HowTU Study

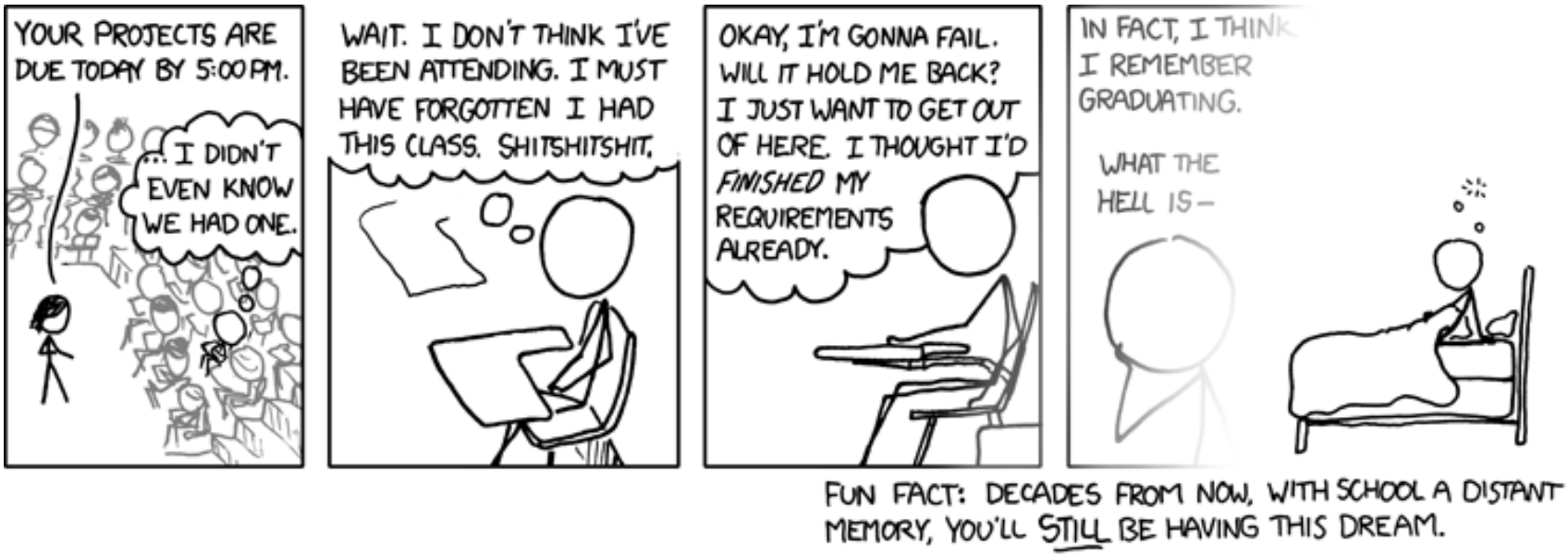


image credit: http://xkcd.com/557/ by Randall Munroe, CC BY-NC 2.5

The recording of this talk will be available on YouTube.

DON'T PANIC!

HowTU Study

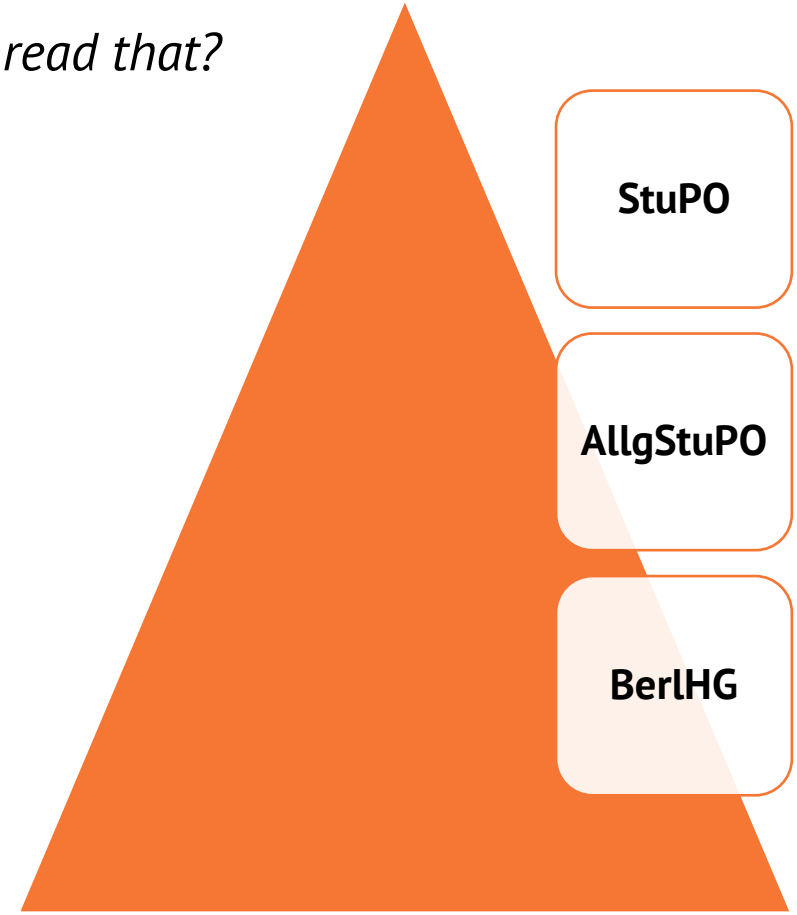
Introductory Event for Students at Faculty IV

Where to Find These Slides?

- with our long short link https://dz.freitagsrunde.org/?id=HowTUStudy
- on our document repository docs.freitagsrunde.org
- 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

