

# HowTU Study

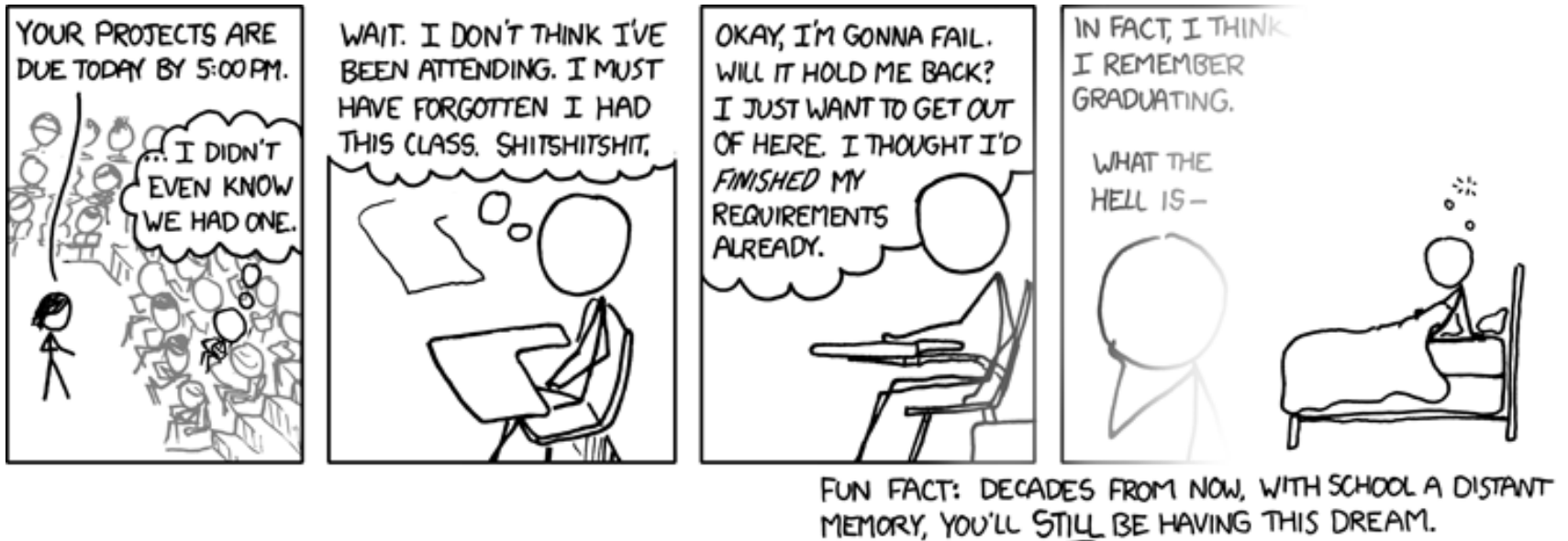


image credit: <http://xkcd.com/557/> by Randall Munroe, CC BY-NC 2.5

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



# DON'T PANIC!

## HowTU Study

Introductory Event for Students at  
Faculty IV



# Where to Find These Slides?



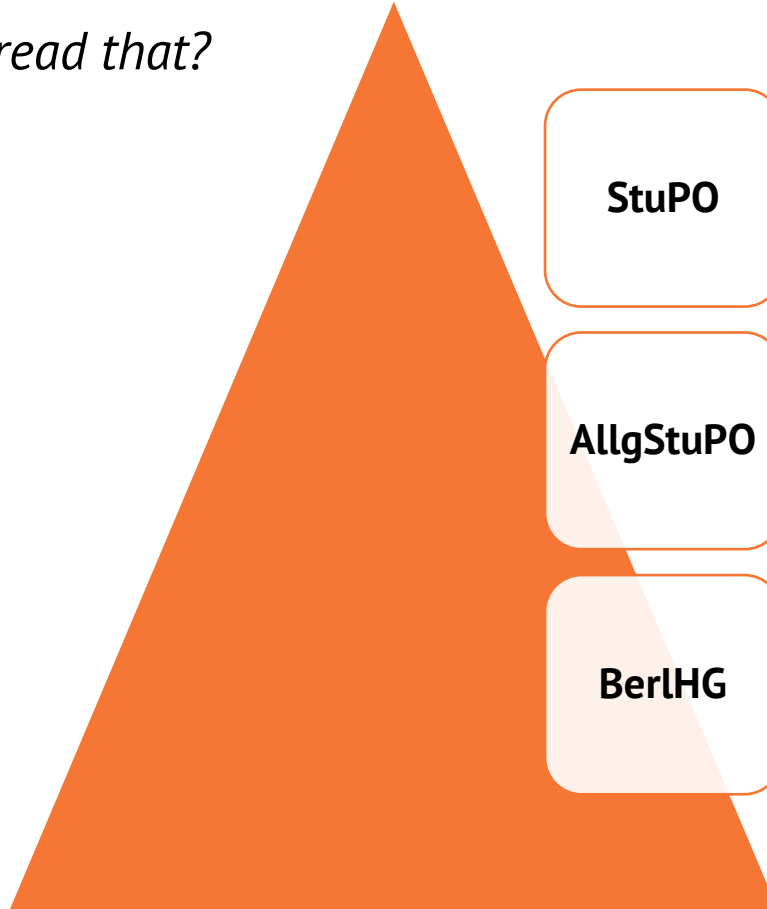
- with our long short link  
<https://dz.freitagsrunde.org/?id=HowTUStudy>
- on our document repository  
[docs.freitagsrunde.org](https://docs.freitagsrunde.org)
- on the faculty website  
for the [introductory events](#)
- with this QR code





# Which Rules Apply?

*Do I have to read that?*



**StuPO**

Degree  
program

**AllgStuPO**

Studying at  
TU Berlin

**BerlHG**

Studying in  
Berlin

# Glossary

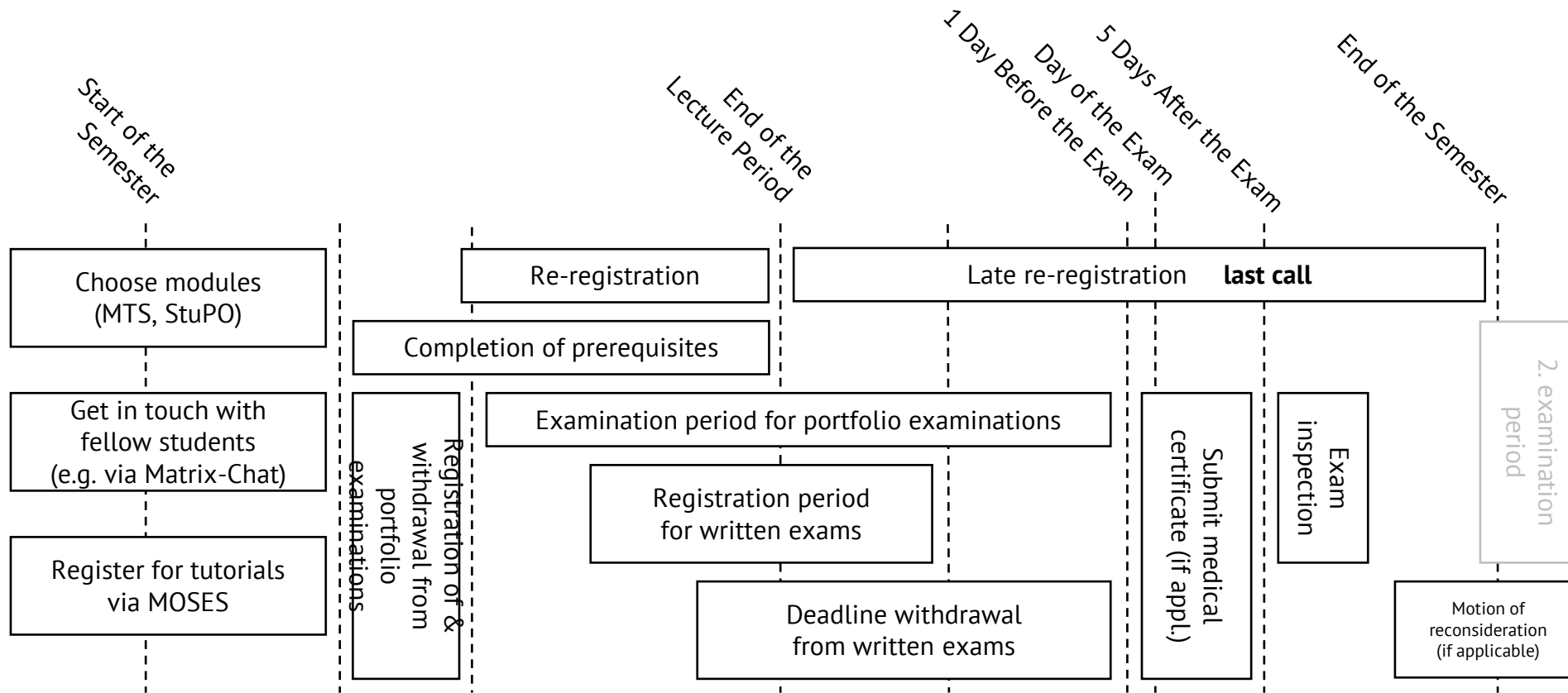


- official translations for administrative terms and organisational units at TU Berlin are listed in this [document](#)



