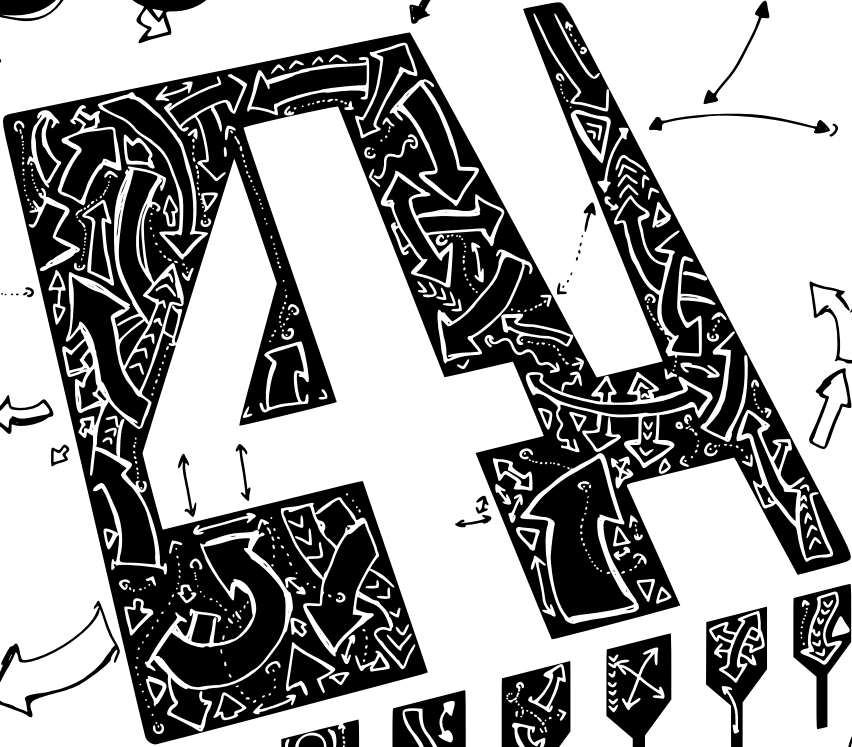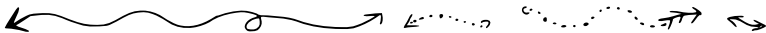*I may not have gone where I intended to go, but I think I have ended up where I needed to be.*

– Douglas Adams

DON'T PANIC!

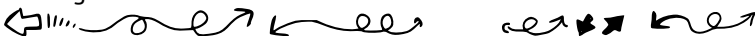A small Uni-ABC for first semester students and TU rookies

Hello, World!

Welcome to the TU Berlin and the Faculty IV! We, the Freitagsrunde, provide you this booklet for a better orientation. This Uni-ABC is designed to give you an overview of important and common, but often less intuitive terms at the faculty and the university.[1]

Note on the currentness

The contents of this booklet have been finalized on September 29, 2022. Some entries will probably never change. For others, however, changes are foreseeable.

In particular, the organization of examinations is currently changing significantly (if everything goes well, even significantly better). The university introduced a ➡ *Student Lifecycle Management (SLM, SLcM), S. 22*, which will replace ➡ *QISPOS, S. 20* (and partly already did as ➡ *tuPORT, S. 25*) and results in changes in ➡ *MOSES, S. 15*, e.g. the new ➡ *Vorlesungsverzeichnis, S. 26*. In addition, the ➡ *AllgStuPO, S. 3* was extensively revised.[2] This will also result in changes to the subject-specific ➡ *Study and Examination Regulations, S. 22* for Faculty IV degree programs.

Furthermore there is a "web relaunch" of the TU Berlin. The main website can already be found under the new domain **tu.berlin**. But the faculties and other institutions still have their old websites. There are also changes to the ➡ *Direktzugang, S. 6* feature, that you can find in many printed publications of the TU Berlin.

The Uni-ABC as website:

https://uniabc.freitagsrunde.org/

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[1]You can find more information around the start of your studies at the website of the Faculty **www.eecs.tu-berlin.de** and at **freitagsrunde.org**.
[2]Currently the regulations are still in the approval process.

