **31.03.2021**

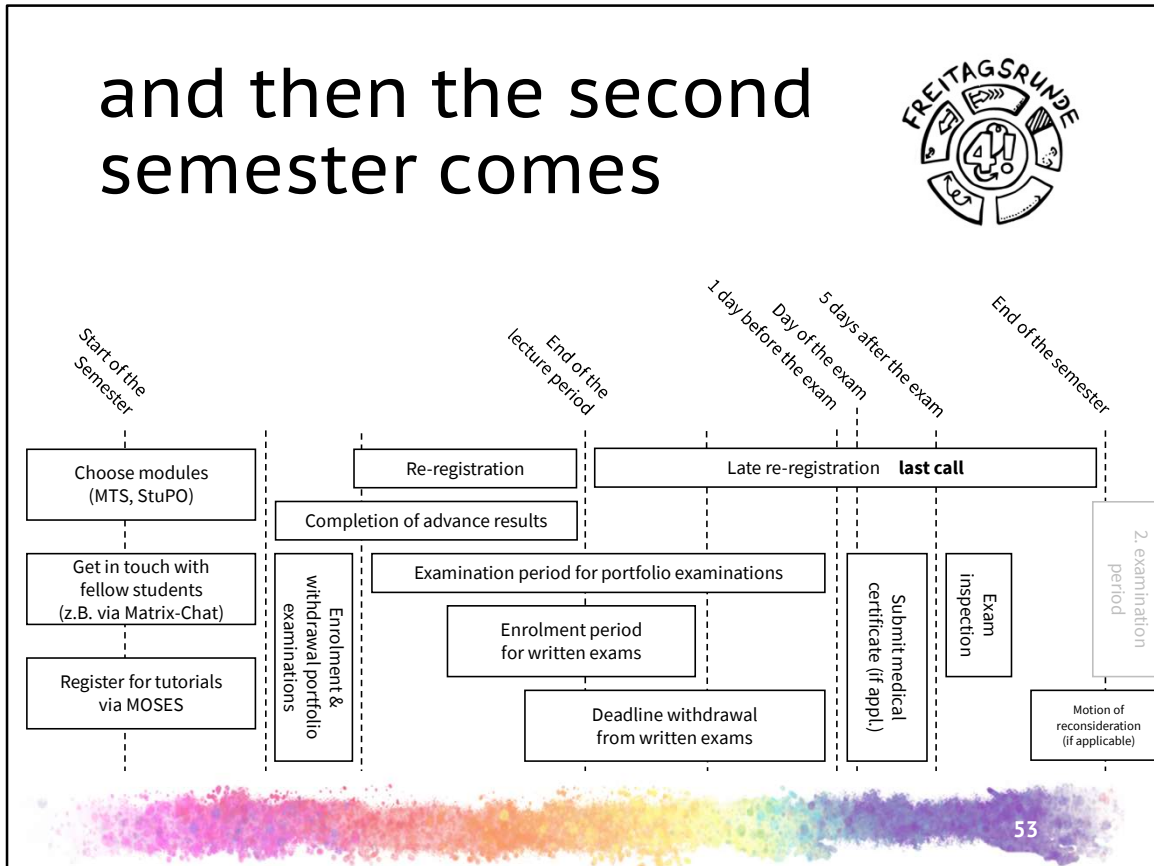
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- Re-Registration info is sent via email
- Details inclusive Bank account and reference in TU Portal tuPORT
- should be done until the last saturday of the lecture time
 - Deadline for the money receive
 - if not received, penalty fee
- has to be done until the last day of the semester
 - otherwise exmatriculation
- Application for exemption from the Semesterticket fee can be done at SemTix-Office
 - <https://asta.tu-berlin.de/en/semesterticket-office/exemption/>
- * Application for a grant from the social funds can be done at SemTix-Office
 - <https://asta.tu-berlin.de/en/semesterticket-office/grant/>