# Through the (Digital) Semester

# Example Walk through the Semester





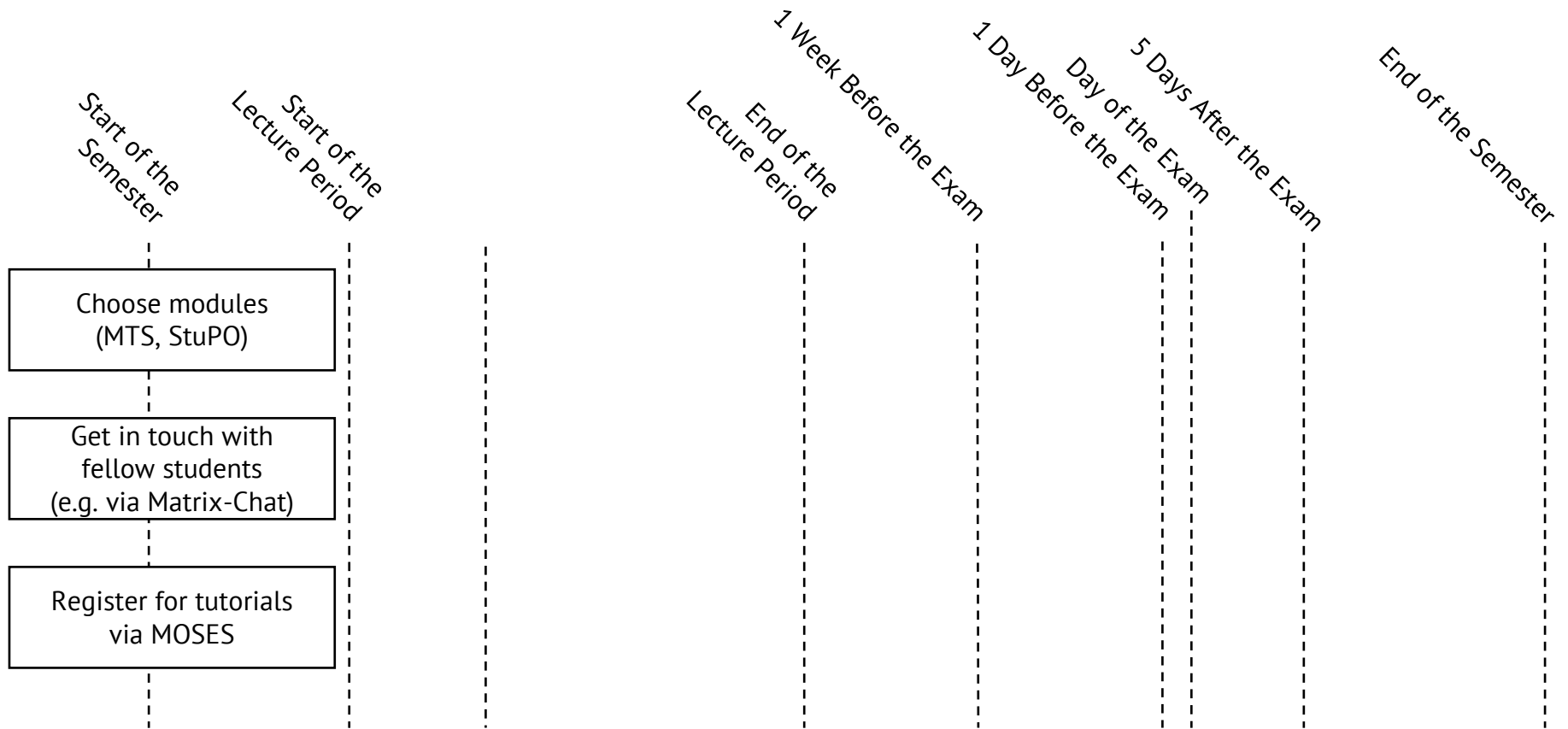


# HowTU Office Hours

- too fast?
- speak to someone directly?
- Office hours of the [Student Advisory Service](#) with additional timeslots in the first two weeks:
  - Tbd, please check the Website



# Start of the Semester



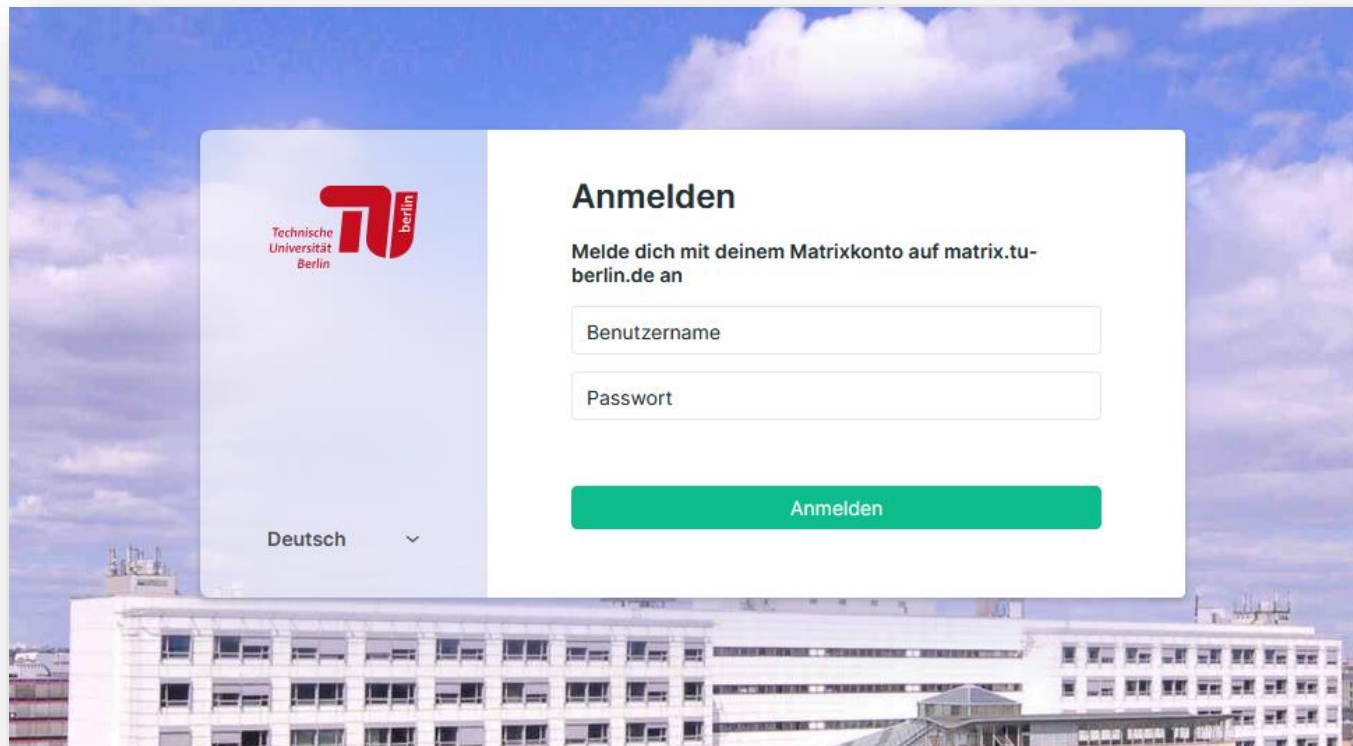


# Email

[exchange.tu-berlin.de](mailto:exchange.tu-berlin.de)

- **Read your emails**, *seriously, please do it*
- Forwarding can (and does) end up in the spam folder
  - While using the default forwarding method you also cannot send e-mails from your TU-Account
- [Guides](#) are available at the ZECM

# [matrix] @ TUB



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

# 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/](https://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

### Email addresses

[ib4@pruefungen.tu-berlin.de](mailto:ib4@pruefungen.tu-berlin.de)

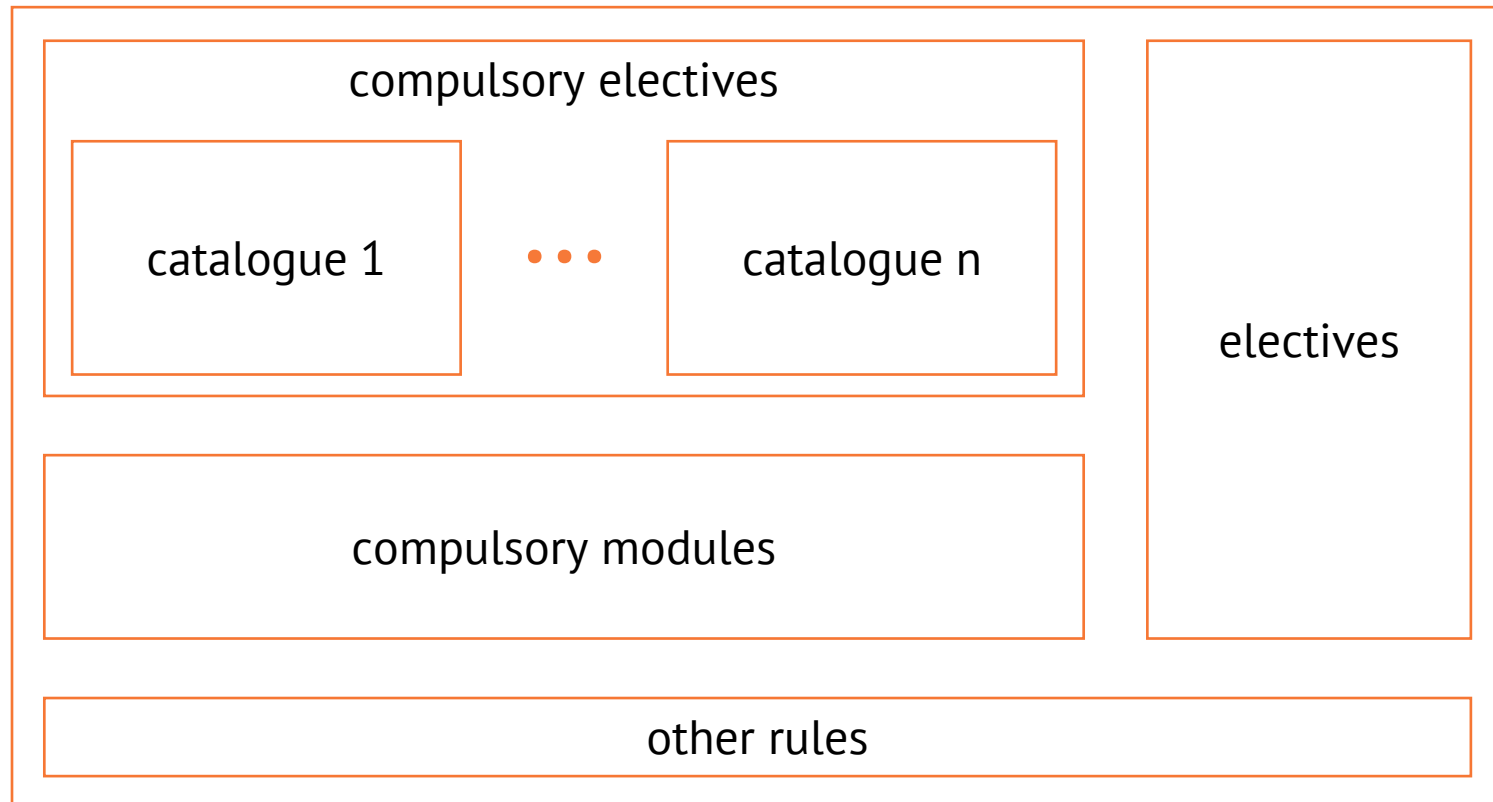
replace the „4“ with the  
appropriate team number



# Timetable



# What is a Degree Program?





# Recommended Degree Schedule



1. Semester 30 LP	Analysis I und Lineare Algebra für Ingenieurwissenschaftler (12 LP)		Grundlagen der Informatik (6 LP)	Grundlagen der Mathematik (6 LP)	Propädeutikum (3 LP)	Formale und Automaten (6 LP)	Analysis I und Lineare Algebra für Ingenieurwissenschaften (12 LP)	
2. Semester 30 LP	Wahlbereich (6 LP)	Theorie der Informatik (6 LP)	Projektstellung (5 LP)	Digitale Systeme (6 LP)	Informationssysteme und Analyse (6 LP)	Diskrete Strukturen (6 LP)	Technik (6 LP)	Analysis II für Ingenieurwissenschaften (9 LP)
3. Semester 30 LP	Statistik I für Wirtschaftswissenschaften (6 LP)	Softwareentwicklung (6 LP)	Logik (6 LP)	Rechnerorganisation (6 LP)	Wirtschaftliches Rechnen (6 LP)	Logik (6 LP)	Elemente der Informatik (6 LP)	Integraltransformationen und partielle Differentialgleichungen für Ingenieurwissenschaften (6 LP)
4. Semester 30 LP	Statistik II für Wirtschaftswissenschaften (6 LP)	Wahlpflichtpraktikum (6 LP)	Bild- und Schaltungstechnik (6 LP)	Wahlbereich (6 LP)	Methodisch-praktische Grundlagen der gesellschaftlicher Relevanz (6 LP)	Wahlpflicht Informatik (6 LP)	Technik (6 LP)	Analysis III für Ingenieurwissenschaften (6 LP)
5. Semester 30 LP	Wahlbereich (12 LP)		Wahlbereich (6 LP)	Wahlbereich (6 LP)	Wahlbereich (6 LP)	Wahlbereich (6 LP)	Technik (6 LP)	Analysis III für Ingenieurwissenschaften (6 LP)
6. Semester 30 LP			Wahlbereich (6 LP)	Wahlbereich (6 LP)	Wahlbereich (6 LP)	Wahlbereich (6 LP)	Schwerpunktprojekt (6 LP)	Bachelorarbeit (12 LP)