Contents

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. You can find the matching coordinate sto the places at `https://campusmap.freitagsrunde.org/`. Last, you can find a **schematic semester schedule** in the back of this booklet. Because hyperlinks are difficult to position in printed matter, we use ➡ *Direktzugang, s. 6* as a replacement. This looks like this: ➤ **156805**. If you cannot find a topic in this booklet, or if you want more information on a keyword, have a look at our wiki over at `https://wiki.freitagsrunde.org/`.

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). To find the entries that have a translation you may use the **alphabetical index of translations** on page 37.

A
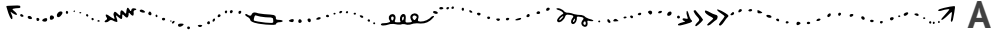
Abschlussarbeit • Thesis *(Bachelor thesis, Master thesis)* Shows, that you are able to dispute on a given topic within a limited time in a scientific manner. Your ➡ *Studien- und Prüfungsordnung, S. 22* regulates the time frame and can set further limitations on registering for your thesis. It is common at ➡ *Fakultät IV, S. 9* to have a meeting with the ➡ *Fachgebiet, S. 8* overseeing your thesis before registering it. The professor of that chair typically is also one of your evaluators. In total your thesis will be assessed by two professors. At least one of these evaluators has to be a member of Faculty IV. Your thesis is always subject to your copyright. Blocking notes[3] are not allowed. When complete, the thesis has to be turned in to the ➡ *Referat Prüfungen, S. 20*. This can be done in the teams letter box, via mail or at the ➡ *main building's gate, S. 17*. Upon application it can also be sent in by ➡ *E-Mail, S. 7*. You can repeat your thesis two times. The ➡ *Mentoring der Fakultät IV, S. 14* offers an info event (➤ **abschlussarbeit**) around this topic once every semester.

Akademisches Auslandsamt • Student Mobility and International Students *(AAA, Studieren- denmobilität und Betreuung internationaler Studierender)* Point of contact for ➡ *studies abroad, S. 5*, related scholarships and the acknowledgement of study achievements from abroad. It's also an infomation center for foreign students. Once a semester, a presentation is held about ways to study abroad.

AllgStuPO • General Study and Examination Procedures *(Allgemeine Studien- und Prüfung- sordnung)* The AllgStuPO is the framework for all ➡ *course regulations, S. 22* of the TU Berlin. It applies to all students regardless of their degree program. The AllgStuPO sets out the obligations of the university towards the students and their rights and obligations. Among other things, it contains regulations regarding the conduction of ➡ *examinations, S. 18*, deadlines, retakes and ➡ *reconsideration procedures, S. 10*. We'll publish news and other important information concerning the AllgStuPO via our mailing list ➡ *fopen, S. 9*.

Anerkennung • Credit Transfer

Anrechnung • Recognition of Practical Professional Experience

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[3]A blocking note prevents the publishing of your thesis. This does not include non-disclosure agreements (NDA) that you often have to sign with a company when you write your thesis there. Such NDAs may only refer to internal processes in the company and not to the thesis.

Arbeiten an der TU • Working at the TU   There are basically 2 types of student employment: *student assistant with teaching duties* (➡ *Tutor*in, S. 25*) and without such. Additionally, there exist positions e. g. in the ➡ *libraries, S. 32* that not only cater to students. You can take up employment without teaching duties from the first semester. Employment with teaching is usually possible from the 3rd semester, but in some cases also earlier. The hourly wage of a student assistant currently amounts to 13 Euro at the TU Berlin.[4] In addition to the university and various affiliated institutes, the ➡ *AStA, S. 4* also offers jobs on similar terms. Among others, these include working in the semesterticket office or the technical equipment pool.

AStA • General Students' Committee *(Allgemeiner Studierendenausschuss)*   Organ of the constituted student body,[5] is elected annually by the ➡ *StuPa, S. 24*. Contributes to students' political, social and economic self-help and promotes their cultural and sporting interests. Consists of 13 units, such as *univeristy politics*, *public relations*, *teaching politics*, *science and technology criticism* and *social politics*. The *finance department* of the AStA grants ➡ *financial applications, S. 9* for student projects. In the ➡ *Hochschul- und Studienberatung, S. 11* you can, among other things, ask legal questions about studying. The AStA also offers a lending service for technical equipment at the technical equipment pool. This includes cargo bikes, professional stage equipment, cooking and kitchen accessories, as well as benches and tents.