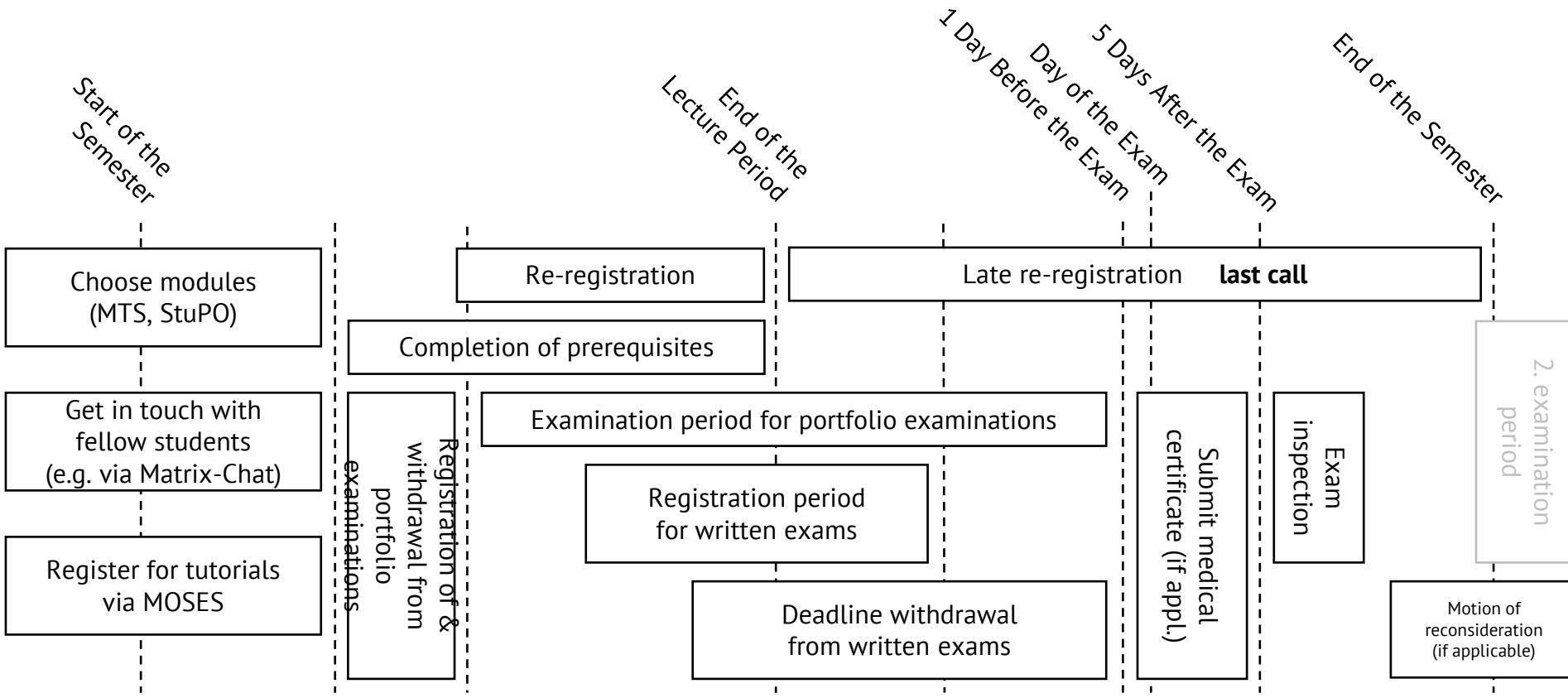
BerlHG — Studying in Berlin

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

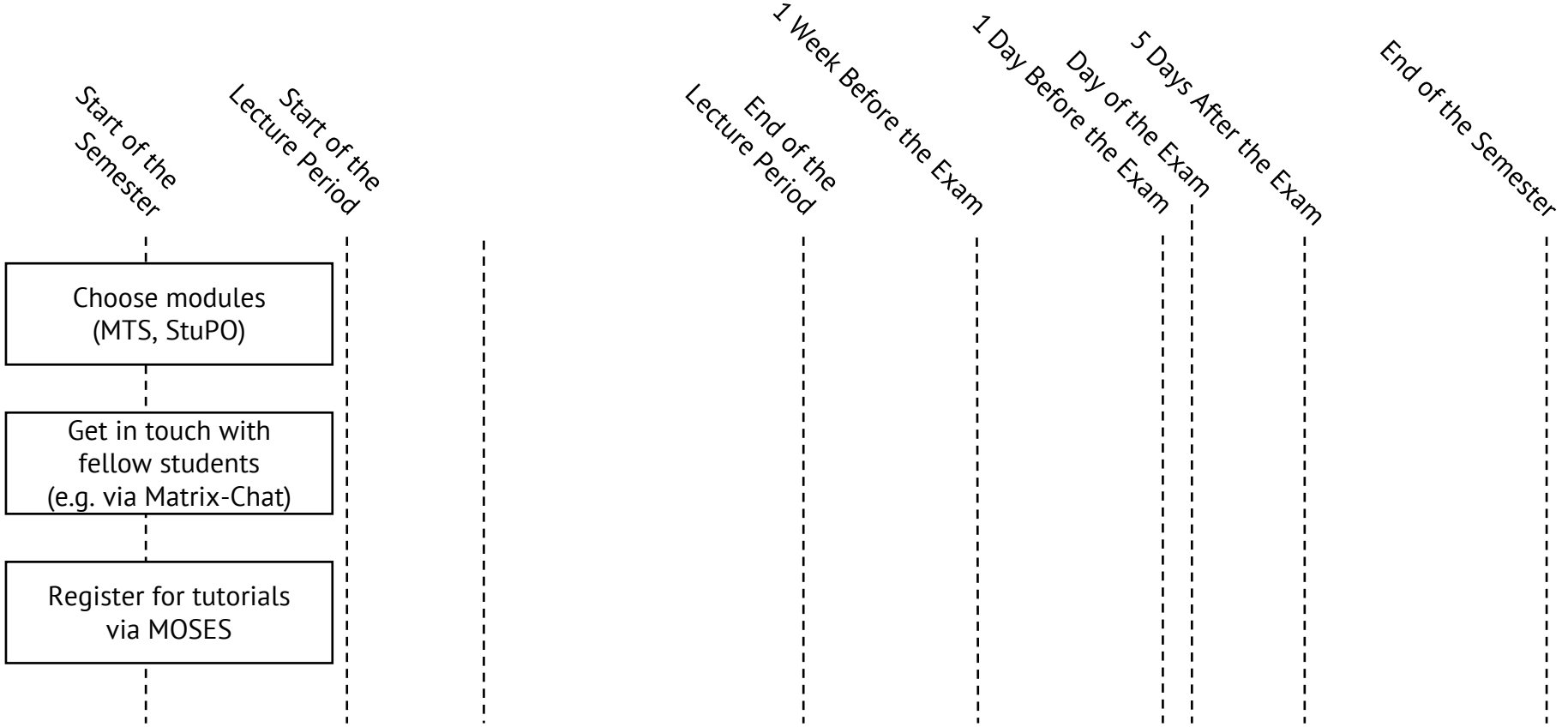


HowTU Office Hours

- 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

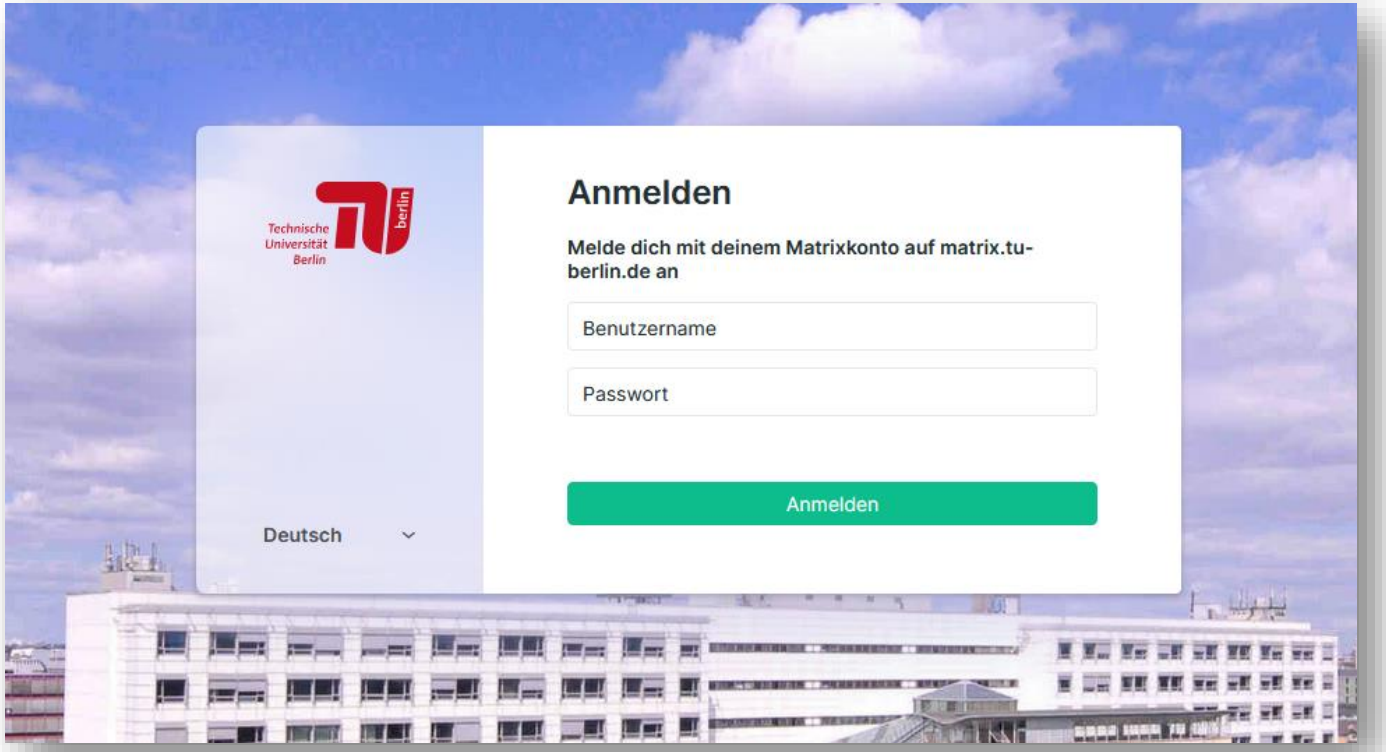


Email

exchange.tu-berlin.de

- **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/

Mail address of the office of examination

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

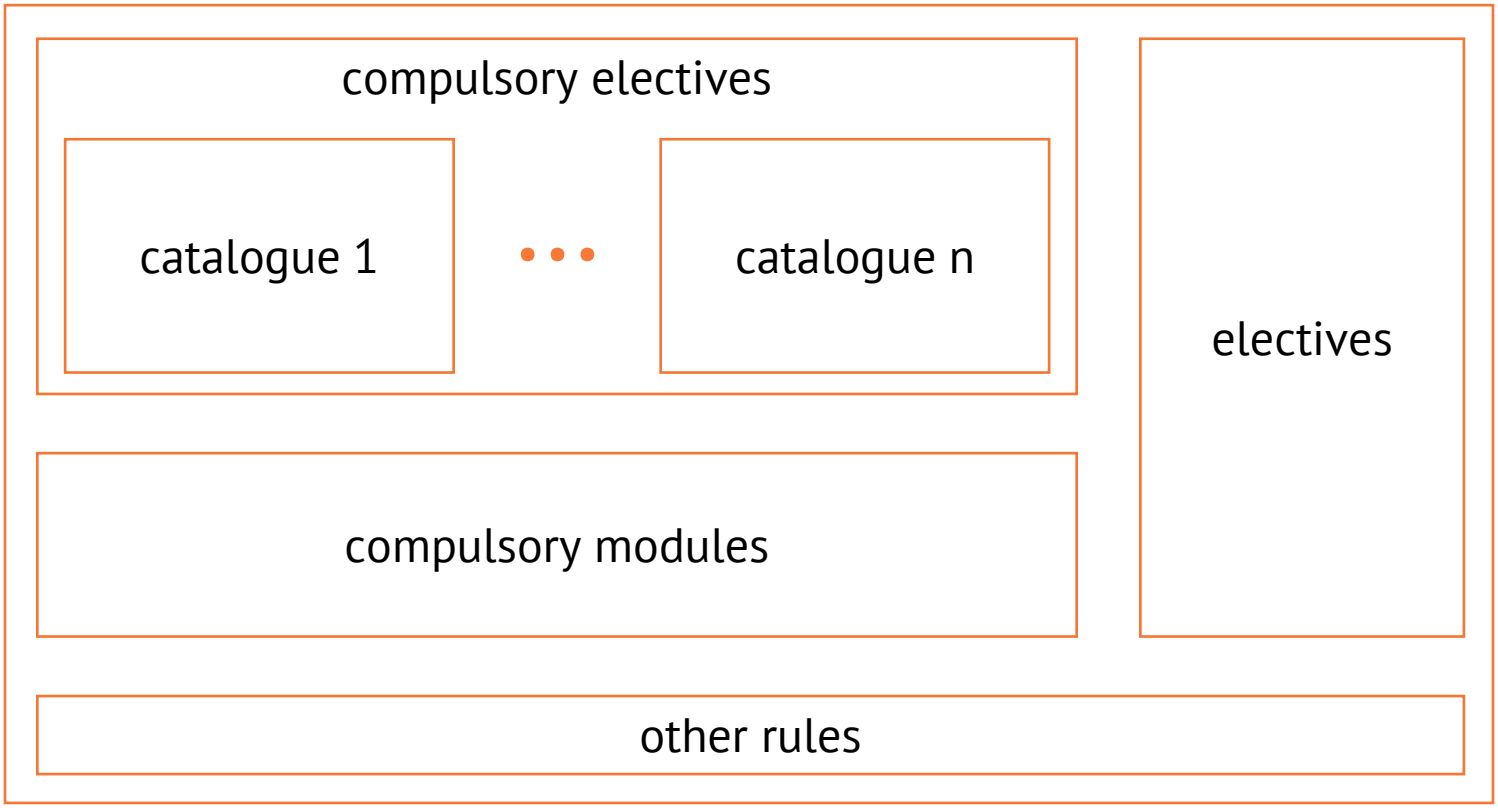
Email addresses

ib4@pruefungen.tu-berlin.de

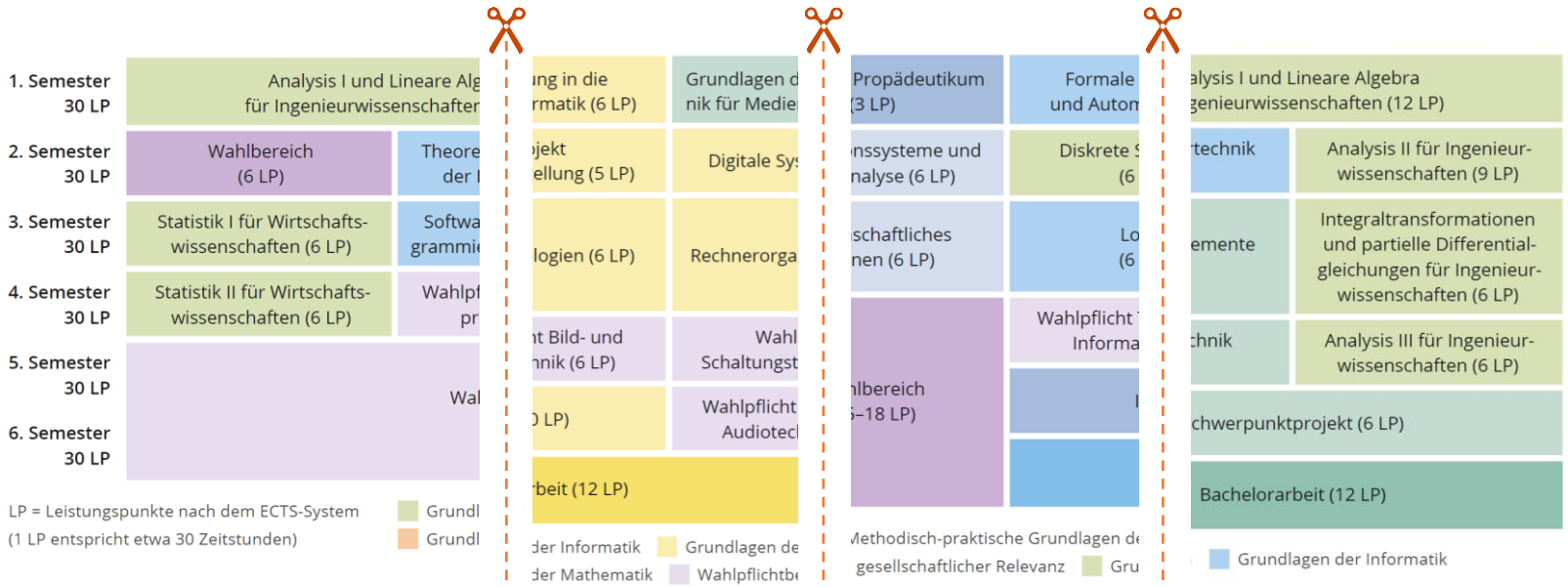
replace the „4“ with the appropriate team number

Timetable

What is a Degree Program?

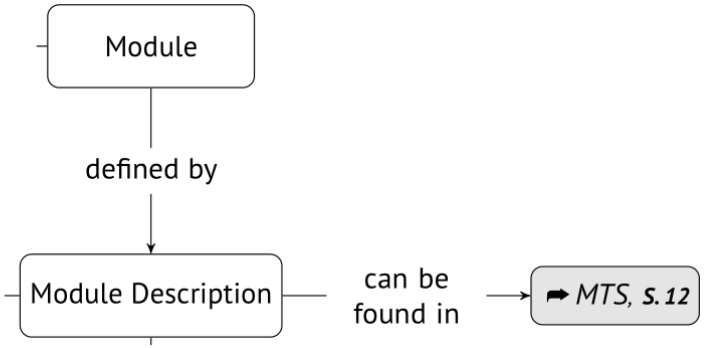


Recommended Degree Schedule

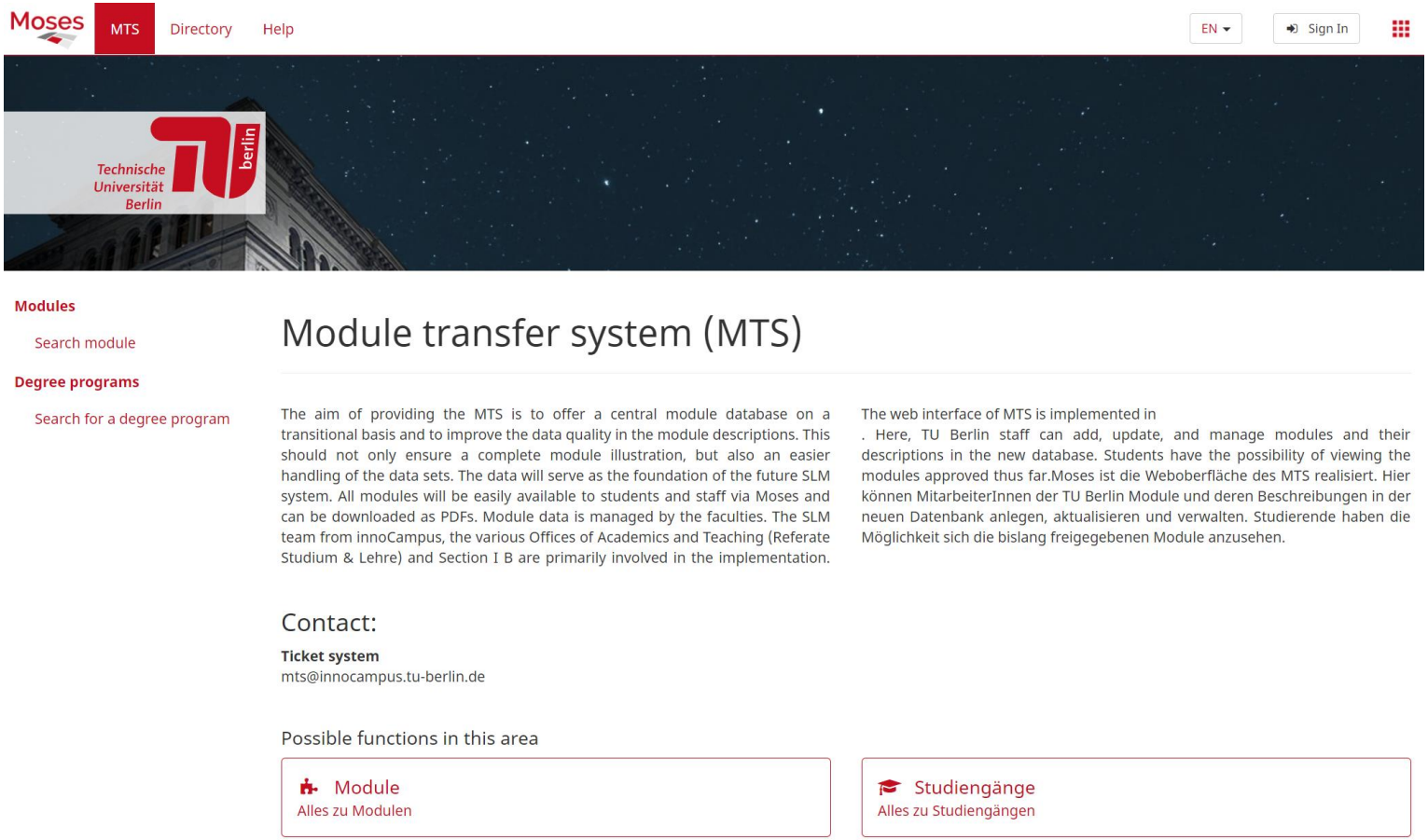


Snippets from degree schedules from a few of our Bachelor degrees.
Check the one for your degree!

What does a Module Consist of?