LP = Leistungspunkte nach dem ECTS-System (1 LP entspricht etwa 30 Zeitstunden)

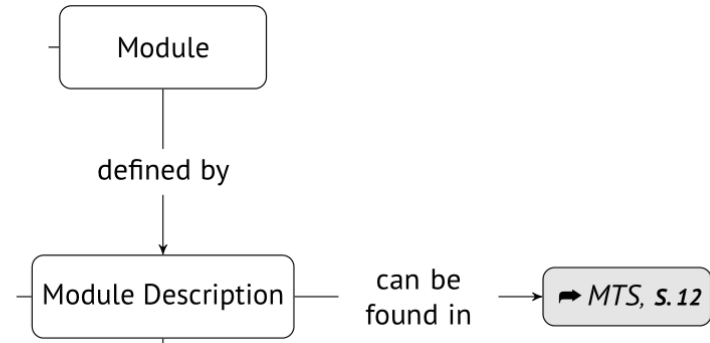
Grundlagen der Informatik (blau), Grundlagen der Mathematik (gelb), Wahlbereich (lila), Methodisch-praktische Grundlagen der gesellschaftlicher Relevanz (hellblau), Grundlagen der Informatik (hellblau)

Snippets from degree schedules from a few of our Bachelor degrees.  
Check the one for your degree!

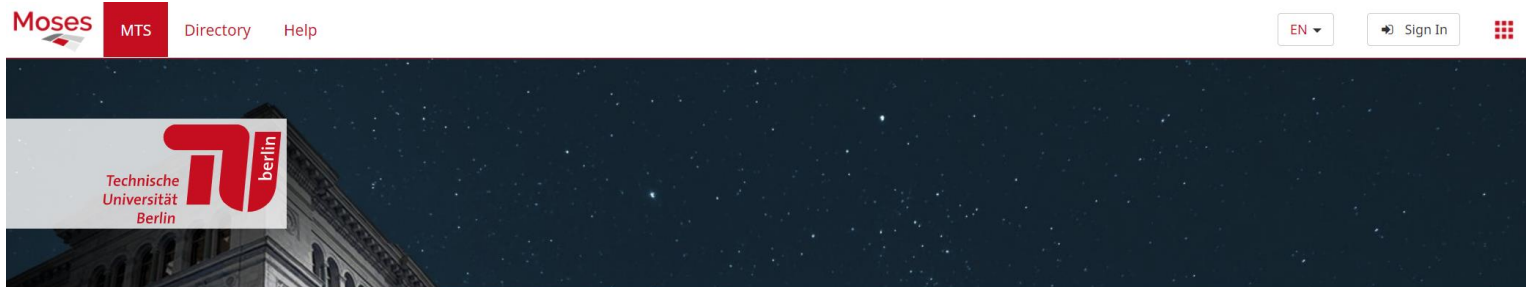




# What does a Module Consist of?



# 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 I 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](mailto:mts@innocampus.tu-berlin.de)

## Possible functions in this area

 **Module**  
[Alles zu Modulen](#)

 **Studiengänge**  
[Alles zu Studiengängen](#)



# 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/](https://www.math.tu-berlin.de/mathematik_service/)

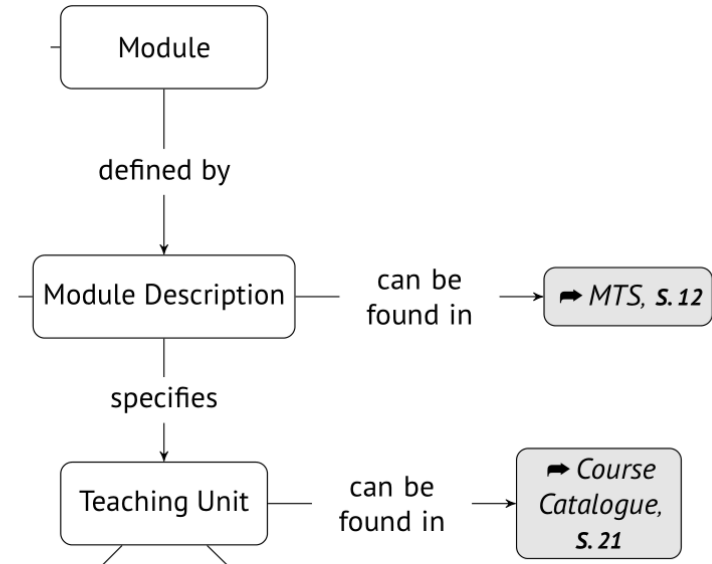
**POS links:**

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

Learning Outcomes

No information

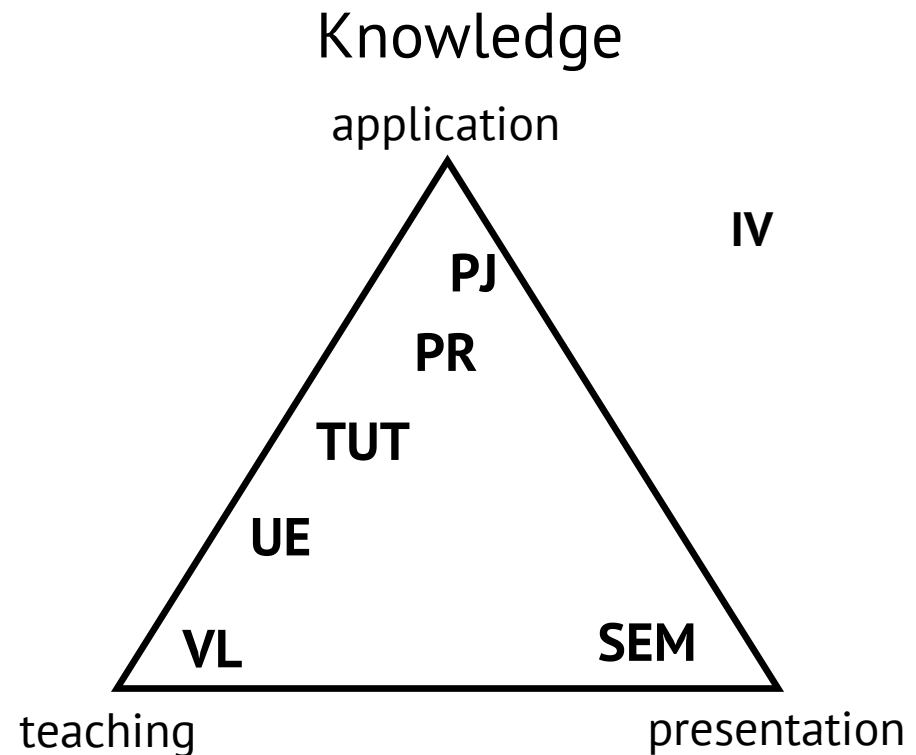
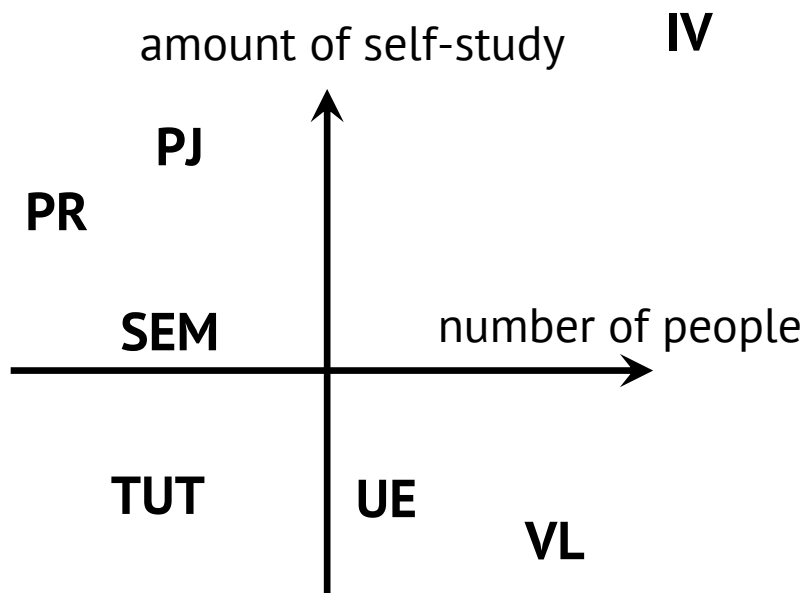
# What does a Module Consist of?





# Course Types

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



# 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 points)



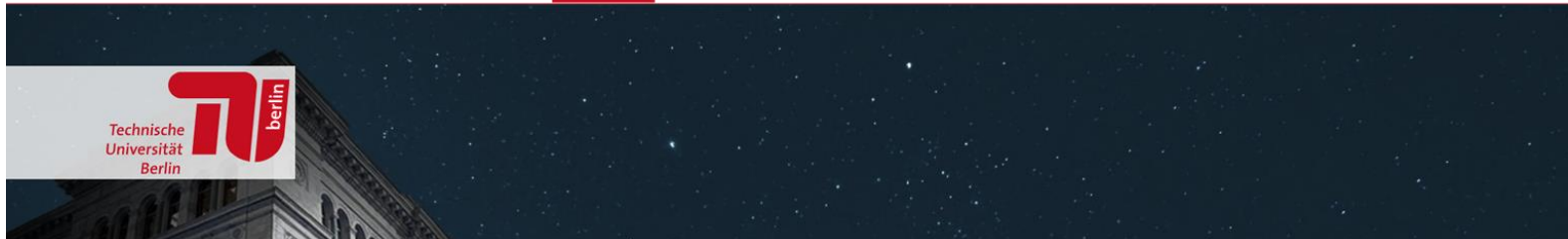


# Course Directory

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

## 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





# Course Directory



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

EN

Rätz, Magdalena

## Personal overview

Timetable

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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

#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	Testv Integ BH-N	Testv Integ BH-N	Anal Tutor	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
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	Analysis I Tutorium	Analysis I Tutorium
11:00															
12:00	Analysis I und Lineare Algebra f Vorlesung						Analysis I und Lineare Algebra f Vorlesung						Analysis I und Lineare Algebra f Vorlesung		
13:00															
14:00	Analysis I und Lineare Algebra f Vorlesung			Analysis I und Vorlesung			Analysis I und Lineare Algebra f Vorlesung			Analysis I und Lineare Algebra f Vorlesung			Analysis I Tutorium	Analysis I Tutorium	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 und Tutorium	Analysis I und Tutorium	Analysis I und Tutorium
17:00															
18:00										Analysis I und Lineare Algebra f Vorlesung					
19:00															