Audimax   *(Auditorium Maximum, H 0105)*   The auditorium in the main building is the largest lecture hall of the TU Berlin, and is used in holding many major events. This includes exams (which will likely lead you there one day), and also many external events, such as the ➡ *Queen's Lecture, S. 20*. **The TU Berlin does not like it so much when this room is occupied as part of a strike.** In this semester, the audimax will only be used occasionally.

Ausbildungskommission   *(AK)*   The tasks of the Ausbildungskommission (academic teaching commission) include the forming of opinions on and development of proposals for questions regarding teaching and studying at the ➡ *Faculty IV, S. 9*. In addition, general difficulties in the study programs and changes in the degree programs of the faculty are discussed here. Frequent topics therefore are study course revisions, the module lists, i. e. the course offerings for upcoming semesters, or the ➡ *teaching evaluation, S. 13*. The AK is the only body of the faculty where students make up half of the members. Incidentally,

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[4]This was achieved by a strike lasting multiple weeks in the summer semester of 2018. Read more at **tvstud.berlin**

[5]Similar to the *Students' Union* at British universities or the *Student Government* at universities in the United States.

the AK is a good introduction to university politics at the TU Berlin. ➡ ***We, s. 9* are always looking for helping hands!**

Auslandsaufenthalt • Study abroad *(Auslandssemester)* You can enrich your studies with a stay abroad (for one or more semesters). For this purpose, the ➡ *Akademisches Auslandsamt, s. 3* organizes information events. The application period takes place several months in advance, so the planning should be started early. Very popular are study exchanges within the ➡ *Erasmus, s. 8* program. In preparation, counseling sessions at Faculty IV can be conducted with the foreign delegate (currently, this would be Wolfgang Brandenburg). In addition, many reports from other students are available in the information center at the ➡ *Campus Center, s. 6*. Stays abroad can also be carried out as part of a double-degree (usually for master's studies) or in the future within the ➡ *ENHANCE, s. 8* program. After completing your exchange, you should initiate a ➡ *Anerkennung, s. 3*.

B
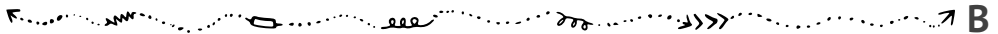
Bachelor *(B.Sc.)* First academic degree that can be achieved within the framework of university studies. The ➡ *Fakultät IV, s. 9* currently offers the 6 Bachelor programs *Wirtschaftsinformatik*, *Informatik*, *Medieninformatik*, *Medientechnik*, *Technische Informatik* and *Elektrotechnik*.

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

Beschwerdestellen • Complains offices *(Complains department)* There are multiple places at TU-Berlin to help you with any problems during your time here. Dedicated offices exist for problems in regards to discrimination ➤ **205156** (German web page only) and sexual harassment ➤ **10716**. In addition there are a number of other advising offers ➤ **163832** and outside projects like `https://allestutti.home.blog/`. If you don't know who to talk to, start with us. You can contact us directly or use our anonymous feedback form **feedback.freitagsrunde.org**. If you don't give us a contact adress we'll answer via Twitter **twitter.com/freitagsrundeTU**.

BEW-Account *(Account zur Immatrikulation)*

C
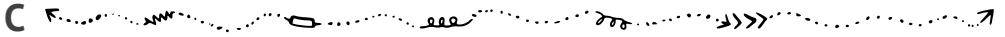
c.t. *(cum tempore)*   Latin for "with time", also called "academic quarter". Means that an event takes place a quarter of an hour later than specified in the schedule. This is never explicitly stated in the course catalogue because it applies to practically all courses. The opposite is ➡ *s.t, S. 21*

Campus Center   Central contact point for further information on topics such as matriculation and de-registration, ➡ *Rückmeldung, S. 20*, ➡ *Studierendenausweis, S. 23*, change of address, leave of absence or certification, also most applications can be submitted here. Can be found on the ground floor of the main building (courtyard side). Should have more in-presence office hours from this semester on. Managed by the ➡ *Studierendensekretariat, S. 23*.