Module Database MTS



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/

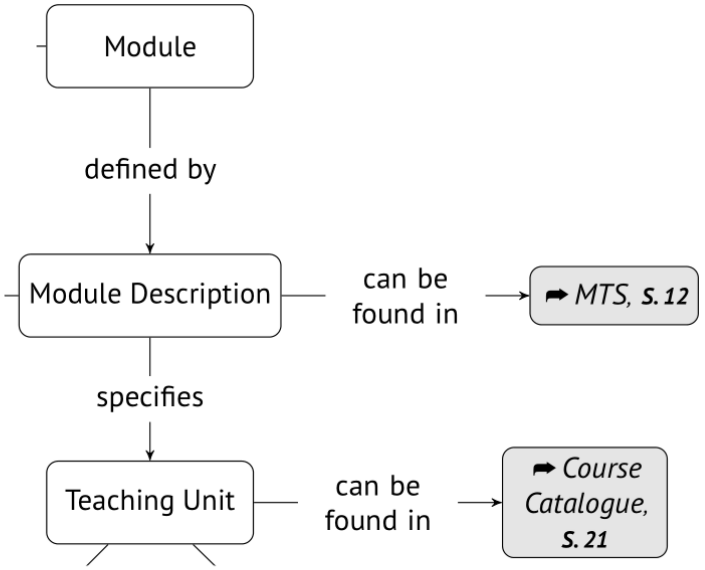
POS links:

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

Learning Outcomes

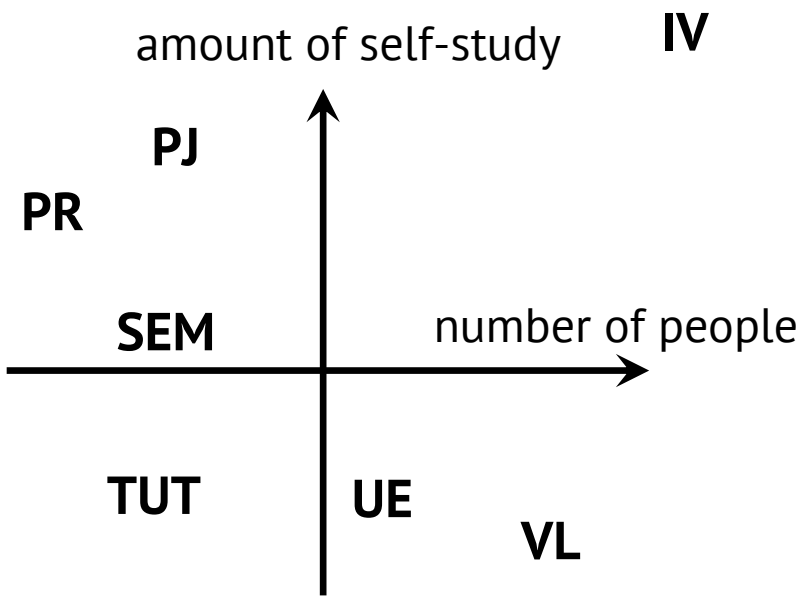
No information

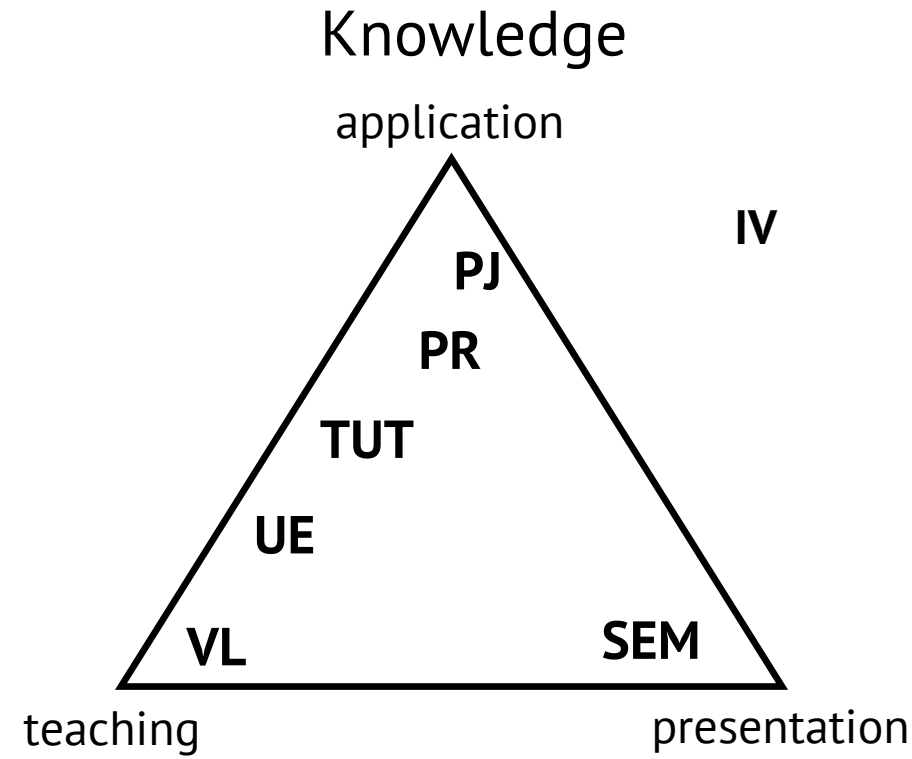
What does a Module Consist of?



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)

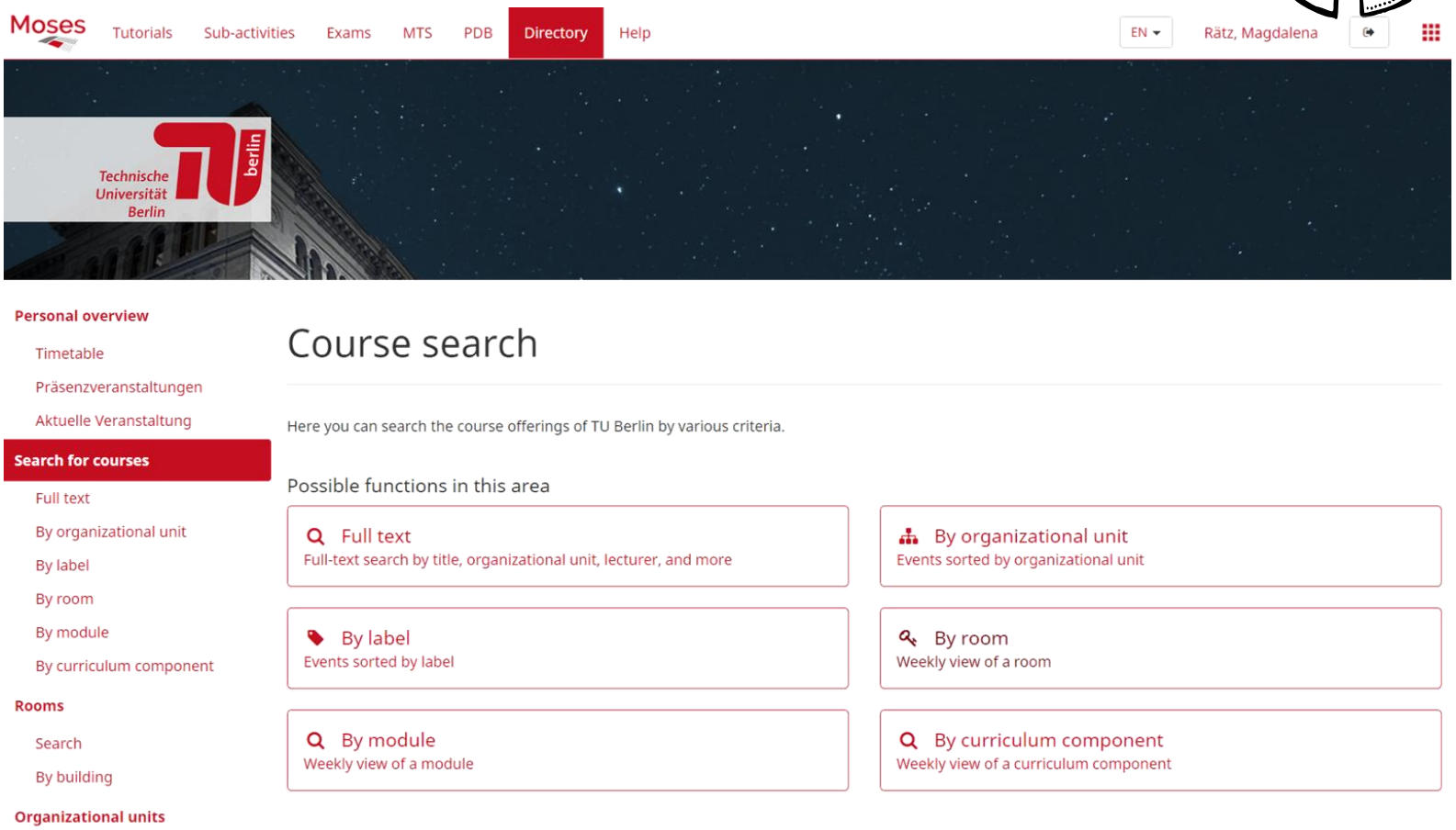
Analysis I für Ingenieurwissenschaften (UE):

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)

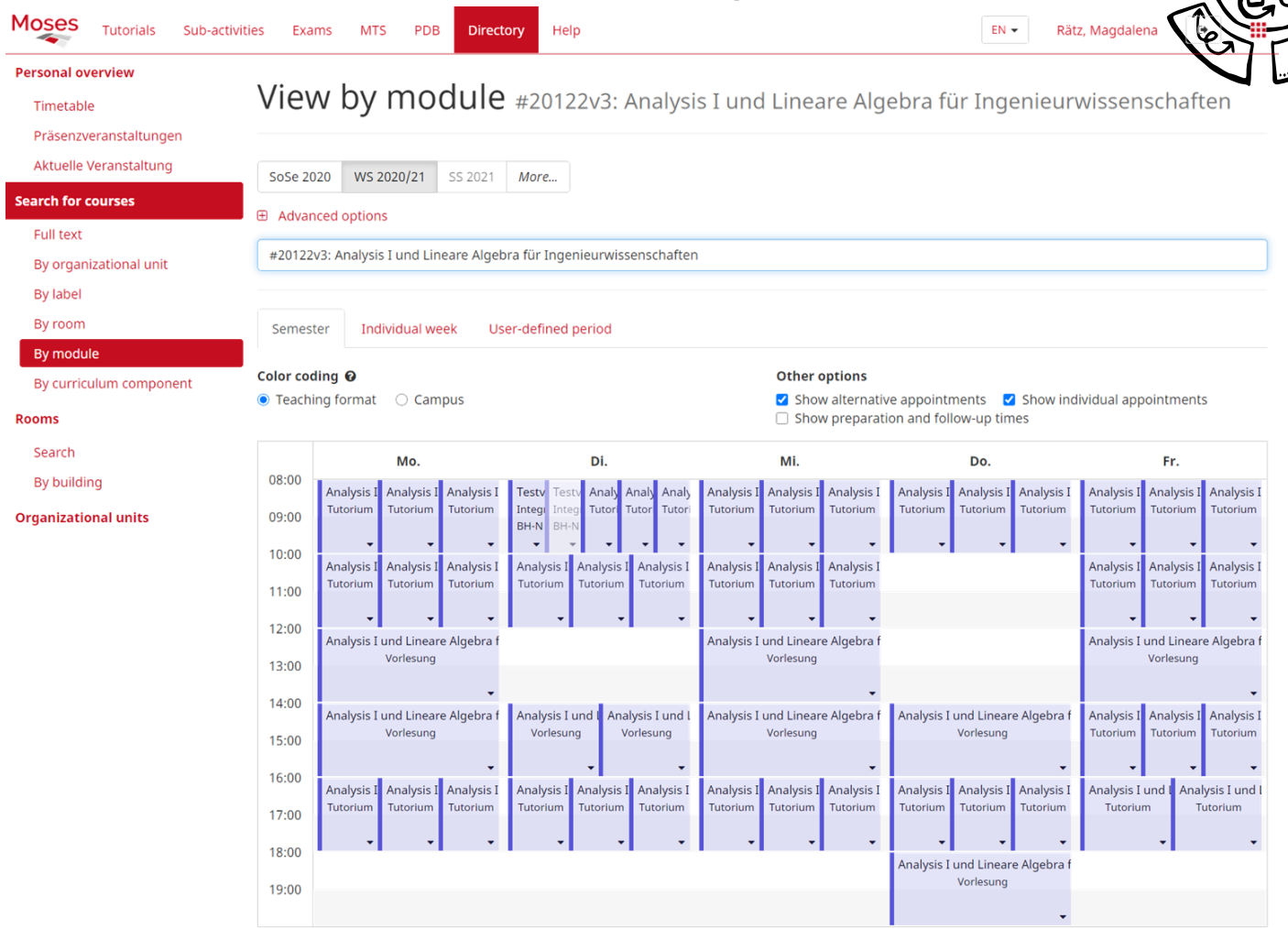
Course-independent workload:

Workload description	Multiplier	Hours	Total
No information	1.0	30.0 hours	30.0 hours
			30.0 hours(~1 credit points)