# Course Directory

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

by curriculum component

Rooms

Search

By building

Organizational units

Teaching format ☒ Campus ☐ 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	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 f Vorlesung		Analysis I und Lineare Algebra f Vorlesung		Analysis I und Lineare Algebra f Vorlesung
13:00					
14:00	Analysis I und Lineare Algebra f Vorlesung	Analysis I und Vorlesung	Analysis I und Lineare Algebra f Vorlesung	Analysis I und Lineare Algebra f Vorlesung	Analysis I Tutorium
15:00					Analysis I Tutorium
16:00	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I Tutorium	Analysis I und Tutorium
17:00					Analysis I und Tutorium
18:00					
19:00				Analysis I und Lineare Algebra f Vorlesung	

Export list as iCal file Export list as Excel file

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

Export list as iCal file Export list as Excel file



# Course Directory

## 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

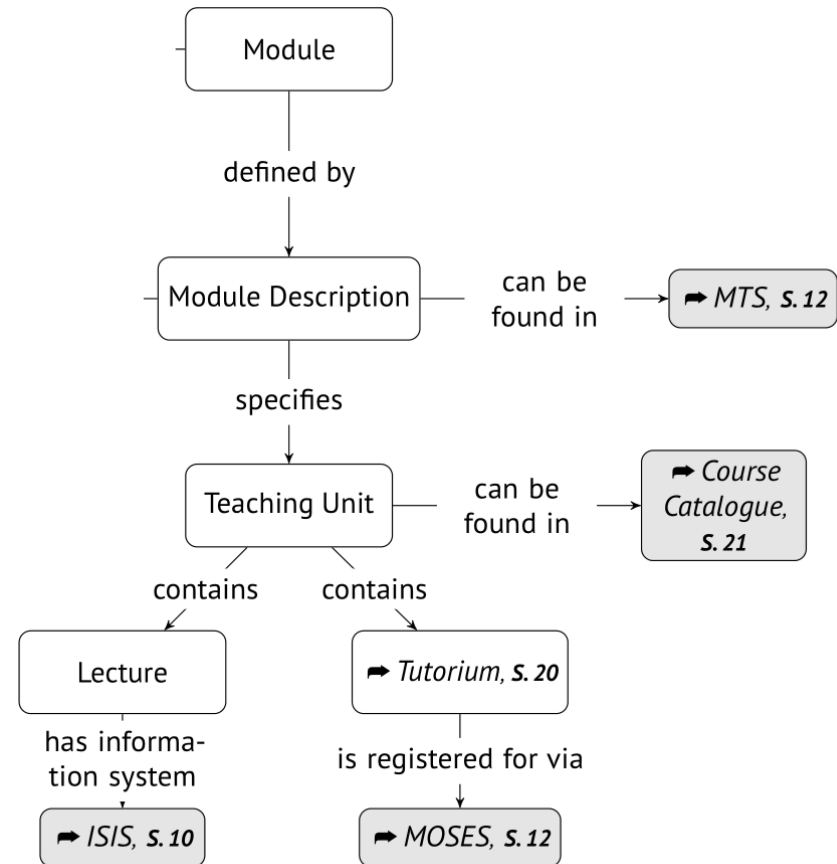
### Curriculum component

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 / Klausureinsicht	<a href="#">Calendar</a> <a href="#">Download</a>
Einführung in die Informatik (Vorlesung)	11/02/2020, 08:00 AM - 02/24/2021, 10:00 AM	Course / Vorlesung	<a href="#">Calendar</a> <a href="#">Download</a>
► Einführung in die Informatik (Übung)		Course / Übung	<a href="#">Download</a>
Physik für Elektrotechnik (Vorlesung)	11/06/2020, 10:00 AM - 02/26/2021, 12:00 PM	Course / Vorlesung	<a href="#">Calendar</a> <a href="#">Download</a>
Halbleiterbauelemente (Vorlesung)	11/05/2020, 02:00 PM - 02/25/2021, 04:00 PM	Course / Vorlesung	<a href="#">Calendar</a> <a href="#">Download</a>
Physik für Elektrotechnik (Übung)	11/02/2020, 12:00 PM - 02/25/2021, 04:00 PM	Course / Übung	<a href="#">Calendar</a> <a href="#">Download</a>
Elektrische Energiesysteme (Übung)	11/02/2020, 10:00 AM - 02/22/2021, 12:00 PM	Course / Übung	<a href="#">Calendar</a> <a href="#">Download</a>
Testveranstaltung	10/20/2020, 08:00 AM - 02/16/2021, 10:00 AM	Course / Integrierte Veranstal...	<a href="#">Calendar</a> <a href="#">Download</a>
Halbleiterbauelemente	11/01/2020, 12:00 AM - 03/31/2021, 12:00 AM	Course / Praktikum	<a href="#">Calendar</a> <a href="#">Download</a>
► Analysis I und Lineare Algebra für Ingenieurwissenschaften (Tutorium)		Course / Tutorium	<a href="#">Download</a>
Projektorientiertes Praktikum (ET) im Grundstudium WS		Course / Projekt	<a href="#">Calendar</a> <a href="#">Download</a>
► Signale und Systeme (Übung)		Course / Übung	<a href="#">Download</a>

# What does a Module Consist of?





# Tutorials

Moses Tutorials Sub-activities Exams MTS PDB Directory Help

EN Rätz, Magdalena

Technische Universität Berlin

Course timetabling Register tutorial

My tutorials

Tutors

Contract

Priorities

## Tutorial selection

Help

During the registration period, you can indicate your preferred times and register for those tutorials that are scheduled with Moses and required in your degree program. If a tutorial does not appear in the list of options, the organizer will inform you how to register.

**i** The registration time for tutorials is 10/19/2020, 12:00 AM to 11/04/2020, 06:00 PM.

Tutorien wählen

+ To register, type the name of the tutorial...

Search for your tutorials here and select one to participate.

You have not yet selected any tutorials.

Tutorium fehlt oder ausgegraut?

Wie sollten Prioritäten gewählt werden?

- via MOSES
- deadline: **14.04.2021, 18 Uhr s.t. (CET)**

# ISIS



ISIS  
INFORMATION SYSTEM  
FOR INSTRUCTORS AND STUDENTS

▼ Mathias-Emanuel Heinz Wolfram Hartmann



home of TUB

search + press enter

## Dashboard

All courses

Calendar

My courses

- > ITPDG WS2020/21
- > GNT WiSe 20/21
- > VL/PR GEM WS20/21
- > Probeklausur Ana2
- > Mit Tropenhelm
- > TET 1
- > Möbelkunst
- > ITPDG SS2020
- > Ana I Math im SoSe20
- > SoSe2020 Diathek
- > [SS20] AOT B.Sc.
- > ESE SoSe 2020
- > AES SS19
- > Digitale Systeme, SS 2019

## Course overview

▼ All (except removed from view) ▼

Course name ▼

Summary ▼



[16/17 WiSe] Computergraphik I

...



[17/18 WiSe] Computergraphik 1

...



[18/19 WiSe] Computergraphik 1

...

Portfolio



[19/20 WiSe] Computergraphik 1

...

CG1 Lehrveranstaltung + Übungen



Algorithmen und Datenstrukturen SS17

...



Analysis I für Ingenieure SS 2017

...

CUSTOMISE THIS PAGE

## Upcoming events

Authentifizierung - neue Version ist fällig.  
Tomorrow, 23:00

[Go to calendar...](#)

## Timeline



Dienstag, 27 Oktober 2020

Authentifizierung - neue Version ist... 23:00  
"Probeklausur Ana2 SS2020"

Add submission

Show 5 ▼



# Course Registration



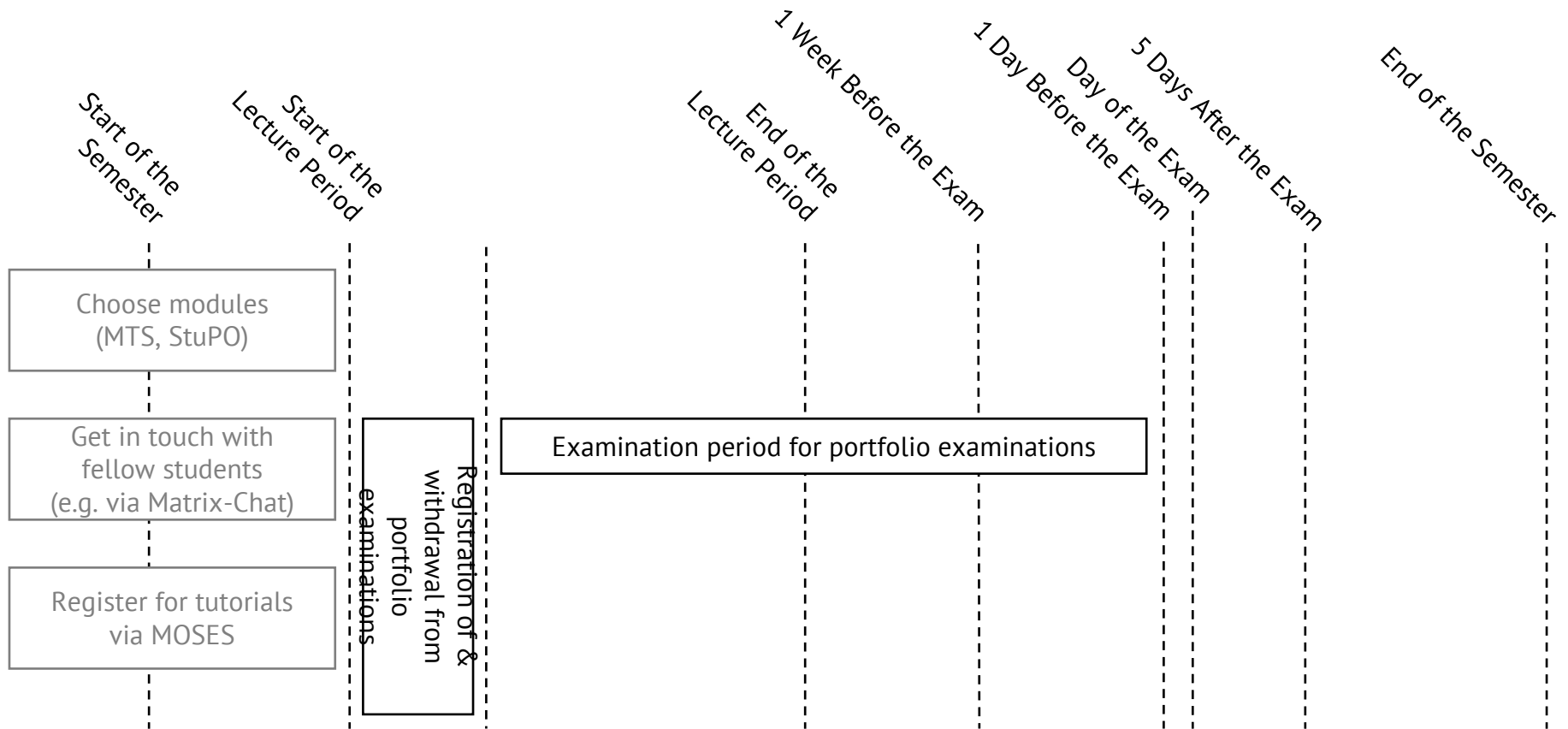
- Some courses require one
- Usually done via ISIS, sometimes extra tools
- Never done via MOSES Course Directory
- Tutorials have an extra registration on MOSES (see previous)