D
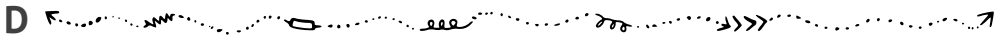
Dekan*in • Dean   The dean heads the faculty and is elected every 2 years by the ➡ *Fakultätsrat, S. 9*. Special tasks of the dean are, for example, the representation of the faculty towards the university, the chairing of habilitation commissions and the participation in appointment negotiations. The current dean of ➡ *Fakultät IV, S. 9* is Prof. Rolf Schuhmann. The dean forms the dean's office together with the vice dean (deputy, currently Prof. Marc Alexa) and the ➡ *dean of studies, S. 23* (currently Prof. Benjamin Blankertz).

Direktzugang • Quick Access   Is a discontinued link shortener from the old website of the TU Berlin, mainly used for printed publications. A quick access is a short number that you can type or paste into an input field at the upper right of the old websites of the TU Berlin. While the original input field no longer exists, you can *still* find most of the associated pages on the new website **tu.berlin** by entering the quick access number into the search field. On the new website, you can find a short link for most pages in the lower right corner, like `https://www.tu.berlin/en/go909/`. To use the old quick access numbers, you can also our self-built redirection service at **dz.freitagsrunde.org**.

Drucken • Printing   You can print at any large PC pool (➡ *computer rooms, S. 33*) (except for the ones belonging to ➡ *Fakultät IV, S. 9*), in the ➡ *library, S. 32*, or in one of the many copy shops around the Ernst-Reuter-Platz. **Note:** The pricing varies significantly.

E
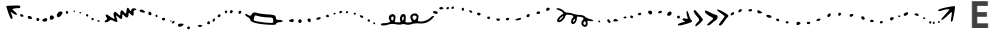
E-Mail *(Exchange)* You will receive 4 e-mail addresses from the TU Berlin for the duration of your studies: `firstname.lastname@campus.tu-berlin.de` or a similar combination of your name, `TUB-Account@win.tu-berlin.de`. Also `TUB-Account@mail.tu-berlin.de` and `TUB-Account@mailbox.tu-berlin.de`. E-mails to these addresses either end up in a shared e-mail box or are forwarded to your private e-mail address, if you have set up such forwarding.[6] Contrary, `TUB-Account@tu-berlin.de` is not a valid e-mail address, but instead used in some instances as a username for your ➡ *TUB-Account, S. 24*. You can access your e-mails at `https://mail.tu-berlin.de/`. The e-mail addresses are not only used for communication with the university, but are also sufficient proof for some companies that you are enrolled at the TU Berlin (e. g. for student licenses). In order not to miss any urgent messages from the TU Berlin, the e-mails should be retrieved daily. Important messages, like the feedback request (➡ *Rückmeldung, S. 20*), are often only sent via e-mail.

Early Bird A two-month mathematics course in the lecture-free period between summer and winter semester, which includes the ➡ *Modul, S. 14* "Analysis I und Lineare Algebra für Ingenieurwissenschaften" as a block course. The course is intended for first-year students. However, *repeaters* can also be admitted, as long as places remain available. The lectures can be attended by all students. Between winter and summer semester, there is an **Early Bird II** for the module "Analysis 2 für Ingenieurwissenschaften".

ECTS *(European Credit Transfer System, LP, Leistungspunkte, Credits)* Uniform credit system throughout Europe to replace the old SWS (semester weekly hours). One ECTS point stands for 25 to 30 hours of work. The TU Berlin generally assumes 30 hours of work for an ECTS point. The amount of work usually consists of the time for preparation and follow-up of courses, for attendance at courses (attendance time), as well as for examination preparation and examination. 30 ECTS points are planned for each semester of the regular study plan. During ➡ *Teilzeitstudium, S. 24* you're usually not allowed to take part in more than 15 ECTS points.

eduroam The TU Berlin, like many other universities worldwide, participates in the eduroam program. This means that your TUB login for the Internet access is also valid at all other participating universities. Register for it with `TUB-Account@tu-berlin.de`. You can find a manual at ➤ **wiki-wlan**.