- Download the certificate of registration („Bescheide und Bescheinigungen“)
- Open renewal tickets („Antrag stellen“)
- See the status of the re-registration („Immatrikulation und Rückmeldung“)

and then the second semester comes





IT-Services and Software

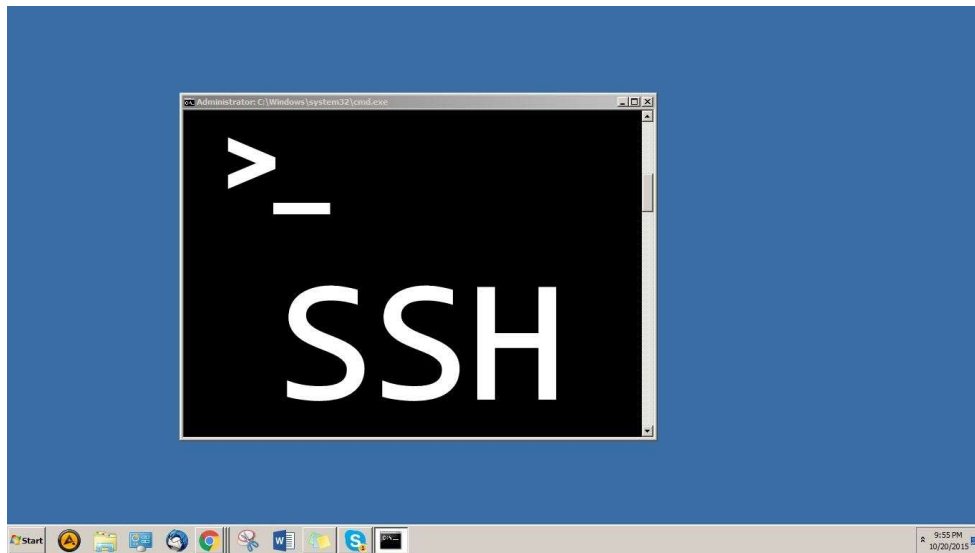
Tools for Online (team-)work



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- tubCloud: 20GB Cloudstorage
- gitlab: Version control and much more
- onlyoffice: synchron working Office Documents in the tubCloud in Browser
- overleaf: make Latex Documents collaborativ, no TU Service

Access to TU PC



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- VPN https://www.campusmanagement.tu-berlin.de/menue/dienste/kommunikation_internet/vpn/parameter/en/
- Video tutorial <https://www.youtube.com/watch?v=pUg9qI5J9tk&list=PLITbpIDpqj9I9OIjBH1wqX3DOTwIHU4vm&index=6>
- SSH: <https://wiki.freitagrunde.org/SSH>
- Remote Desktop: https://www.eecs.tu-berlin.de/eecsit/v/dienste/externer_zugriff/
 - Manual from the IT of the Institute for Chemistry (use Servername from our faculty) <https://it.chem.tu-berlin.de/wiki/doku.php?id=windowsuser:rd-server>

Software



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- Matlab
- Office 365
- other:
 - https://www.campusmanagement.tu-berlin.de/menu/dienste/beschaffung_verleih/software/parameter/en/
 - https://www.eecs.tu-berlin.de/eecsit/v/azure_ehemals_imagine/

Look in the E-Week-Booklet



Contact persons

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- not only for problems
- short Overview, Link collection.
- Takeaway: there are many contact persons and assistance; don't worry, get help!

Freitagsrunde



freitagsrunde.org

- Contact persons for ideas and problems all around the studies
 - direct connection
 - work in committees
 - direction to the correct place
- ask us, if you don't know, where to go
- [Anonymous Feedback](#)
- Tips and Tricks

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- anonymous Feedback not only for teaching unit

Faculty IV



- [Student advisory service](#)
- [Mentoring](#)
- [Women's representative](#)
- [Wolfgang Brandenburg, representative for the study abroad](#)
- [Examination board](#)

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- Advising: student advisory service
- Support: Mentoring
- Study abroad
 - plan early
 - very early application (>6 months)
- Forms: examination office

AStA – The General Student's Committee



- asta.tu-berlin.de/en/
- [Critical Orientation week](#)
- Advising
 - [University and academic advising](#)
 - [Social and BAföG counselling](#)
 - [International Student Advising](#)
- Service
 - [Technic pool](#)
 - [Finance department](#)
- [also](#): Department for different topics and autonomous Departments for certain groups