# Lecture Period

# The Digital Semester



# 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.“**

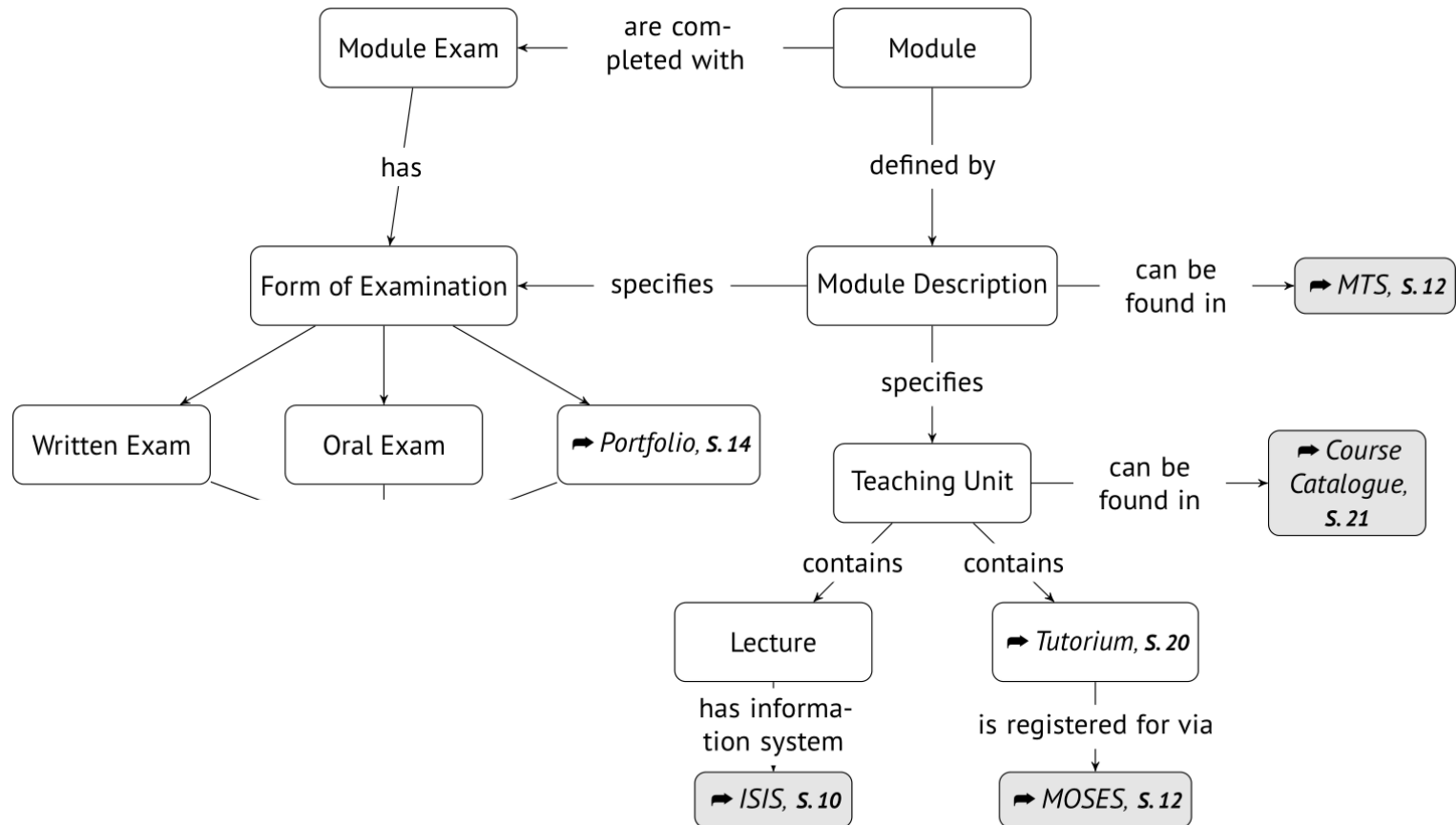
# Group Projects



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



# What's a Module







# 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



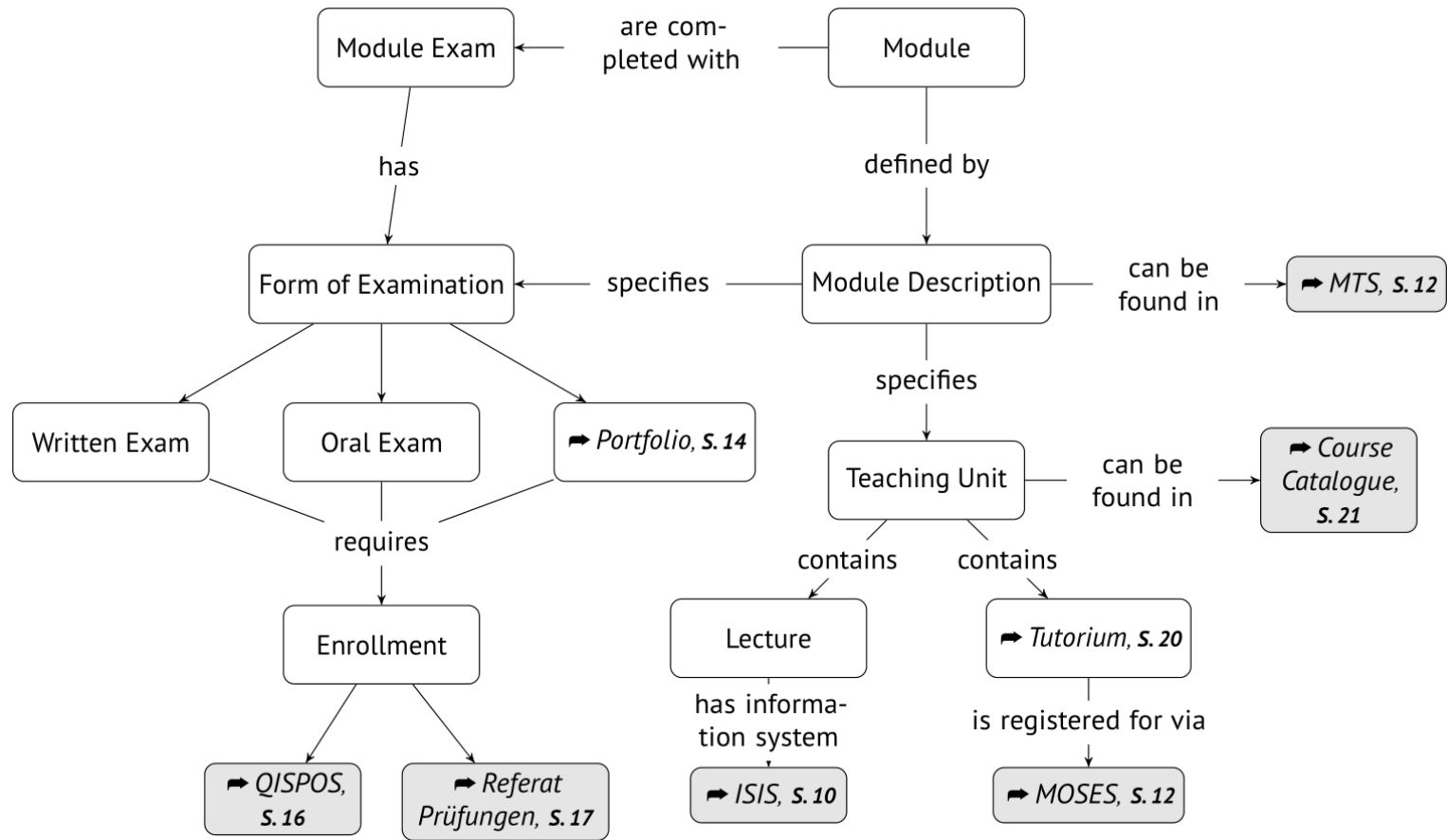
# Portfolio Examinations

- 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**





# What's a Module?





# Examination Registration

## My Functions

You are here: [Home](#) ■ [Administration of exams](#) ■ [Registration or Deregistration of Modules](#)

[Administration of exams](#)

[Logout](#)

[Hide menu](#)

## Registration or Deregistration of Modules

Please choose the exam from the structure given below. Click on the identifiers.



### Bachelor Technische Informatik 2014

- M** 10000 Compulsory modules
  - M** 10200 Grundlagen der Elektrotechnik
  - M** 10300 Grundlagen der Informatik
  - M** 10400 Mathematisch - naturwissenschaftliche Grundlagen
  - M** 10100 Technische Grundlagen der Informatik
- M** 20000 Compulsory optional program
  - M** 24000 Katalog Automatisierungstechnik
  - M** 22000 Katalog Eingebettete Systeme
  - M** 23000 Katalog Elektronik und Informationstechnik
  - M** 25000 Katalog Informatik
  - M** 21000 Katalog Medientechnik
- M** 20010 Wahlpflicht 1 aus 3
  - M** 6180 Electromagnetic Fields
  - M** 6190 Fundamentals of Statistical Signal Theory
  - M** 7030 Theoretical Foundations of Computer Science
- M** 30000 Electives
  - M** 2349183 Ringvorlesung Internet und Privatheit



# Yellow Sheet

Ausfüllbares Formular. Bitte beide Seiten jeweils einseitig drucken.

Anmeldung zur Prüfung	
► Abschluss: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Vordiplom <input type="checkbox"/> Hauptdiplom	
<b>im Studiengang / ggf. Studienrichtung</b> <small>Course of study / discipline</small>	<b>Matrikel-Nummer</b> <small>Matriculation number</small>
<input type="checkbox"/> Frau / Mrs / Ms <input type="checkbox"/> Herr / Mr	<input type="checkbox"/> 1. Fach/Modulprüfung <small>1<sup>st</sup> Examination</small>
<b>Name / Family name</b>	<input type="checkbox"/> 1. Wiederholung <small>1<sup>st</sup> Repeat</small>
<b>Vorname / First name</b>	<input type="checkbox"/> 2. Wiederholung <small>2<sup>nd</sup> Repeat*</small>
<b>Tel.</b> <b>@</b>	<b>Letztmögliche Prüfung</b> <b>§ 33 BerIHG von mindestens zwei prüfungsberechtigten Personen</b>
<b>E-Mail</b>	
<b>Fach / Modul (Subject):</b> <input type="checkbox"/> Pflichtmodul <input type="checkbox"/> Wahlpflichtmodul <input type="checkbox"/> Kernmodul ___/___ <input type="checkbox"/> Profilmodul ___/___ <input type="checkbox"/> Anwendungsfach <input type="checkbox"/> Nebenfach <input type="checkbox"/> Schwerpunktmodul <input type="checkbox"/> Ergänzungsmodul <input type="checkbox"/> .....	<b>Fach / Modul mit Genehmigung</b> <b>Modulbeschreibung erforderlich</b> <small>Subject with permission - if required by module description</small> <input type="checkbox"/> Freie Wahl / Wahlmodul <input type="checkbox"/> Zusatzmodul (gemäß § 37 AllgStuPO)
Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt <small>Available capacity and conditions precedent fulfilled</small>	