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[6]In the past, there have been some issues with the e-mail-forwarding. Therefore, we recommend you to not use this feature.

eecsIT *(formerly: Informatik Rechnerbetrieb (IRB))*   The IT service center of the ➡ *Fakultät IV, S. 9*, responsible for the PC pools in the ➡ *TEL, S. 33*, ➡ *MAR, S. 33*, and ➡ *E-N, S. 32* buildings.

ENHANCE *(European University of Technology Alliance)*   Is a joint strategic project of seven technical universities, funded within the framework of the EU's European Universities Initiative and the ➡ *Erasmus, S. 8* program and coordinated by TU Berlin. Students and employees of the partners will be able to benefit from various ➡ *international exchange opportunities, S. 5* on topics such as artificial intelligence and sustainable development. Find further information at `https://enhanceuniversity.eu/`.

Erasmus *(Erasmus+-Stipendium)*   In order to finance a ➡ *stay abroad, S. 5*, many students apply for the Erasmus+ scholarship. This makes it easier to study at a cooperating European university as part of a study exchange programme. The monthly amount of financial support depends on the country of origin and the host country. The ➡ *Akademisches Auslandsamt, S. 3* provides information on the application. Will be extended by ➡ *ENHANCE, S. 8* in the future.

Erklärung zur Aufnahme des Studiums • Declaration of Commencement of Studies *(Antrag auf Zulassung zur Bachelor- oder Masterprüfung, Mantelbogen)*   This statement previously had to be completed before you register for the first exam so that the ➡ *Referat Prüfungen, S. 20* does not lose your documents.[7] Therefore it was also called *Mantelbogen*.[8] **The declaration is no longer required.**

F ⟿

Fachgebiet • Chair *(Group, sometimes: Department)*   A chair at Faculty IV is usually headed by a university professor. The almost 70 chairs at the Faculty IV comprise several ➡ *institutes, S. 11*.

Fachmentorium • Subject Specific Mentoring   A course specially designed for international students that provides assistance in dealing with problems in basic modules. Special attention is paid to language barriers. For this reason, the courses are often conducted in several languages. However, they are not limited to international students. Find the current course offerings under ➤ **88940**.

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[7] See next footnote.

[8] This data was used to print a DIN A3 sheet (*Bogen*), which was then used as the cover or enclosing (*Mantel*) for the exam file.

Fakultät IV • Faculty IV *(EECS)* The Faculty of Electrical Engineering and Computer Science at the TU Berlin. In addition to Electrical Engineering and Computer Science, the Faculty also offers study courses in Computer Engineering, Information Systems, Media Informatics, Media Technology, Computational Neuroscience, Automotive Systems and ICT Innovation. About 7500 students are enrolled at this faculty. A faculty is headed by a ➡ *Dekan*in, S. 6* and consists of several ➡ *institutes, S. 11*.

Fakultätsrat • Faculty Council *(FKR, FakRat)* Decisive body in all questions that only concern the ➡ *Fakultät IV, S. 9*. Here, ➡ *study and examination regulations, S. 22* and module descriptions are decided. The Faculty Council decides on the distribution of staff and funds of the faculty. In addition, it assigns the teaching positions of the faculty. In the faculty council, there are altogether 13 seats, 7 of them are entitled to the university lecturers and 2 each to the scientific assistants, the other assistants and the students. The two student seats on the faculty council are currently occupied by the ➡ *Freitagsrunde, S. 9*.

**Familienbüro • Family Office**

Finanzantrag • Financial Application For student projects, a financial application can be submitted to the ➡ *AStA, S. 4* (AStA). The AStA does not pay any advances, but only reimburses the money up to the approved amount.

fopen On the mailing list fopen we regularly publish information about current topics regarding the TU Berlin as well as exciting events of the Freitagsrunde. You can subscribe at `https://lists.freitagsrunde.org/mailman/listinfo/fopen`.

Frauenbeauftragte • Women's Representative Represents women's interests at the TU Berlin and offers consulting services. You can find them under `https://www.tu-berlin.de/zenfrau` or in the room H 1108 in the main building. Each faculty also has a part-time women's representative. Occassionally, ➡ *Fakultät IV, S. 9* is looking for women's representatives candidates.