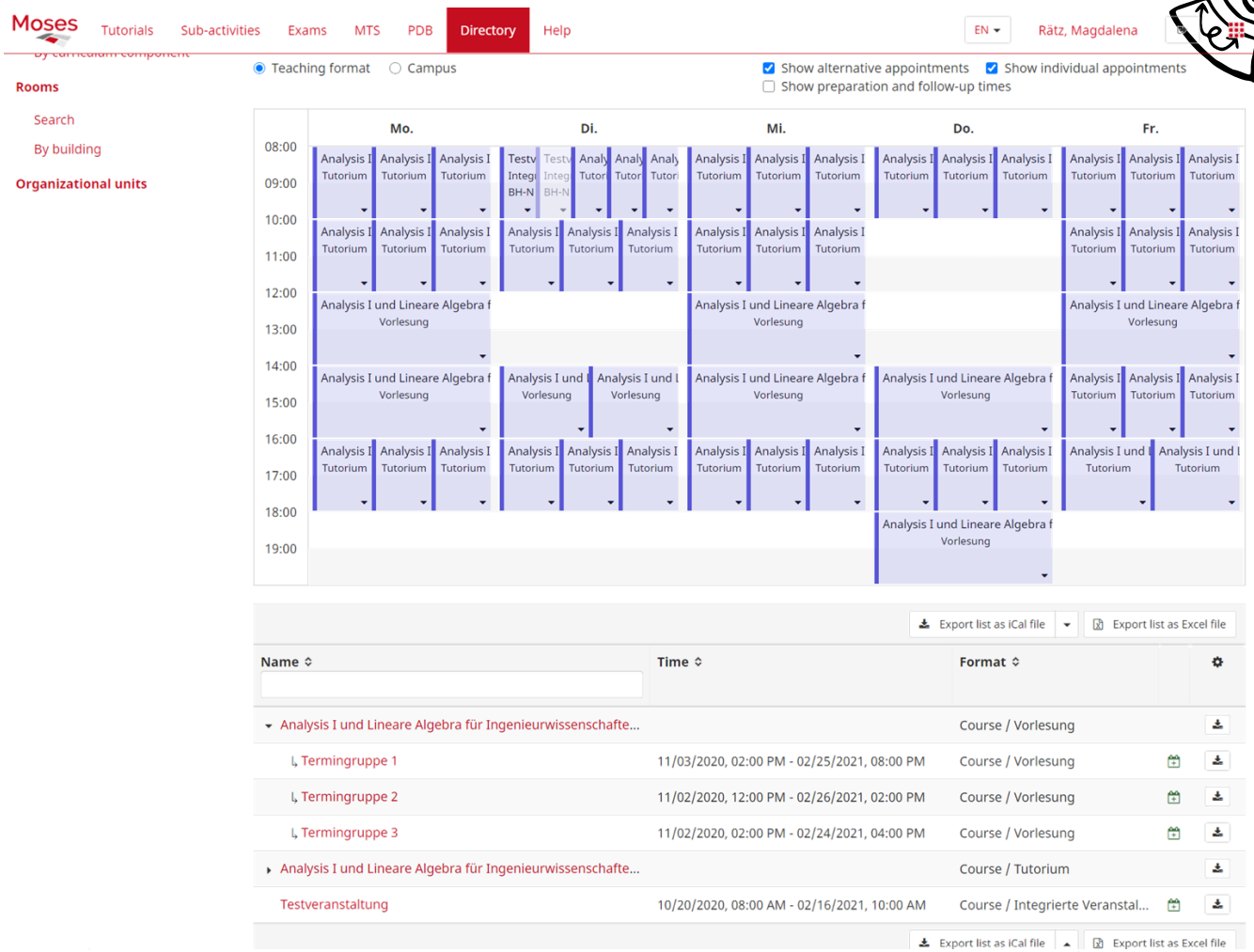
Course Directory



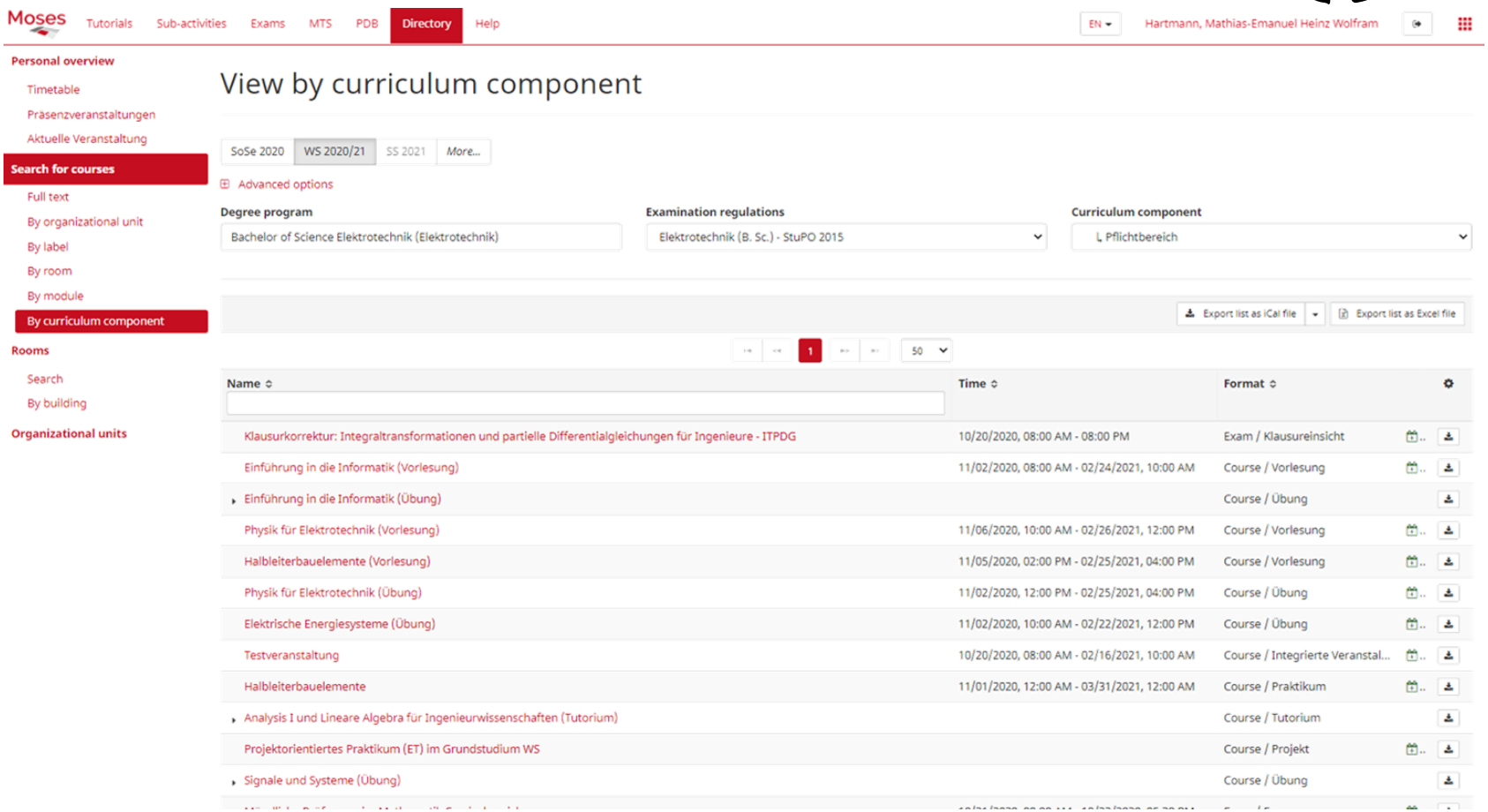
Course Directory



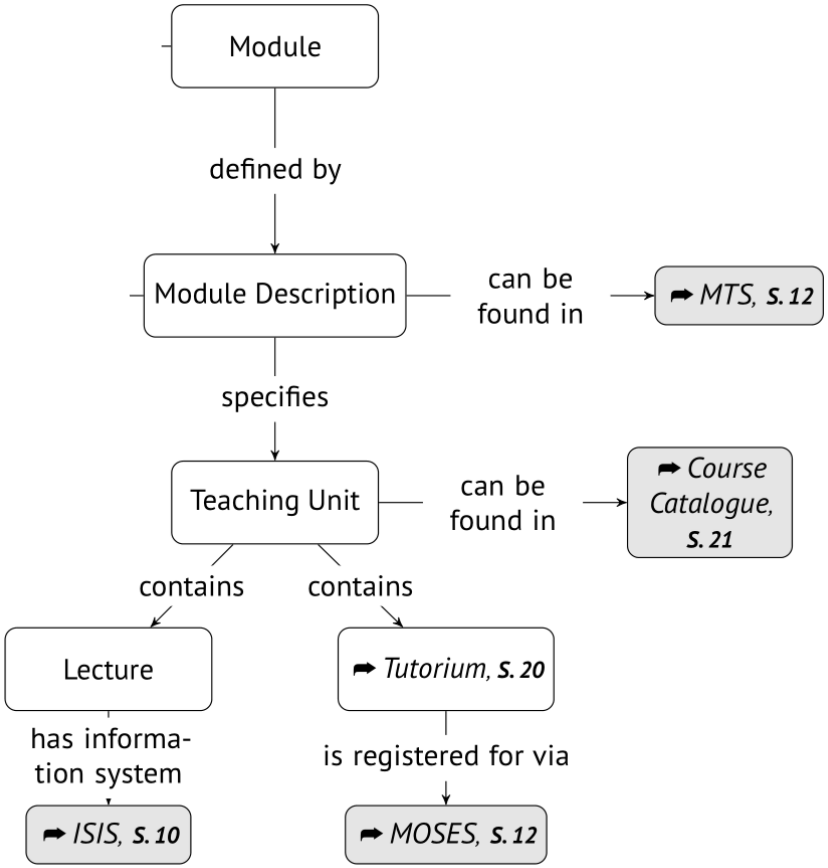
Course Directory



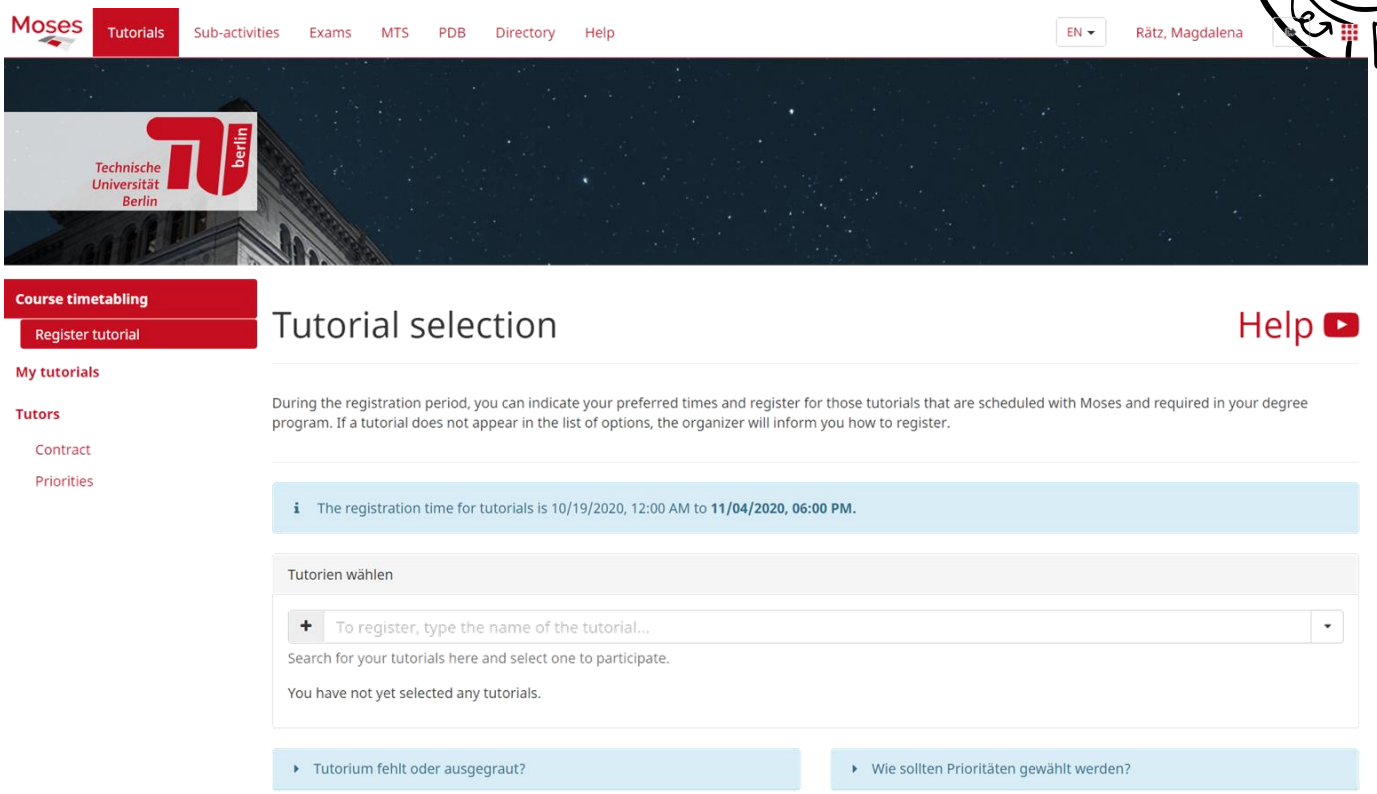
Course Directory



What does a Module Consist of?