Von der Kandidatin bzw. dem Kandidaten deutlich in DRUCKBUCHSTABEN auszufüllen

Anmeldung zur Prüfung	
► Abschluss: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Vordiplom <input type="checkbox"/> Hauptdiplom	
<b>im Studiengang / ggf. Studienrichtung</b> <small>Course of study / discipline</small>	<b>Matrikel-Nummer</b> <small>Matriculation number</small>
<input type="checkbox"/> Frau / Mrs / Ms <input type="checkbox"/> Herr / Mr	<input type="checkbox"/> 1. Fach/Modulprüfung / <small>1<sup>st</sup> Examination subject</small>
<b>Name / Family name</b>	<input type="checkbox"/> 1. Wiederholung / <small>1<sup>st</sup> Repeat</small>
<b>Vorname / First name</b>	<input type="checkbox"/> 2. Wiederholung* / <small>2<sup>nd</sup> Repeat*</small>
<b>Tel.</b> <b>E-Mail</b>	Letztmögliche Prüfungsversuche sind gem. § 33 BerIHG von mindestens zwei prüfungsberechtigten Personen abzunehmen.
<b>Fach / Modul (Subject):</b> <input type="checkbox"/> Pflichtmodul <input type="checkbox"/> Wahlpflichtmodul <input type="checkbox"/> Kernmodul ___/___ <input type="checkbox"/> Profilmodul ___/___ <input type="checkbox"/> Anwendungsfach <input type="checkbox"/> Nebenfach <input type="checkbox"/> Schwerpunktmodul <input type="checkbox"/> Ergänzungsmodul <input type="checkbox"/> .....	<b>Fach / Modul mit Genehmigung - nur wenn laut</b> <b>Modulbeschreibung erforderlich</b> <small>Subject with permission - if required by module description:</small> <input type="checkbox"/> Freie Wahl / Wahlmodul / FÜS <input type="checkbox"/> Zusatzmodul (gemäß § 37 AllgStuPO)
Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt <small>Available capacity and conditions precedent fulfilled</small>	

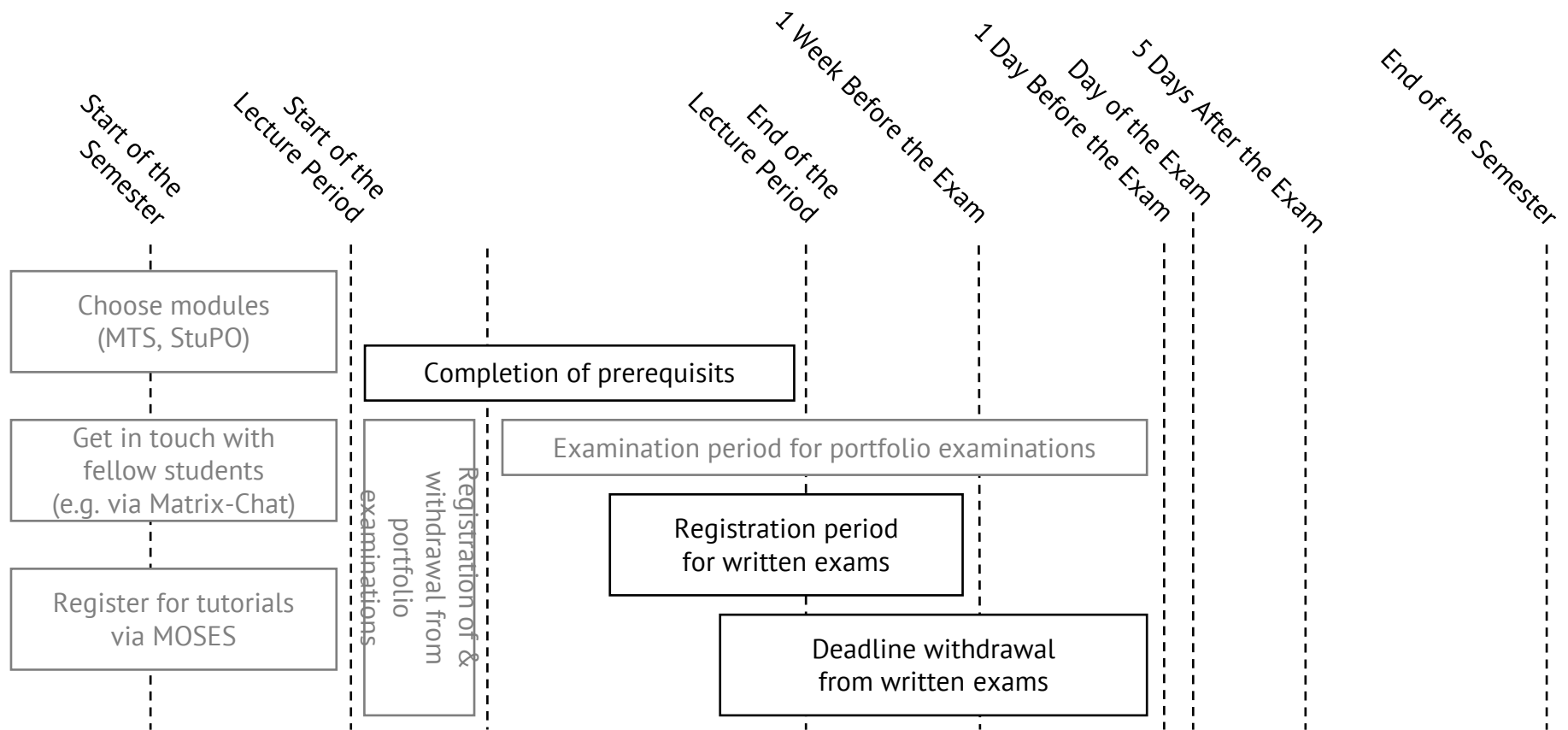
2021  
 Yes, it is paper. Yes, it is ~~2021~~.



# 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.](#)

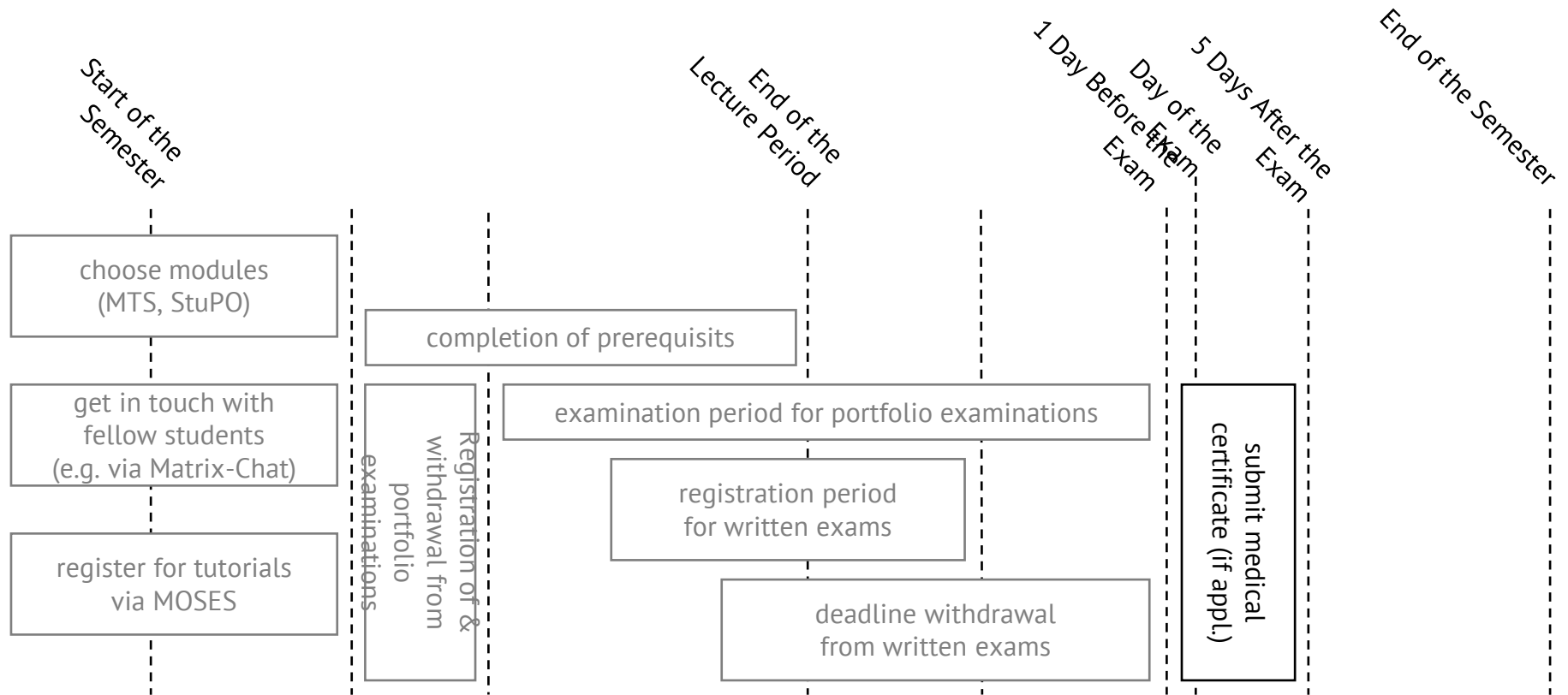
**MUSTERLÖSUNGEN KÖNNEN FEHLER ENTHALTEN!**

Wir freuen uns über korrigierte Dokumente!

Vielen Dank für eure Hilfe!