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- critical orientation week: As addition for the introduction
- the advisory of the AStA can get a lawyer if needed
- Technic pool and finance department for the support of student projects

TU Berlin



- [Academic Advising Service](#)
- [Family Services Office](#)
- [Psychological Counselling](#)
- [Studying with an illness or disability](#)
- [Studying and working in Europe and overseas](#)
- [Examination Office](#)
- [ZECM](#): Center for Campusmanagement

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- Academic advising service: general topics like time management of change of major
- Family services office: for students with children or students that take care of relatives
- Psychological counselling: stress with your examination board, depression, ...
 - There is no shame in getting help!
- Studying and working in Europe and overseas, among other things: help with permits of residence
- Examination office:
 - Examination office vs. Examination board. The former for general purpose examination matters, the latter for specific things like credit transfer or compensation for disadvantages
 - When in doubt, hand in your forms at the examination office. They can forward them to the examination board.
- ZECM: everything on the topic of IT, including Wireless Lan Problems on Campus

Universitätsbibliothek Library



ub.tu-berlin.de

- textbooks, partially online available
- Access to databases
- [consultations and seminars](#)
- [work carrels](#)
- And lots more
- Usefull social media presences

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- Social Media Profiles are linked on the main page top left

Studierendenwerk



stw.berlin/en/

- [counselling](#) u.a.
 - Psychological-psychotherapeutic counselling
 - [counselling on study financing](#)
 - Counselling on academic writing
- [Culture](#)
- Mensen, Foodtruck, [Mensa-Kochstudio](#)
- Student housing
- ...



Tips & Tricks

The academic quarter



- **Pay attention to starting times!**
- Lectures, study groups, tutorials usually start c.t. (cum temporae – with time), which means **15 minutes past the full hour**
- **Examinations** usually start s.t. (sine temporae – without time), **so be on time!**

Find your tribe



**It's Dangerous
to Go Alone.
Go Together!**



Ask Questions



- Ask your study partners and fellow students
- Use the **ISIS-Forum**
- For confidential topics: write to your teaching assistant or the professors office, usually not the professors themselves
- *#UrgendsNotASubjectLine*
- Be polite, there are people at the other end

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- Use a meaningful subject line
- Unfortunately, the last point is due to past experience

Office hours



- Ask you teachers how stuff works
- Ask questions and get help with problems
- **Make use of them early**

- Usually offered by
 1. Tutors
 2. Teaching assistants
 3. professors

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You will often have to make an appointment

Be self aware



- get rid of unnecessary stresses
 - deregister from examinations
 - Difficult/impossible for portfolio examinations
 - replace modules you don't like
- *Do i really want to to this course?*
- Remember to find something for balance

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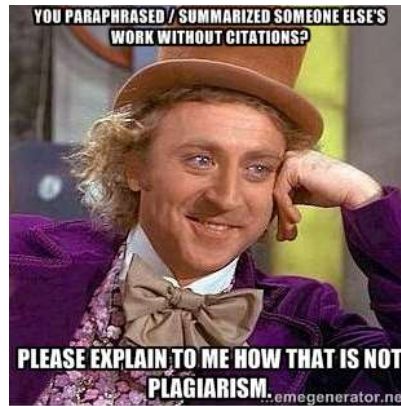
- If you have questions, ask!



compensation for disadvantages

- Is ment to compensate for obstacles that make it difficult for you to pursue your studies
- Possible examples include
 - chronic illness
 - disabilities
 - children
 - pregnancy
 - taking care of family
 - ...