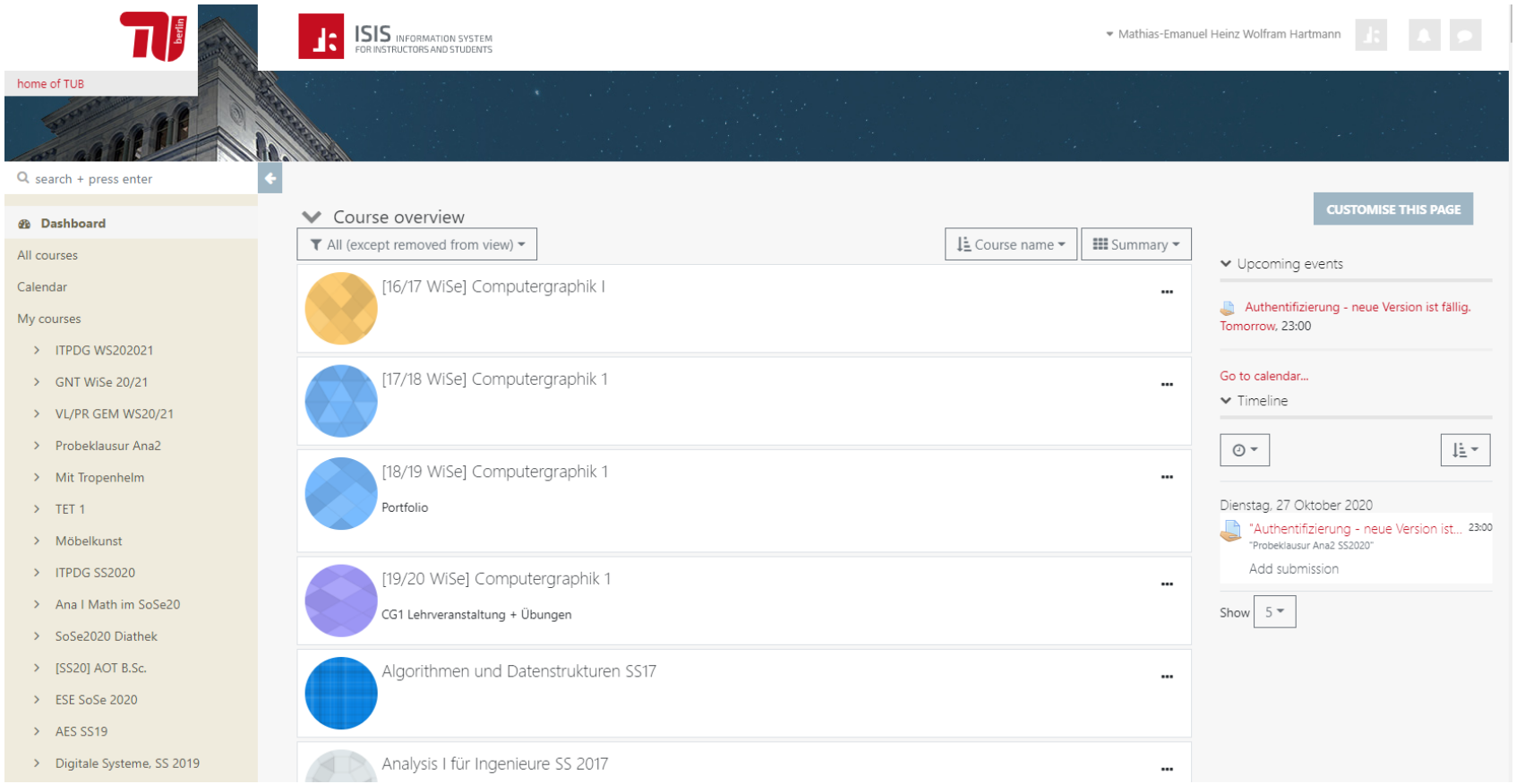


Tutorials



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

ISIS

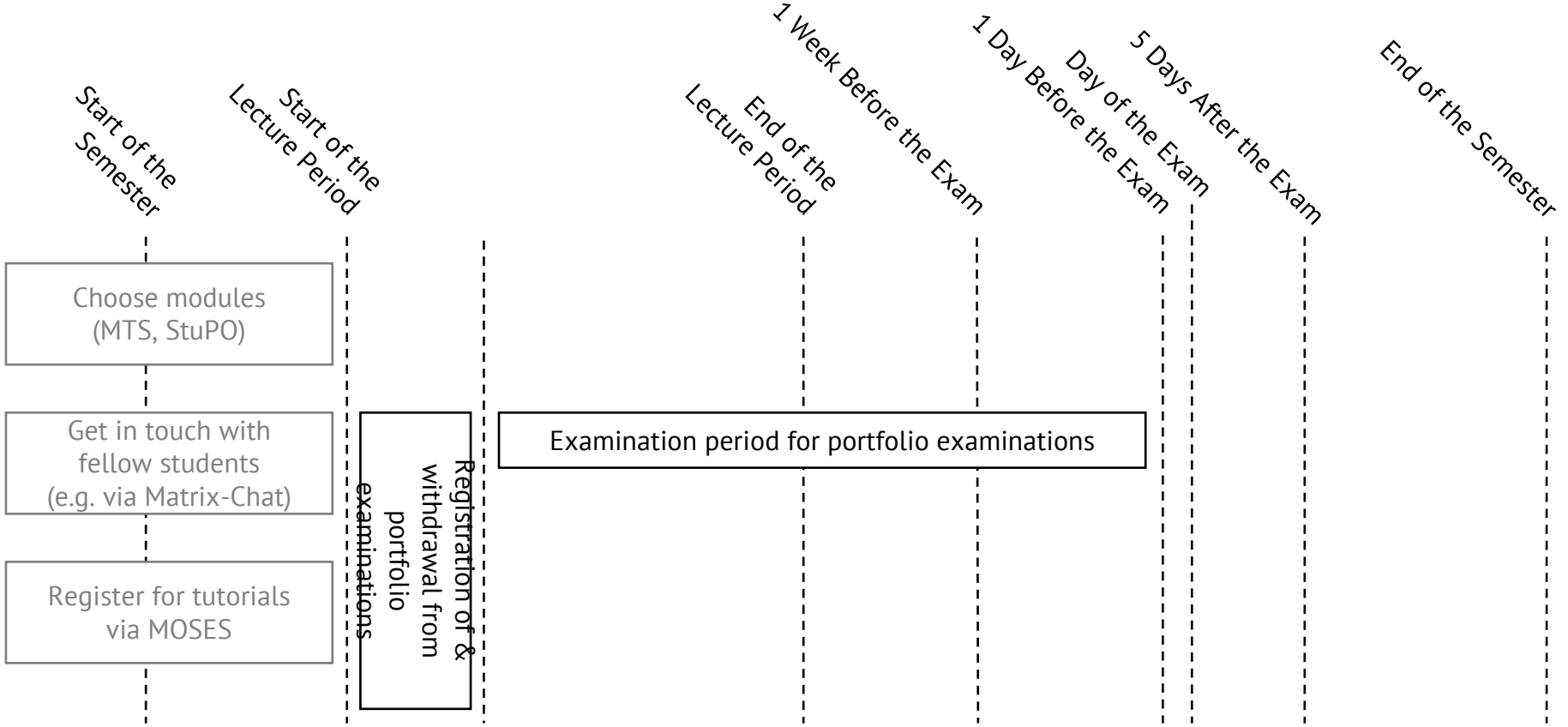

ISIS INFORMATION SYSTEM FOR INSTRUCTORS AND STUDENTS
Mathias-Emanuel Heinz Wolfram Hartmann
home of TUB
search + press enter
Dashboard
All courses
Calendar
My courses
ITPDG WS202021
GNT WiSe 20/21
VL/PR GEM WS20/21
Probeklausur Ana2
Mit Tropenhelm
TET 1
Möbelkunst
ITPDG SS2020
Ana I Math im SoSe20
SoSe2020 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

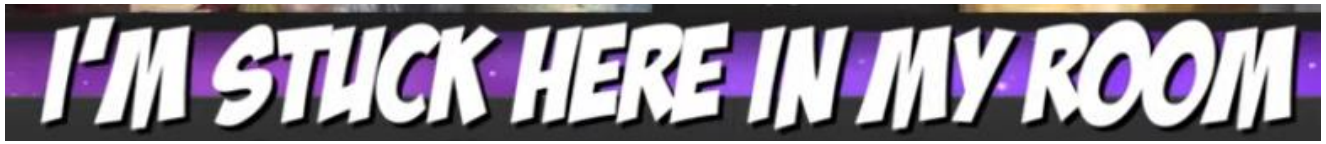
- Some courses require one
- Usually done via ISIS, sometimes extra tools
- Never done via MOSES Course Directory
- Tutorials have an extra registration on MOSES (see previous)

Lecture Period

The Digital Semester



Zoom Zoom Zoom Zoom



- 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.

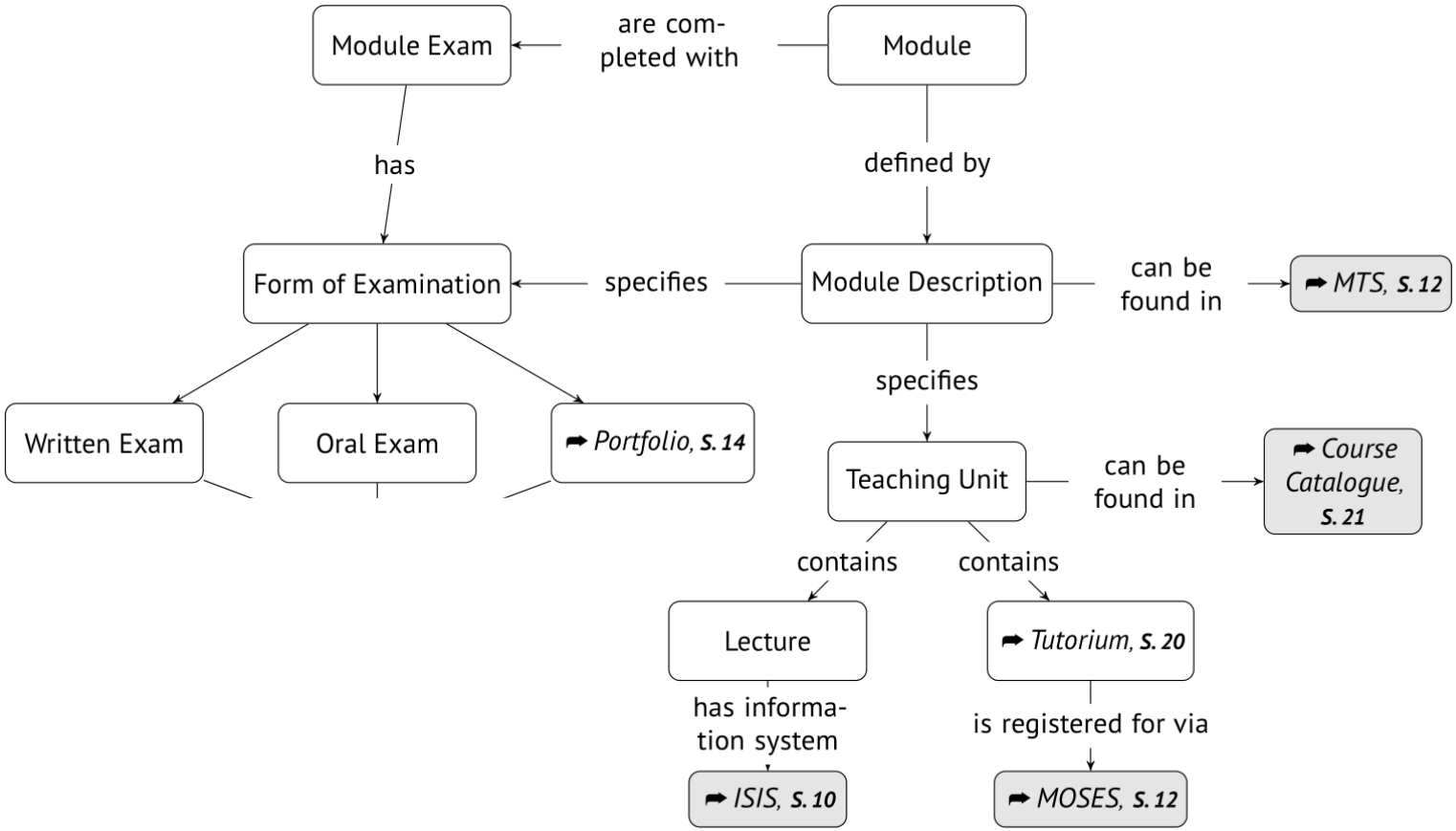
„Don‘t be an asshole, don‘t show your asshole.“

Group Projects

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

This Photo by Unknown Author is licensed under CC BY

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

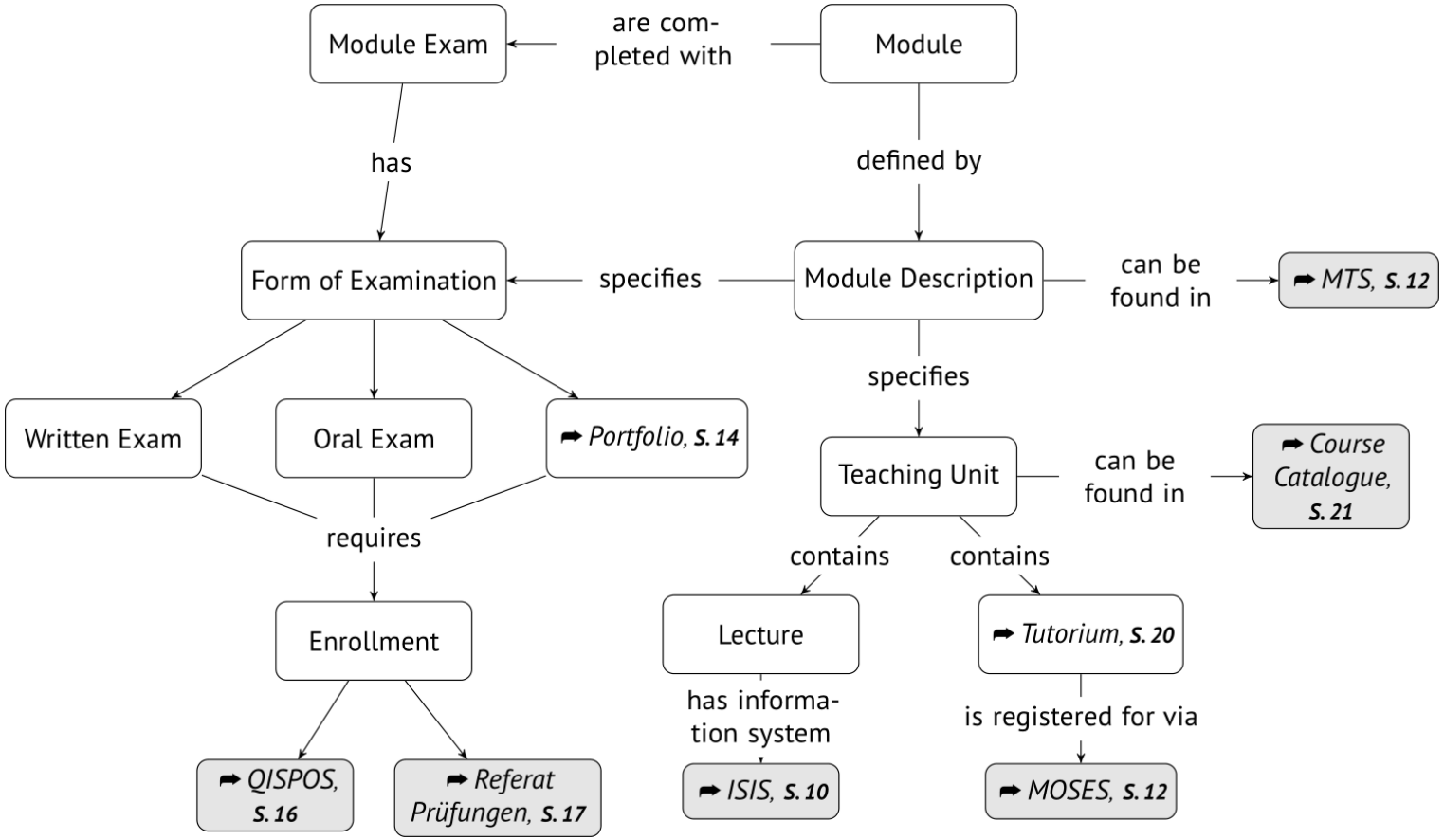
Literature

Portfolio Examinations

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

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

Matrikel-Numm
Matriculation numbe

☐ Frau / Mrs / Ms ☐ Herr / Mr

Name / Family name

Vorname / First name

Tel.