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

# Deadline for Sick Note



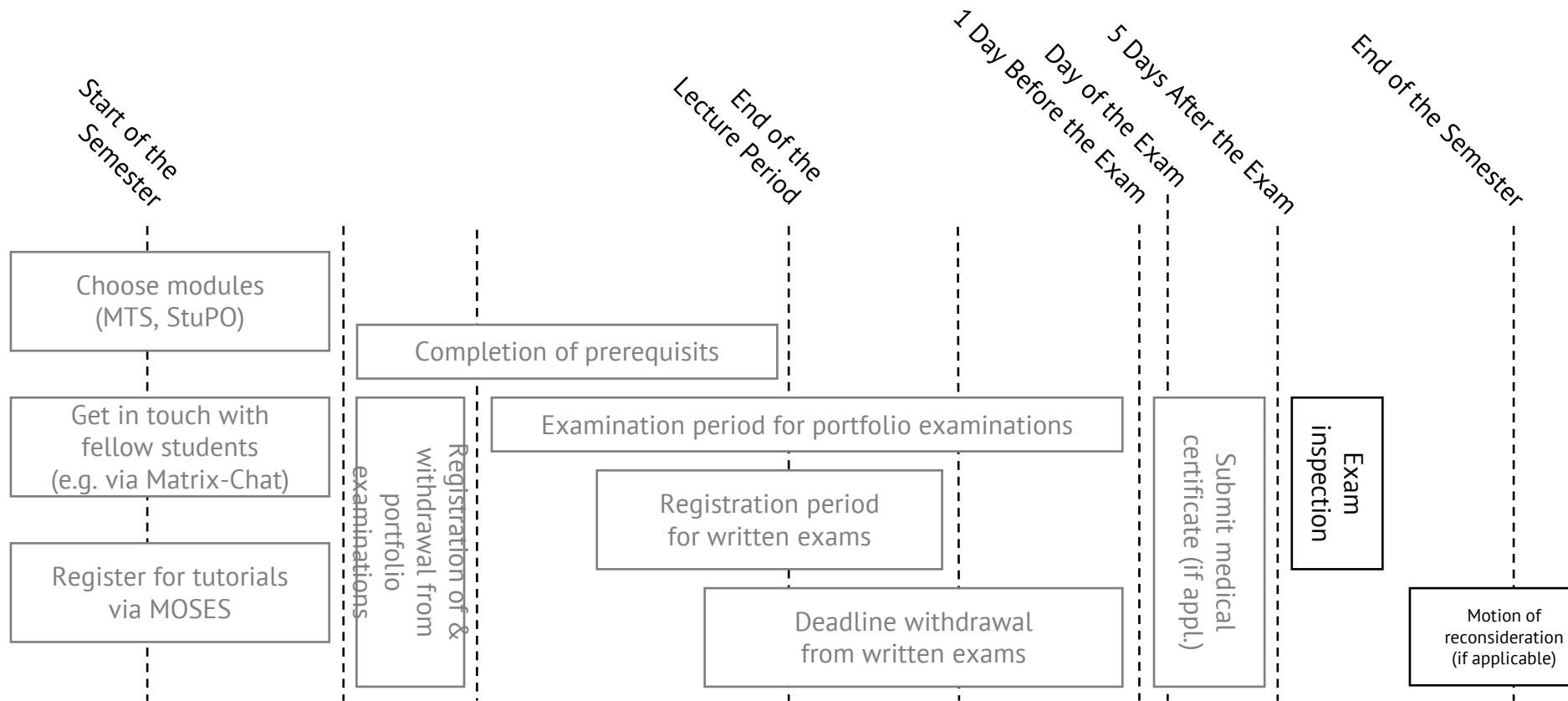


# Sickness, Sick Note

- 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 started attempt has to be continued; it may be already on the next exam date



# 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.



# Grades

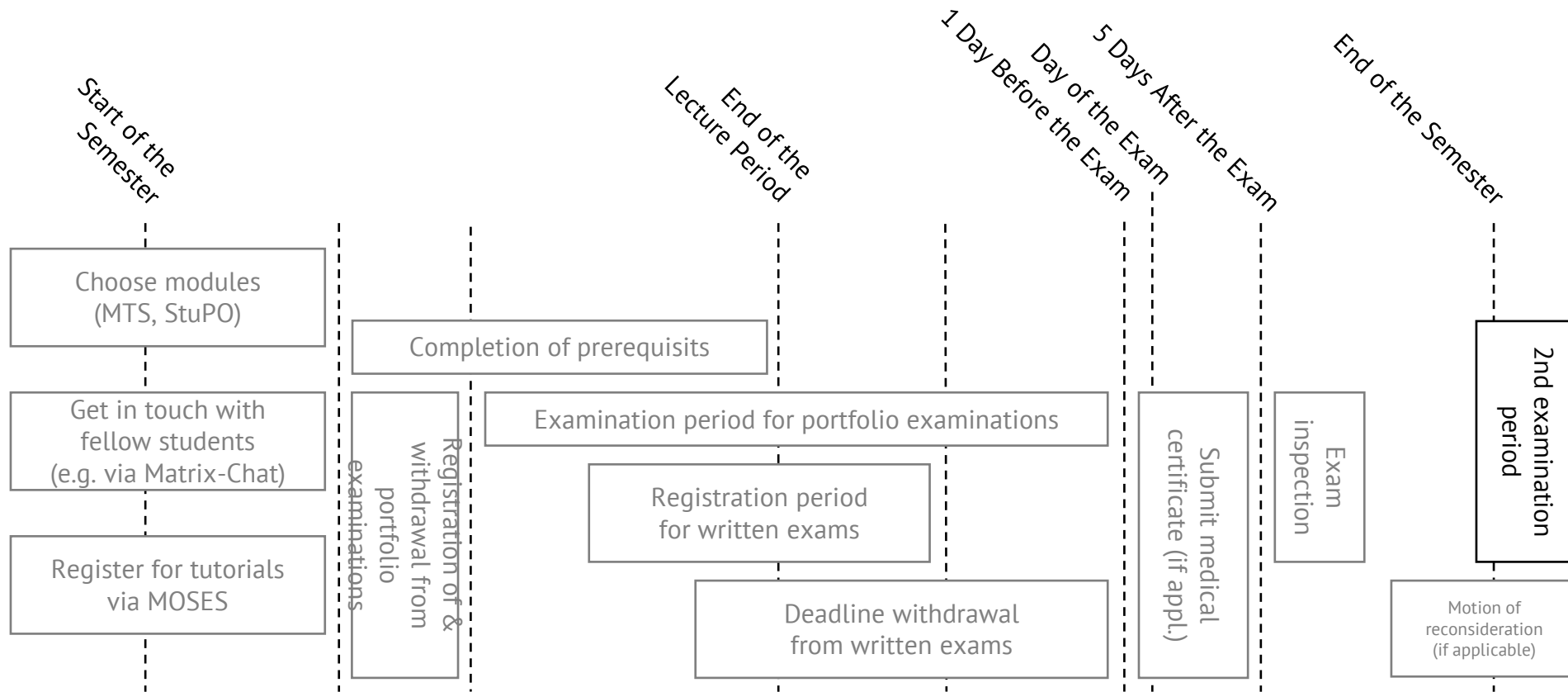
Grade	Assessment	Definition
1.0 / 1.3	very good	outstanding performance
1.7 / 2.0 / 2.3	good	performance above-average requirements
2.7 / 3.0 / 3.3	satisfactory	complies with average overall requirements
3.7 / 4.0	sufficient	performance which, despite some flaws, still complies with performance requirements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

- The conversion is done with grading key





# 2nd Exam Term





# Exam Terms

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



# Exam Repetition

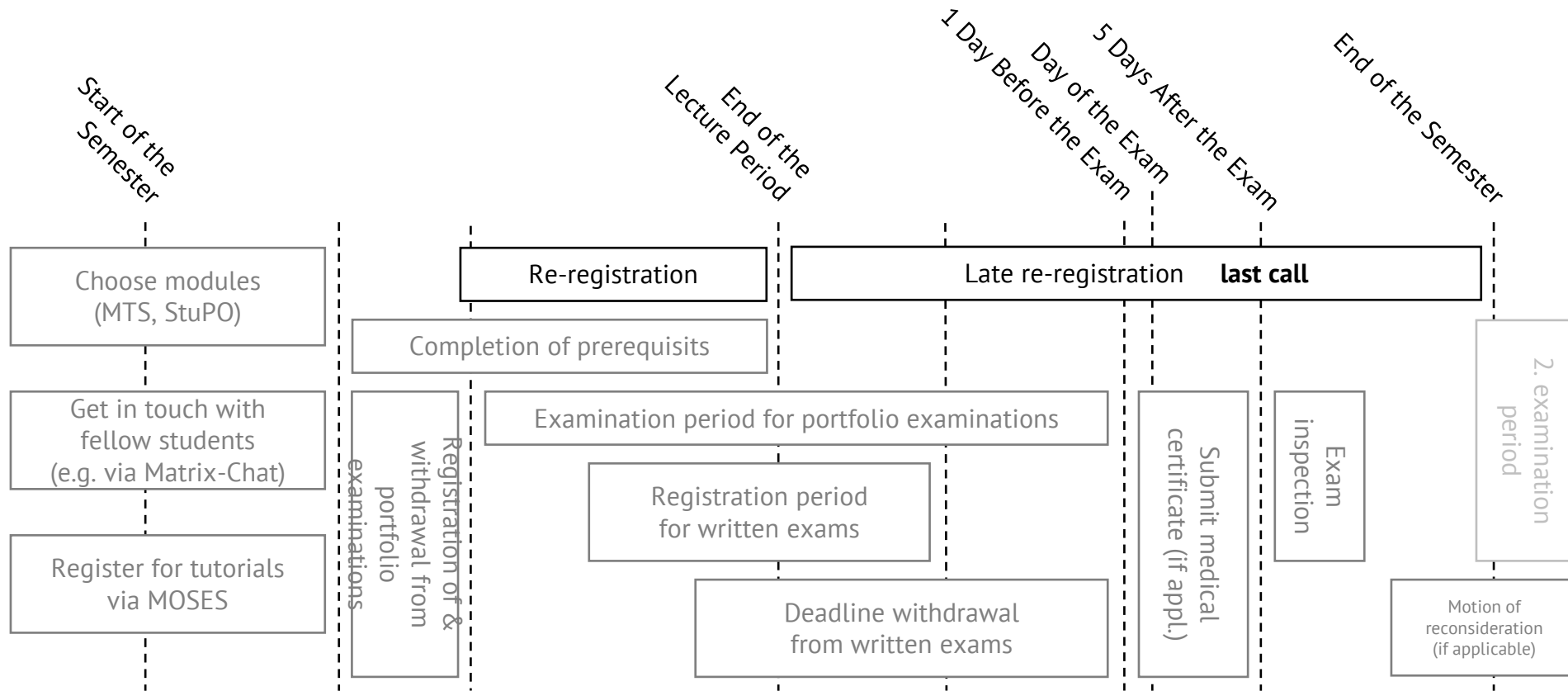
- 3 attempts, the last one is oral
- compulsory optional and optional modules can be exchanged:
  - within the standard period of time multiple times
  - after the standard period of time only once each
  - by submitting the [form](#) to the examination office BEFORE registering the replacement exam



# Free Shot

- **Every failed attended examination attempt does not count at the moment** (until the end of the summer term 2021)
- Requirements:
  - You must attend
  - You must have failed (i.e. gotten a 5.0)
  - You must not have been caught cheating

# Re-Registration





# Re-Registration



- without penalty fee: until **17.07.2021**
- with penalty fee: until **30.09.2021**



Startseite

Willkommen IT-Dienste Studium Meine Daten IT-Anträge Lehre und Lernen Informationen