Freitagsrunde Interdisciplinary student initiative of the ➡ *Fakultät IV, S. 9*, founded on the 25th of October, 2002. We represent the interests of students in university politics, organize events and assist you in many matters with advice and action. We also have an online ➡ *Exam Repository, S. 12*. You can find more information about us on **wiki.freitagsrunde.org/Hauptseite**. **If you want to join us, just come by for a session!**

Freiversuch • Free Attempt Is an exam where a fail does not count. This applies to every ➡ *Prüfung, S. 18*, that you attempt and fail in your first bachelor semester. You don't need to do anything if you fail, the ➡ *Referat Prüfungen, S. 20* will automatically remove the attempt. You just register normally for the next exam.

G
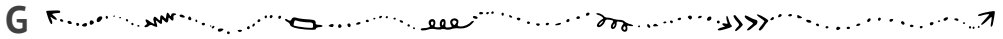
Gegenvorstellungsverfahren • Reconsideration Procedures *(Remonstration, Grade Improvement)* Against the evaluation of an ➡ *examination, S. 18*, a reconsideration procedure can be raised. In this way a change or revision of the examination evaluation can be achieved. The assessment must not be changed to the disadvantage of the students. In the case of formally invalid examinations, a repetition of the examination can also be achieved. The procedure is often seen as a requirement for a law suit later on.

Note, that "reconsideration" is meant as it is. Usually, the examiner will only respond to points addressed in the starting request. It is therefore recommended to express criticism clearly and with a well-founded reasoning. The ➡ *Hochschul- und Studienberatung, S. 11* of the ➡ *AStA, S. 4* can help you with that.

GitLab The GitLab of ➡ *ZECM, S. 26* can be used to version and share text, such as program code or homework, with git to edit and manage. Can be found at `https://git.tu-berlin.de`.[9]

Großübung • Large-scale exercise In a large-scale exercise, the contents conveyed in the lecture are practiced, deepened or repeated using various examples. In contrast to a ➡ *tutorial, S. 25* the large-scale exercise often takes place in a lecture hall and is not so interactive. The focus is on practicing the safe use of what has been learned.

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

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[9]Earlier, another instance existed that could be found at `https://gitlab.tubit.tu-berlin.de`.

Gruppenarbeit • Group work   Especially ➡ *homework, S. 11* is often worked on and handed in in groups. In case of problems in the group, the respective tutor is the best contact person. Try to mitigate problems within the group sooner than later. And just in case, you as a group should always put an information on work distribution in the appendix, so that you can be graded separately if necessary. At the end the module, the grade often depends on the group work. **Group work, especially the formation of learning groups, is an important factor for progress in studies.**

H
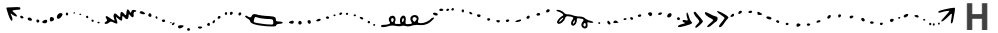
Hausaufgaben • Homework   In many modules homework is handed out. Only in a few modules is the homework voluntary. In the other modules they are the prerequisite to be admitted to the ➡ *examination, S. 18* (see ➡ *Vorleistung, S. 26*) or are even part of the examination (see ➡ *Portfolioprüfung, S. 17*). Homework is often so extensive that it has to be done in ➡ *Gruppenarbeit, S. 11*.

Hochschul- und Studienberatung • University and studying counselling *("AStA-Anwalt")*   Advises, among others, on problems with ➡ *study and examination regulations, S. 22*, on problems with decisions of examination boards, on problems with examination evaluations and on exmatriculations. Every 2 weeks the lawyer's initial consultation can be attended.

I
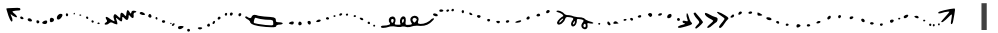
InFraNet *(Information Technology Women's Network)*   InFraNet is the network for female students at ➡ *faculty IV, S. 9*. Regular meetings are organised by the ➡ *women's representative, S. 9* of the faculty, where female students can build long lasting networks and exchange information. Please join the InFraNet ISIS course (➤ **infranet-isis**) for news and dates.