@

E-Mail

☐ **1. Fach/Modulp**
1st Examination

☐ **1. Wiederholur**
1st Repeat

☐ **2. Wiederholur**
2nd Repeat*

Letztmögliche Prüfu
§ 33 BerlHG von mi
berechtigten Perso

Fach / Modul (Subject):

☐ Pflichtmodul ☐ Wahlpflichtmodul

☐ Kernmodul __/__ ☐ Profilmodul __/__

☐ Anwendungsfach ☐ Nebenfach

☐ Schwerpunktmodul ☐ Ergänzungsmodul

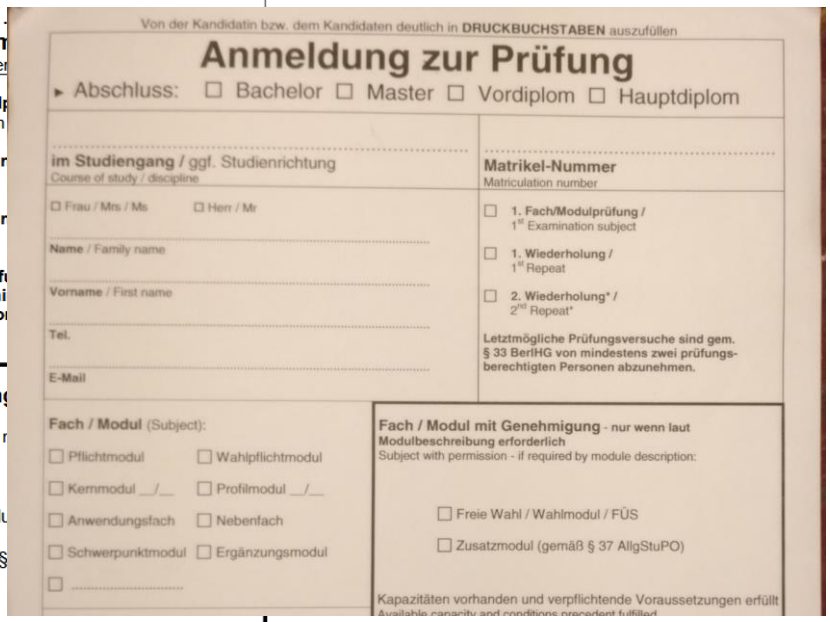
☐ .....

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

☐ Freie Wahl / Wahlmodu

☐ Zusatzmodul (gemäß §

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

Matrikel-Nummer
Matriculation number

☐ Frau / Mrs / Ms ☐ Herr / Mr

Name / Family name

Vorname / First name

Tel.

E-Mail

☐ **1. Fach/Modulprüfung /**
1st Examination subject

☐ **1. Wiederholung /**
1st Repeat

☐ **2. Wiederholung* /**
2nd Repeat*

Letztmögliche Prüfungsversuche sind gem. § 33 BerlHG von mindestens zwei prüfungsberechtigten Personen abzunehmen.

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

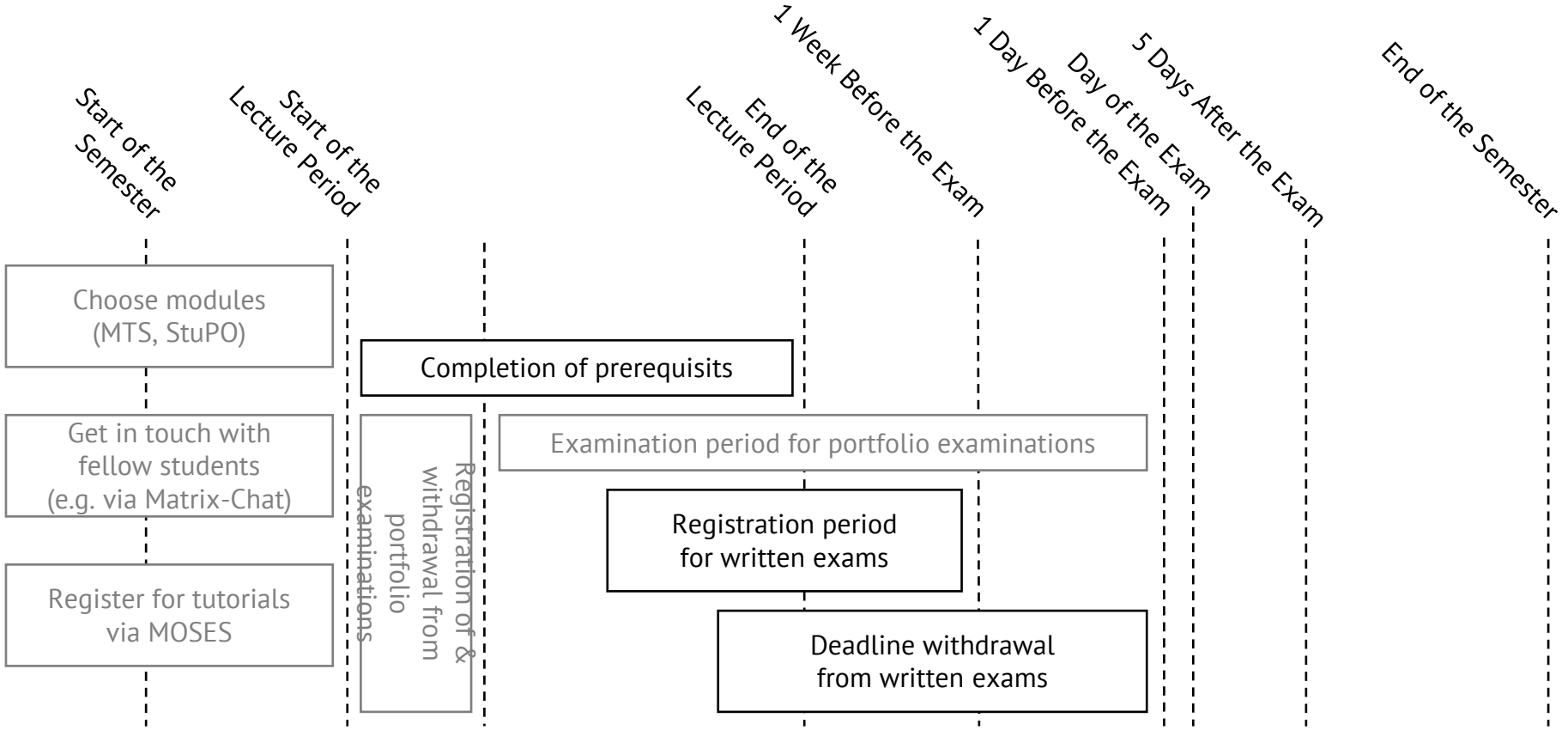
☐ Zusatzmodul (gemäß § 37 AllgStuPO)

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

Yes, it is paper. Yes, it is ~~2024~~ 2021.

Once the Lectures End

Examination Period



Written Exam

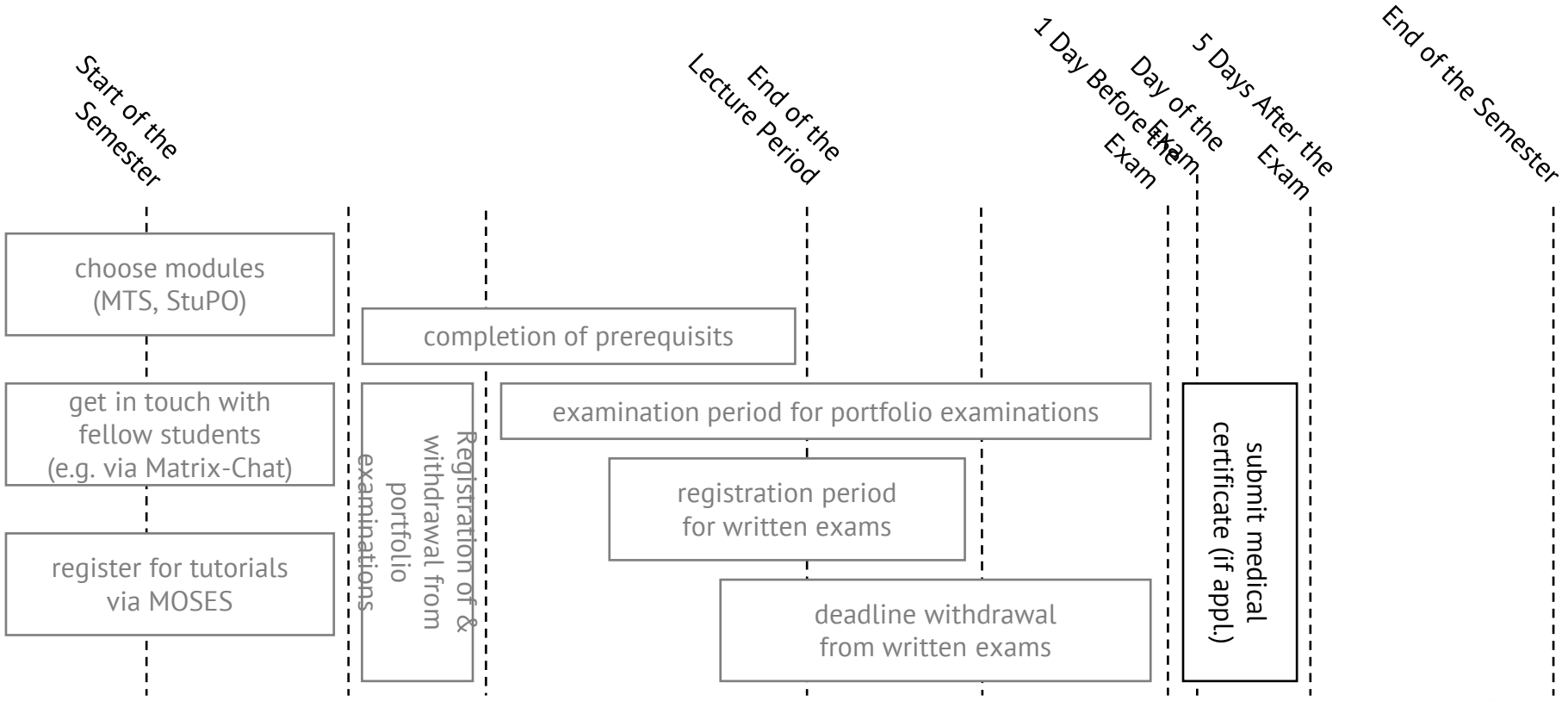
- 90 – 240 minutes long
- mandatory prerequisites for registering possible
  - e.g. through earning homework points

- registration until 1 week before the exam
- **deregistration** until **the day before the exam**