Plagiarism



- *Dont*
- *You'r master students. We don't have to tell you.*
- *Or do we?....*
 - may lead to termination of enrollment

Read your Study and Examination Regulations



Table of Contents

I.	General Regulation:
Section 1	Scope of application
Section 2	Entry into force
II.	General Objectives:
Section 3	Qualifications framework
Section 4	Internationalization
Section 5	Good scientific practice
III.	Quality Assurance:
Section 6	Academic advising
Section 7	Mentoring program
Section 8	Dean of studies
Section 9	Degree program representation
Section 10	Course evaluation

Outline

I. General Section
Section 1 – Scope of Application
Section 2 – Entry Into Force / Expiry
II. Objectives and Organization of Studies
Section 3 – Qualification Objectives, Course Contents and Professional Fields of Activity
Section 4 – Course Start, Standard Period of Study and Required Coursework
Section 5 – Organization of Studies
III. Requirements and Conduct of Examination
Section 6 – Purpose of the Master's Examination
Section 7 – Master's Degree
Section 8 – Scope of the Master's Examination; Determination of the Overall Grade
Section 9 – Master's Thesis
Section 10 – Types of Examination and Enrollment for Examination
IV. Annex

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- Only the German version is legally binding
- It's not a novel. Don't read it like one!
- Check the table of contents. Read, what you need.
- Generally speaking: AllgStuPO (General Study and Examination Regulations) at least sections 32 – 52; StuPO (Study and Examination Regulations), sections 5, 8, 9

Motto: if you want to break the rules and still succeed, you need to know them first.

#Corona



- [general Corona Information for All Members of TU Berlin](#)
- [current information from the Examination Office 2020/2021](#)
- [Current information from the Office of Student Affairs](#)

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- Current information from the Office of Student Affairs for everybody still waiting for their enrollment confirmation or student-id



The Final Word



So you'll recognize our logos ;)

Freitagsrunde



- www.freitagsrunde.org
- [fOpen](#)
- [MATRIX](#)

 [@freitagsrundeTU](https://twitter.com/freitagsrundeTU)

 [@freitagsrunde](https://www.instagram.com/freitagsrunde)

 [/freitagsrunde.tu](https://www.facebook.com/freitagsrunde.tu)

E-Woche-Heft Online



Das Uni-ABC der FreitagSRUNDE

Deutsch English Deutsch & English

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.freitagSRUNDE.org/Hauptseite>. The entries are sorted like the entries in the German version, as there are no English names for some of the entries (or the translations are not used very often).

A

Student Mobility and International Students

Also known as: 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's also an information center for foreign students. Once a semester, ways to study abroad are presented.

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<https://uniabc.freitagSRUNDE.org/>

The week to come



	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00	HowTU Study	Studieren is(s)t mehr Infos + Brunch	InFraNet-Info- veranstaltung		
11:00					
12:00					
13:00		Automotive Systems Intro			
14:00				Freitags- runde für Alle	HowTU Ad- vising (EN)
15:00	HowTU Ad- vising (EN)				
16:00					
17:00	get together for master students Freitagsrunde				Digital game night
18:00					
19:00		Student get together Freitagsrunde, Minitiative	Student get together Freitagsrunde		
20:00					
21:00					

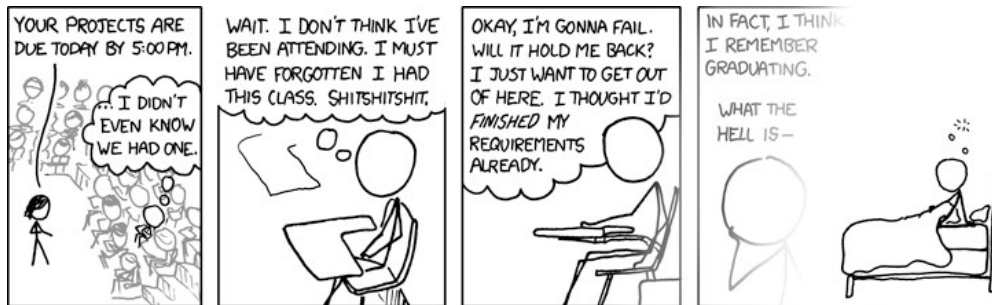
- Programm Master: <https://www.eecs.tu-berlin.de/index.php?id=217500&L=1>



Welcome at Faculty IV
enjoy your time



HowTU Studium



FUN FACT: DECADES FROM NOW, WITH SCHOOL A DISTANT MEMORY, YOU'LL STILL BE HAVING THIS DREAM.

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