InnoCampus *(früher: MuLF)*
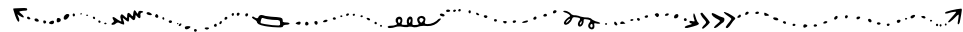
Institut • Institute   Institutes group related ➡ *chairs, S. 8* together. At the ➡ *Fakultät IV, S. 9* these are the institutes for *Energy and Automation Engineering*, *High Frequency and Semiconductor System Technologies*, *Telecommunication Systems*, *Technical Computer Science and Microelectronics*, *Software Engineering and Theoretical Computer Science* and *Business Informatics and Quantitative Methods*. As a student you are actively and passively eligible

to vote at your institute, if you have specified a corresponding *voting option*.[10] The number and structure of institutes will change in the medium term.
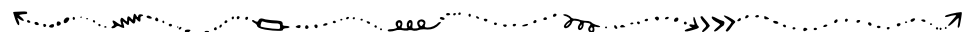
Interne Akkreditierungskommission   *(IntAkkrKo)*

ISIS   *(Information System for Instructors and Students, based on Moodle, former: ISIS2)* ISIS is an online platform that is used in many courses to distribute information and partly to provide ➡ *Hausaufgaben, S. 11* or practice environments online. ➡ *Examinations, S. 18* are also often conducted via ISIS. For this purpose, ISIS sends you lots of ➡ *e-mails, S. 7*.[11] **Exam results are lost when students unsubscribe from an ISIS course.** So don't leave the course until your grades have been entered. Some courses are protected with a password (*enrolment key*), which will be announced in the first lecture. Log-in using ➡ *Starke Authentifizierung, S. 22* is only necessary when taking part in online exams. ISIS is maintained by ➡ *InnoCampus, S. 11*. You can uses ISIS with your ➡ *BEW-Account, S. 5*.

IT-Notfall • IT Emergency   *(#tuDown)*

J

**Jobs**   See also ➡ *working at the TU, S. 4*

K

Klausurensammlung • Exam Repository   *(Old Exams, Test Exams, Exam Collection)*   An exam repository is an archive containing old exam tasks, sometimes even with solutions. Viewing and solving those can help you very much at preparing for your respective exam. We from ➡ *Freitagsrunde, S. 9* are maintaining such a repository, online at `https://docs.freitagsrunde.org/Klausuren`. Our main focus are exams from ➡ *Fakultät IV, S. 9*, however we generally collect exams from the whole university. The ➡ *EB 104, S. 28* also has an exam repository at the TU Berlin. For keeping our repository updated, we also need your help! If you find so far unlisted exams or are able to remember and record what was asked in your last exam, please send these documents to us at **klausuren@freitagsrunde.org**. Thanks a bunch!

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[10]The voting option is listed in ➡ *tuPORT, S. 25* under "Notices and Certificates" in the document "Bescheinigung für Gremienwahlen". If you have not specified a (full) voting option (faculty and institute), you can fix that via the ➡ *Campus Center, S. 6*. You can change the voting option with any ➡ *Rückmeldung, S. 20*, by using the application in "Bescheinigung für Gremienwahlen".

[11]You can reduce the mail flood, if you switch some notifications to the ISIS-internal system notifications or if you activate daily digests in some courses. Below every ISIS forums mail you can find a link directing you to the latter.

Krankheitsfall • Case of Illness   Proof in the form of a certificate (usually from a doctor) is important if you are unable to take examination-relevant study elements (tests, homework) and examinations. The sick note should be valid for the examination period. If participation in an ➡ *examination, S. 18* was not possible due to illness, the sick note should be sent to the ➡ *Referat Prüfungen, S. 20* as soon as possible (at least within 5 days). In the case of ➡ *portfolio exams, S. 17*, the sick note may lead to a withdrawal from the audit, if demanded. Already performed exam parts are recognized (and carry over), the examination can then be repeated at a later date. It may also be resumed directly instead. Since this is not always intended, the examiner or the responsible research assistant should be consulted in this case. If you need to interrupt an ongoing examination, you need to repeat it at a later point in time, or need to request, that your results until the interrupt shall be graded. Certificate handling practices at the TU Berlin are currently changing. Especially in the case of last attempts or frequent sick leave, more extensive certificates may be required. If necessary, please inform yourself at the ➡ *Referat Prüfungen, S. 20* and at your examination board.
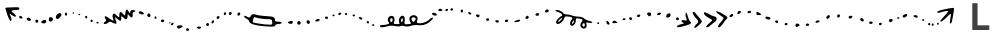
Labor • Laboratory   In laboratories the theoretical contents taught in the lecture will be deepened in practice (➡ *Praktikum, S. 17*). Experiments are prepared and carried out in the laboratory for this purpose. The results are then evaluated. In most cases, a protocol must be submitted for control purposes.