Exam Collection

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

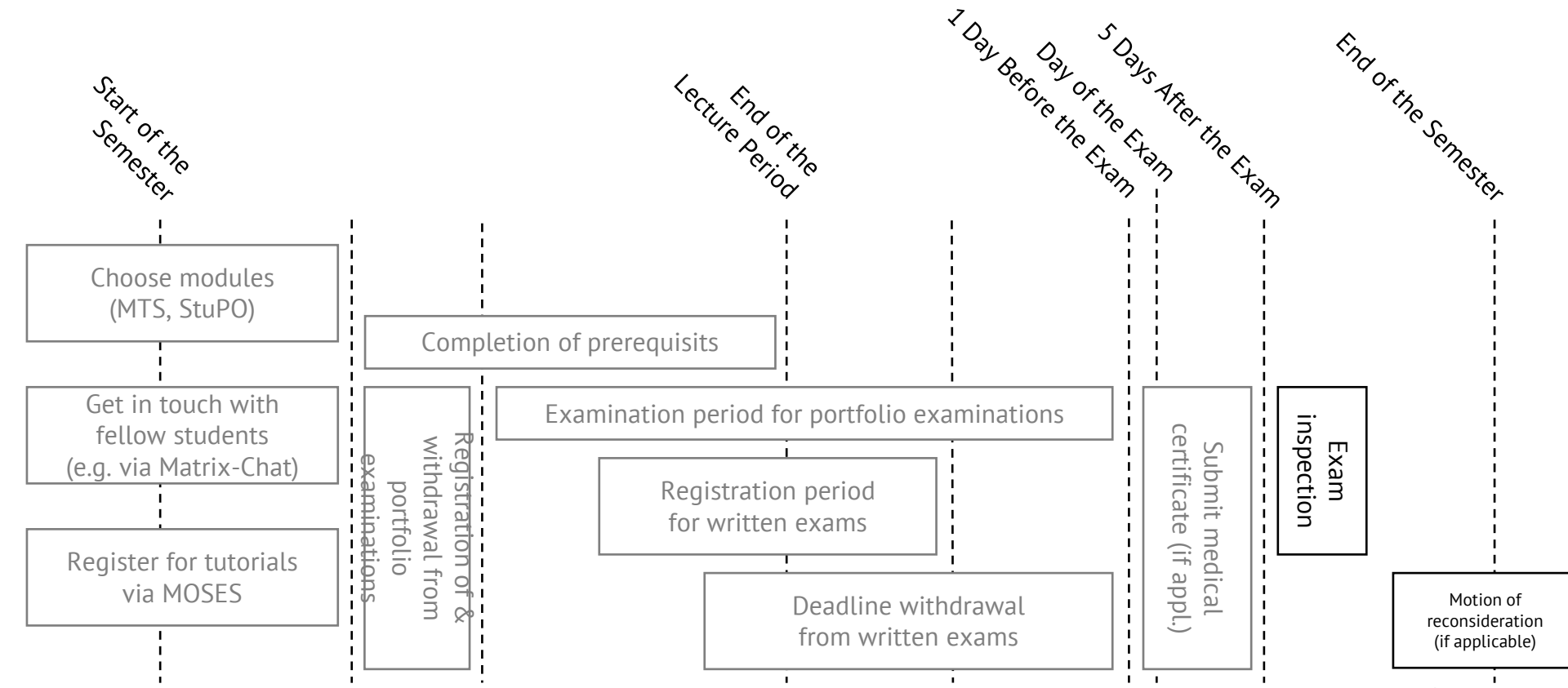
Deadline for Sick Note



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

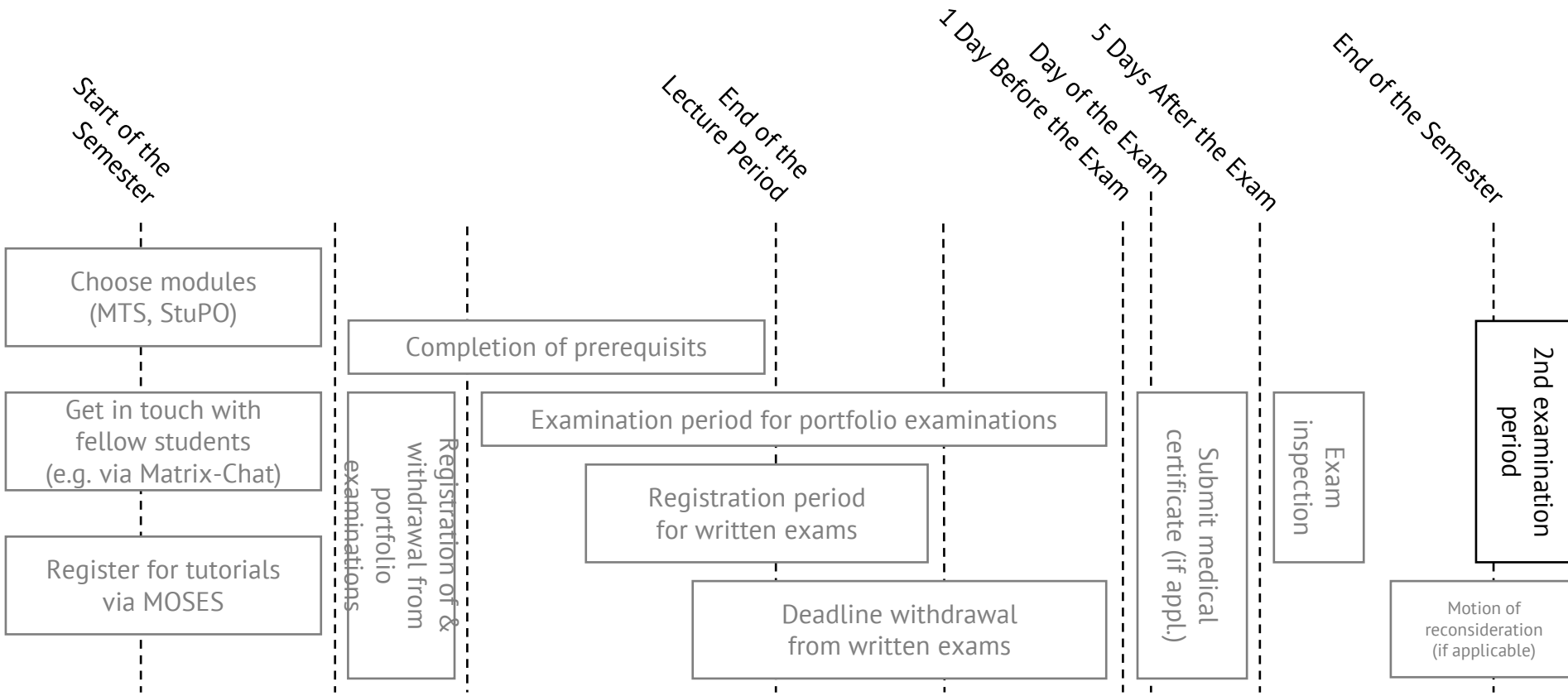
- Tip: **Always go there!**
  - If you cannot attent, then give a permission to someone else to go for you.

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

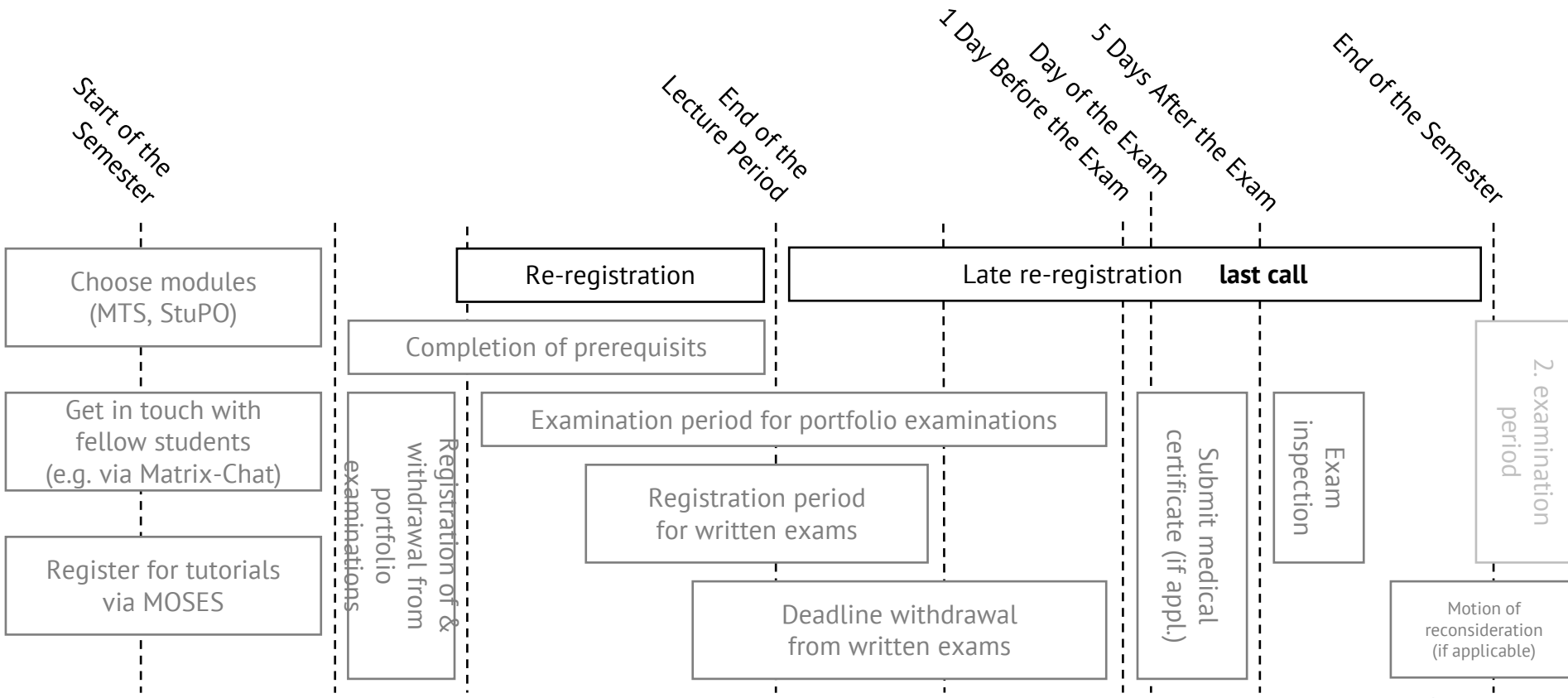
- 3 attempts, the last one is oral
- compulsory optional and optional modules can be exchanged:
  - within the standard period of time multiple times
  - after the standard period of time only once each
  - by submitting the form to the examination office BEFORE registering the replacement exam

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

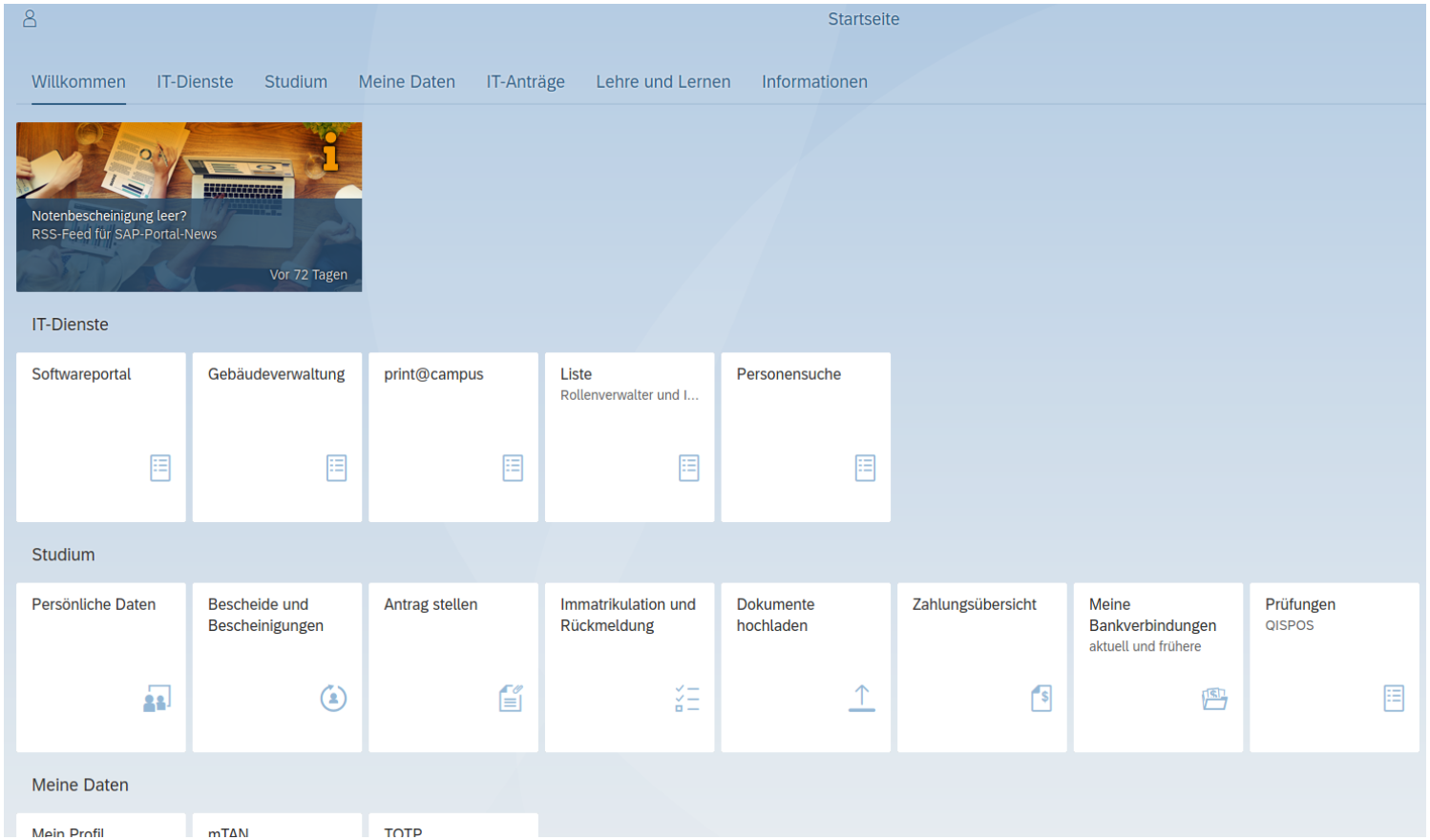


Re-Registration

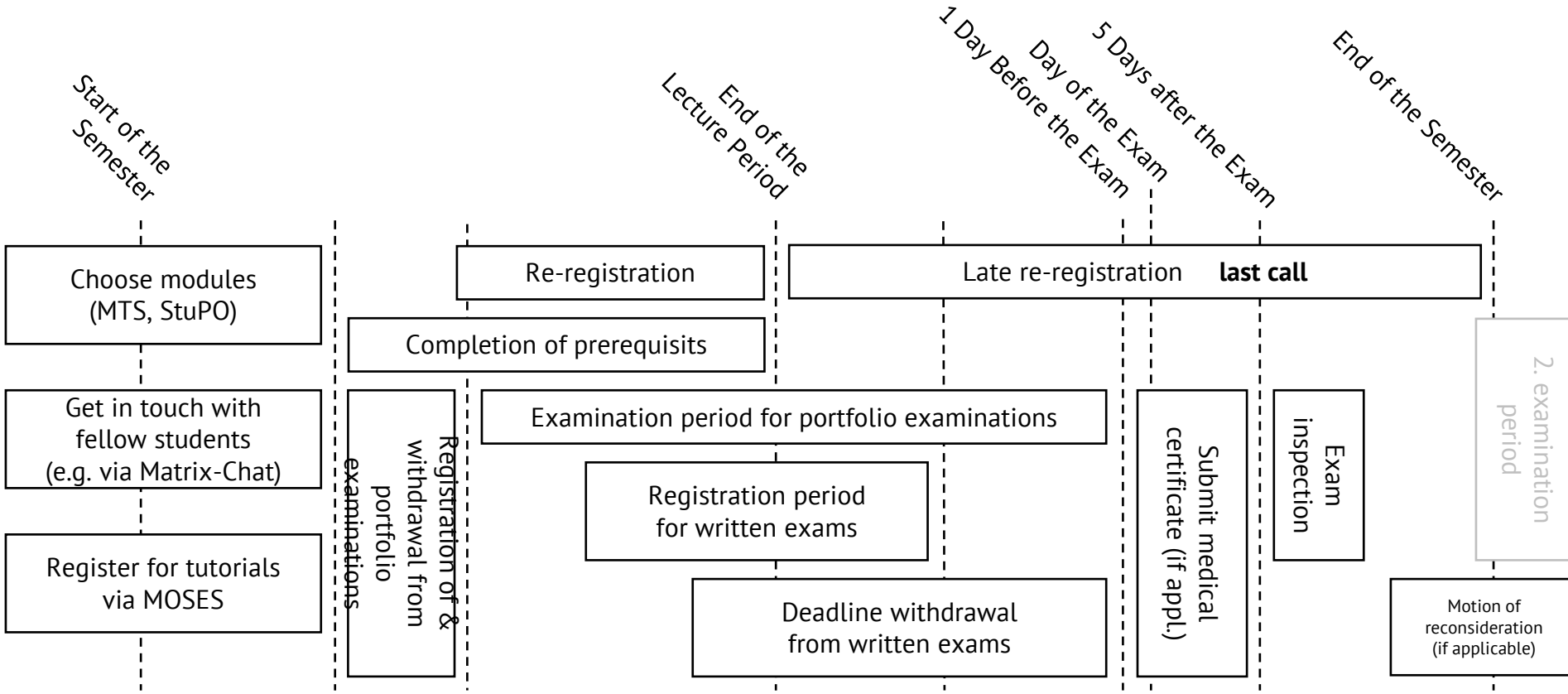
- without penalty fee: until **17.07.2021**
- with penalty fee: until **30.09.2021**