Notenbescheinigung leer?  
RSS-Feed für SAP-Portal-News  
Vor 72 Tagen

IT-Dienste

Softwareportal	Gebäudeverwaltung	print@campus	Liste Rollenverwalter und I...	Personensuche
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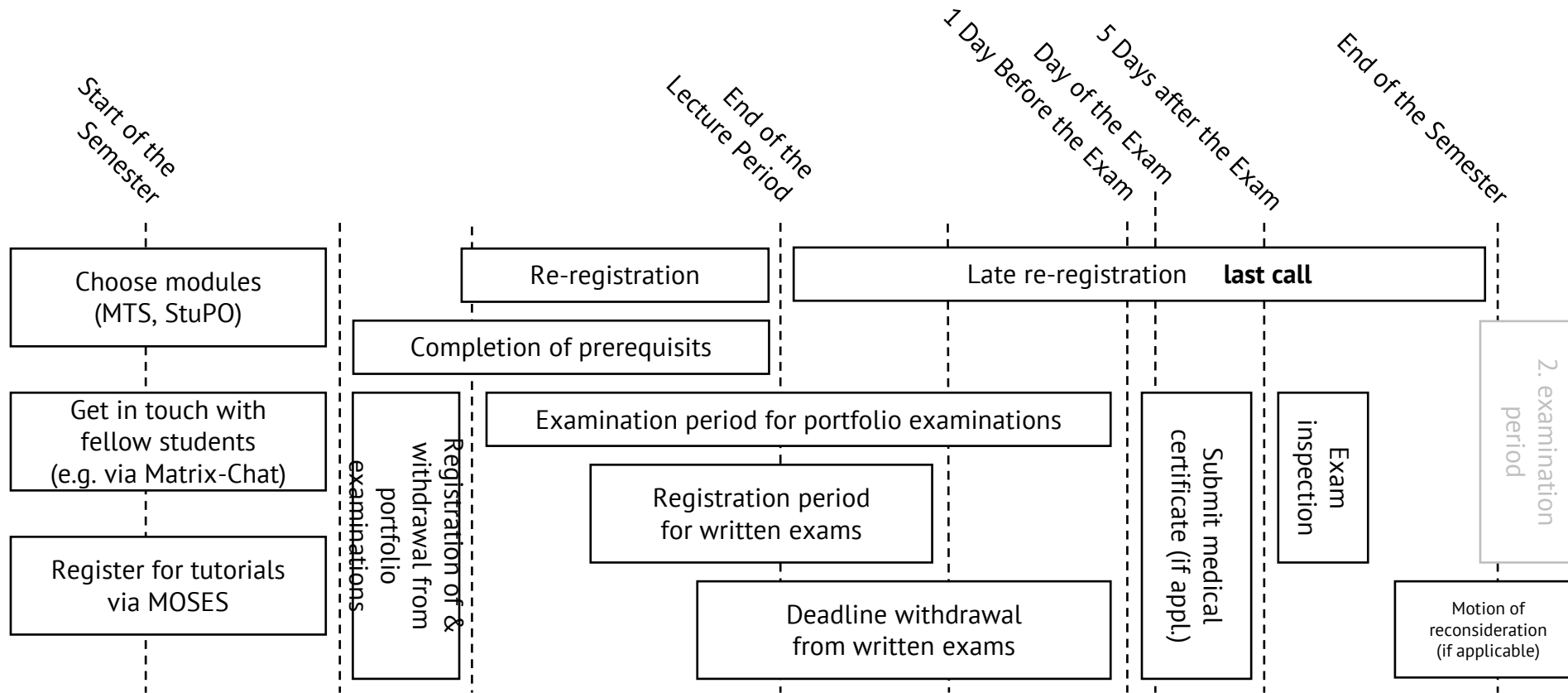
Studium

Persönliche Daten	Bescheide und Bescheinigungen	Antrag stellen	Immatrikulation und Rückmeldung	Dokumente hochladen	Zahlungsübersicht	Meine Bankverbindungen aktuell und frühere	Prüfungen QISPOS
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Meine Daten

Mein Profil	mTAN	TOTP
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# And then it all starts again





# IT-Services and Software

# Tools for Online (Team-)Work





# Software



MATLAB®





# Who to talk to

# Freitagsrunde



[freitagsrunde.org](http://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

# Faculty IV



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

# AStA – The General Students' Committee



- [asta.tu-berlin.de/en/](http://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

# 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

# Universitätsbibliothek Library



[ub.tu-berlin.de](http://ub.tu-berlin.de)

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



# Studierendenwerk



[stw.berlin/en/](http://stw.berlin/en/)

- [counseling](#)
  - Psychological-psychotherapeutic counseling
  - [Counseling on study financing](#)
  - Counseling on academic writing
- [Culture](#)
- Cafeterias, currently Foodtruck, [cafeteria cooking show](#)
- Student housing
- ...



# Tips & Tricks

# The Academic Quarter



- **Pay attention to starting times!**
- Lectures, study groups, tutorials usually start c.t. (cum tempore – with time), which means **15 minutes past the full hour**
- **Examinations** usually start s.t. (sine tempore – 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
- *#UrgentIsNotASubjectLine*
- Be polite, there are people at the other end



# Office Hours

- Ask your teaching staff 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





# Be Self Aware

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

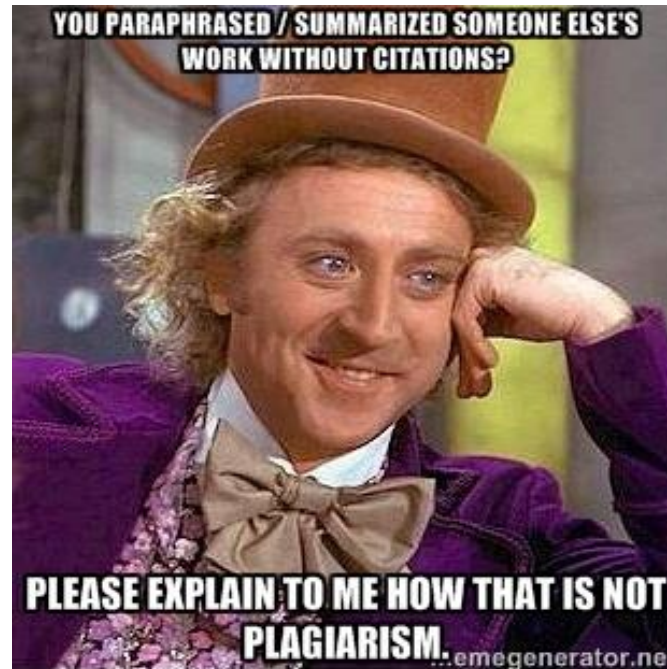


# Compensation for Disadvantages

- Is meant 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



- *Don't*
- *You're masters 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

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

## Outline

<b>I. General Section</b>
Section 1 – Scope of Application
Section 2 – Entry Into Force / Expiry
<b>II. Objectives and Organization of Studies</b>
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
<b>III. Requirements and Conduct of Examination</b>
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

# #Corona

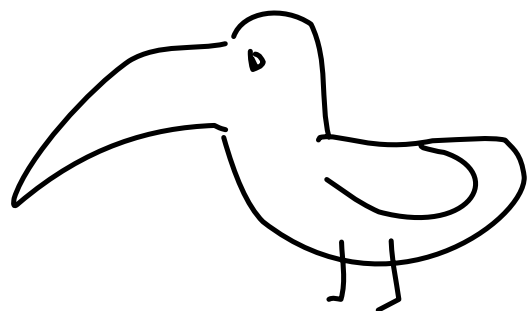


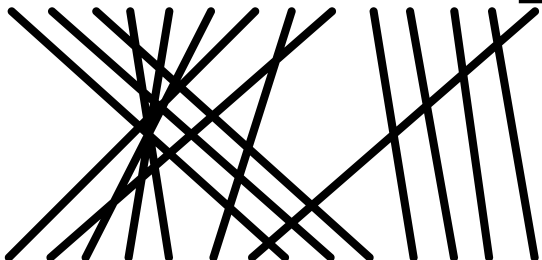
- [General Corona Information for All Members of TU Berlin](#)
- [Current information from the Examination Office](#)
- [Current information from the Office of Student Affairs](#)

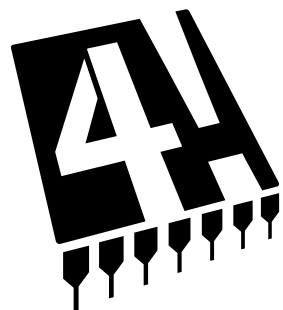


# The Final Word

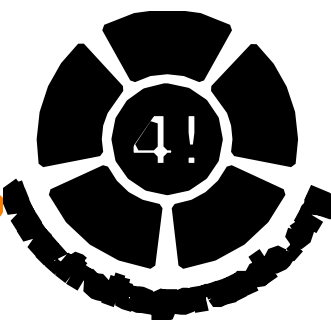
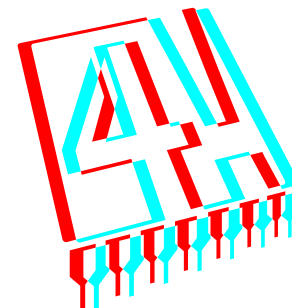




FREITAGSRUNDE  
  
GRATIS\_FREUNDE



# Freitagsrunde





# Freitagsrunde



- [www.freitagsrunde.org](http://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

★A 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.



Welcome at Faculty IV  
Enjoy your Time



# HowTU Studium

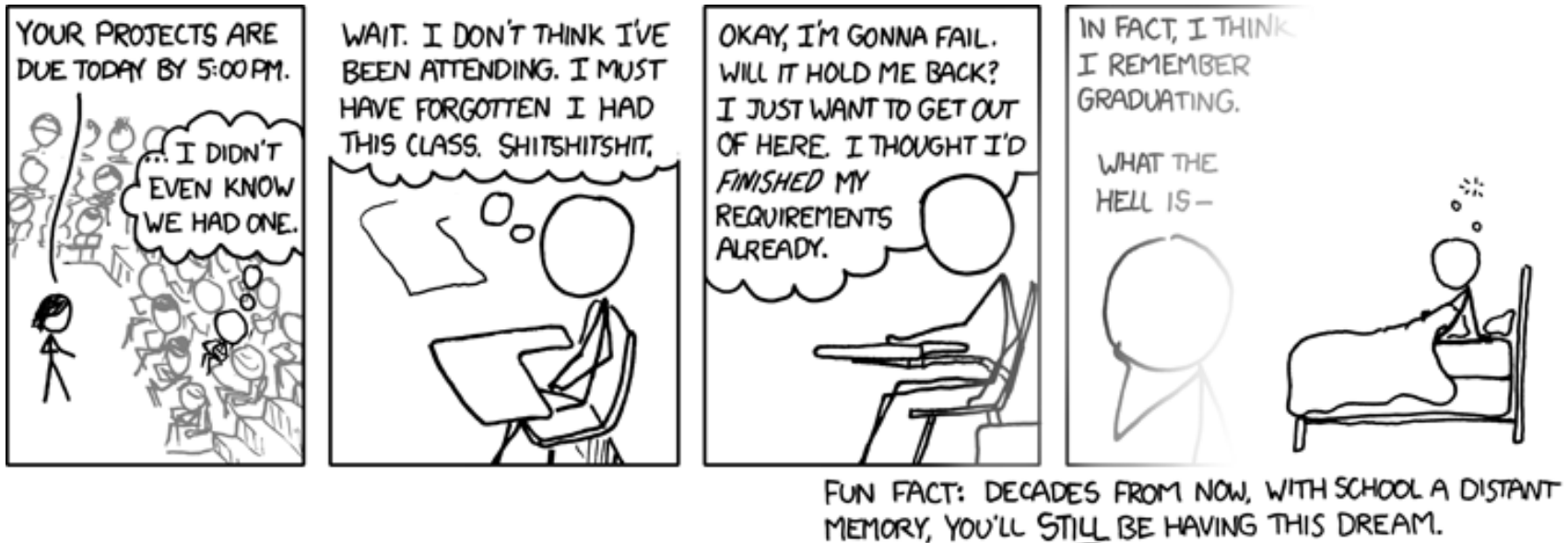


Bild: <http://xkcd.com/557/> von Randall Munroe, CC BY-NC 2.5