Shut Up And Take My Money! stil from the science fiction animated sitcom *Futurama* from 20th Television, episode *Attack of the Killer*

tuPORT


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
Studium
Persönliche Daten
Bescheide und Bescheinigungen
Antrag stellen
Immatrikulation und Rückmeldung
Dokumente hochladen
Zahlungsübersicht
Meine Bankverbindungen
aktuell und frühere
Prüfungen
QISPOS
Meine Daten
Mein Profil
mTAN
TOTP

And then it all starts again



IT-Services and Software

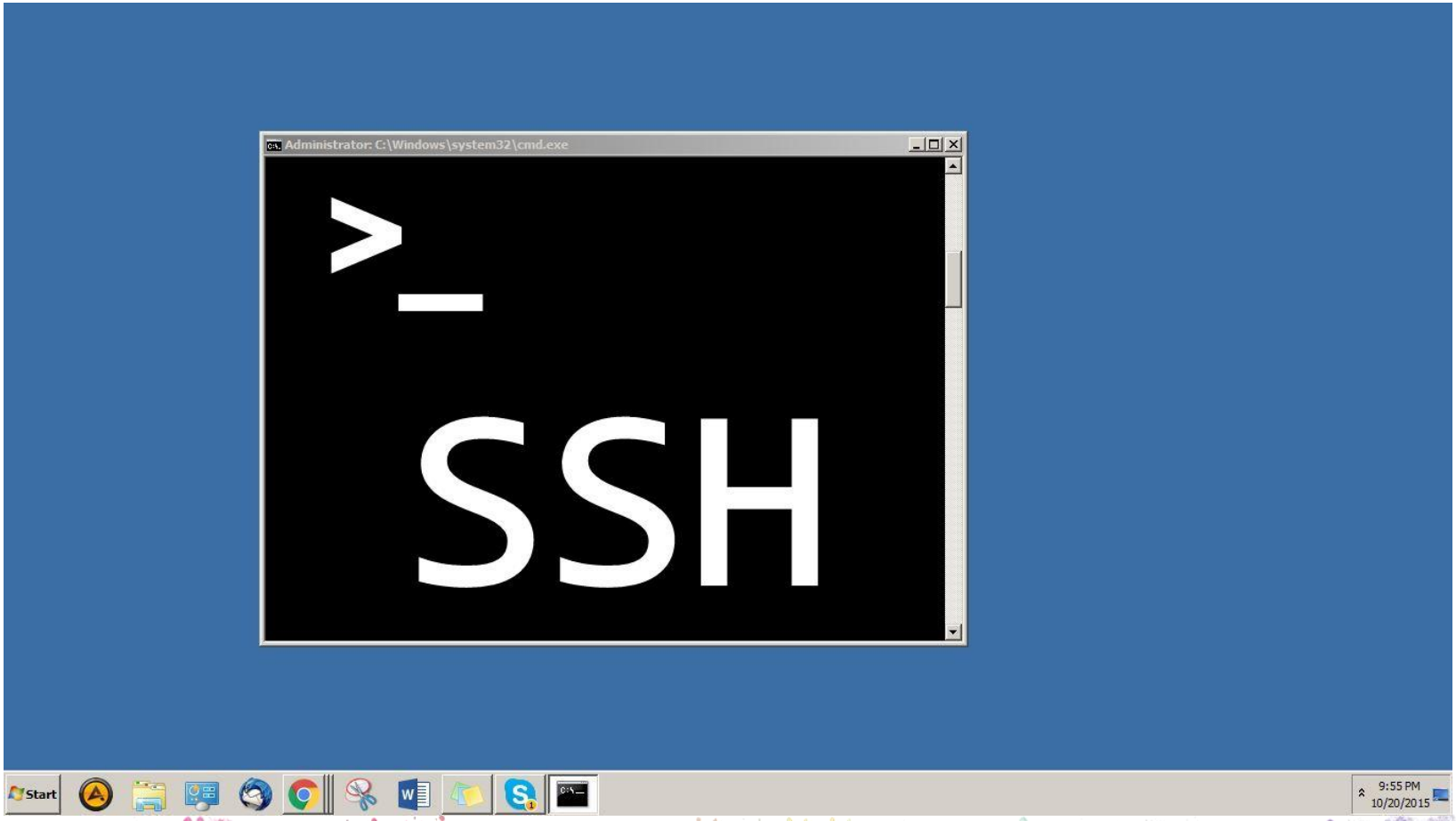
Tools for Online (Team-)Work

tubCloud

Overleaf

ONLYOFFICE

Remote Access



Software

Who to talk to

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

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/
- 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

- textbooks, partially online available
- Access to databases
- consulations and seminars
- work carrels
- And lots more
- Usefull social media presences

Studierendenwerk

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

Meme: Condescending Wonka/Creepy Wonka stil from the musical fantasy film *Willy Wonka & the Chocolate Factory* from Paramount Pictures (1971)

Read your Study and Examination Regulations

Table of Contents

I.	**General Regulation**
Section 1	Scope of application
Section 2	Entry into force
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Section 4	Internationalization
Section 5	Good scientific pract
III.	**Quality Assurance**
Section 6	Academic advising
Section 7	Mentoring program
Section 8	Dean of studies
Section 9	Degree program repr
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
Section10 – Types of Examination and Enrollment for Examination

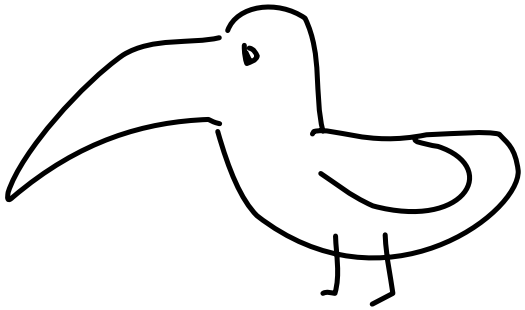
IV. Annex

Unofficial Re

#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



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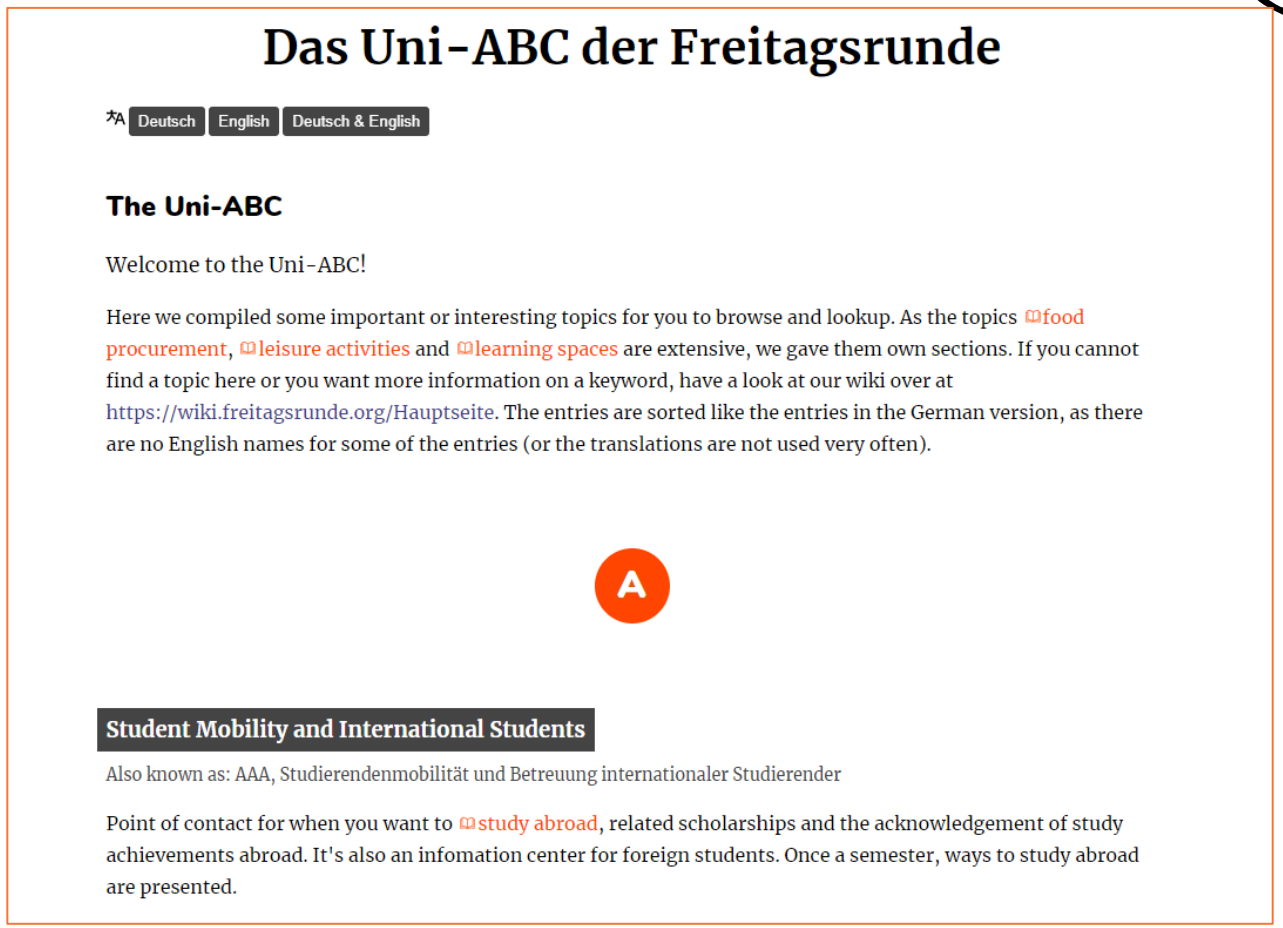
E-Woche-Heft Online



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 infomation center for foreign students. Once a semester, ways to study abroad are presented.

Welcome at Faculty IV
Enjoy your Time

HowTU Studium

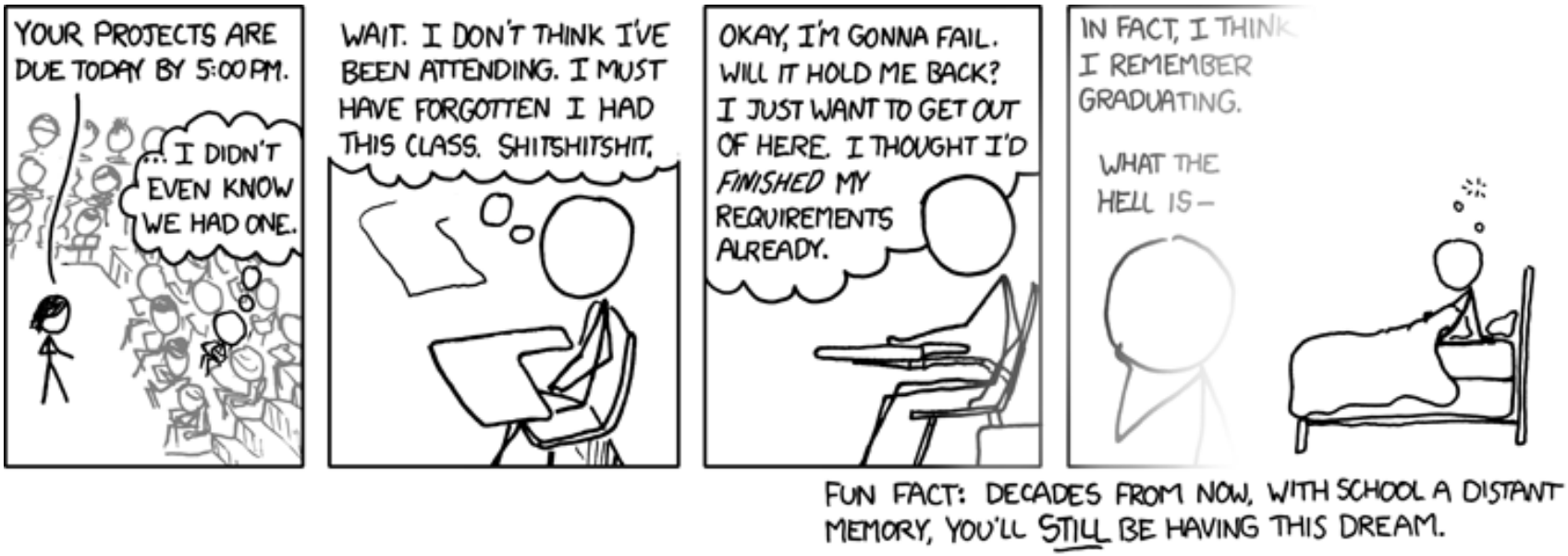


Bild: http://xkcd.com/557/ von Randall Munroe, CC BY-NC 2.5