Lehrevaluation • Course Evaluation   *(LV-Befragung, EvaSys)*   In most modules,[12] a questionnaire is distributed sometime in the middle of the semester, usually in the ➡ *tutorials, S. 25* or via the ➡ *ISIS-course, S. 12*. This questionnaire forms the basis for the teaching evaluation. The results of the teaching evaluation need to be discussed in the respective course and should therefore lead to an improvement of the teaching. In case of insufficient results, the report is discussed additionally in the ➡ *Ausbildungskommission, S. 4* and ➡ *teaching conferences, S. 13*, and occassionally even with the ➡ *Studiendekan*in, S. 23* to define actions for improving the quality of education.

Lehrkonferenz • Teaching Conference

Lehrveranstaltung

Leistungspunkte • Credit Points *(LP)*   ➡ *ECTS, S. 7*

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[12]Mandatory modules are evaluated every time, all other modules at least every second time.

M
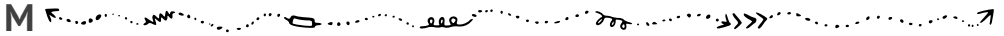
Mantelbogen   At the TU Berlin, the ➡ *Erklärung zur Aufnahme des Studiums, S. 8* has been referred to as the Mantelbogen.

Master • Master *(M.Sc.)*   The academic degree after the ➡ *Bachelor, S. 5*. At the moment there is a quasi guarantee to be able to continue directly with the Master's programme after the Bachelor's programme, as many Master's programmes at the ➡ *Fakultät IV, S. 9* are not restricted in admission.

Matrix • Matrix *(Chat)*   What if I told you, that we have a matrix here at TU Berlin - or more precisely, a matrix server.[13] We can hang out and chat in private or public rooms or send each other direct messages, with text, voice or video calls as well as exchange files.[14] Not quite as cool as having a Mate and playing some ➡ *Kickern, S. 30* in our room, but definitely better than talking to yourself.

Mentoring der Fakultät IV • Mentoring of the Faculty IV *(Mentoring@eecs, formerly Mentoren-programm, Mentoringprogramm)*   As a student you face a wide variety of challenges during your studies. You have to find your way at the university, especially as a first year. Everything is new and unknown. Wouldn't it be nice to have an experienced mentor on your side in this difficult time? The mentors of the Mentoring of the Faculty IV are experienced students from higher semesters, who know a lot about common pitfalls and problems of studying. More information and lots of tips **mentoring.eecs.tu-berlin.de**.

Microsoft Azure Dev Tools for Teaching *(formerly Imagine, Dreamspark, MSDNAA)*   Is an offer from Microsoft and the ➡ *Fakultät IV, S. 9* for students to obtain software licenses free of charge. Included are current operating systems like Windows 10 and development environments such as Visual Studio, but not the Office package. You can find it at ➤ **209481**. Information about Microsoft Office can be found at ➡ *Office 365, S. 16*.

Modul • Module   The whole study is divided into modules. One module deals with one topic. In the course of the study there are compulsory, compulsory optional and optional modules (a. k. a. (compulsory) elective subjects) as well as ➡ *additional modules, S. 26* that will not be a part of your degree. A module consists of ➡ *classes, S. 13* like a lecture or an exercise and is often completed with an ➡ *examination, S. 18*. Prior to the ➡ *Prüfungsanmeldung, S. 19* it may be necessary to complete some ➡ *Vorleistung, S. 26*. For each module you pass, you will receive a certain number of ➡ *ECTS points, S. 7*. A sketch of the structure of a module can be found on page 15.

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[13]Der Server wird übrigens durch ➡ *InnoCampus, S. 11* gepflegt.
[14]There, you'll also find our public chat-room (➤ **matrix-frunde**)!
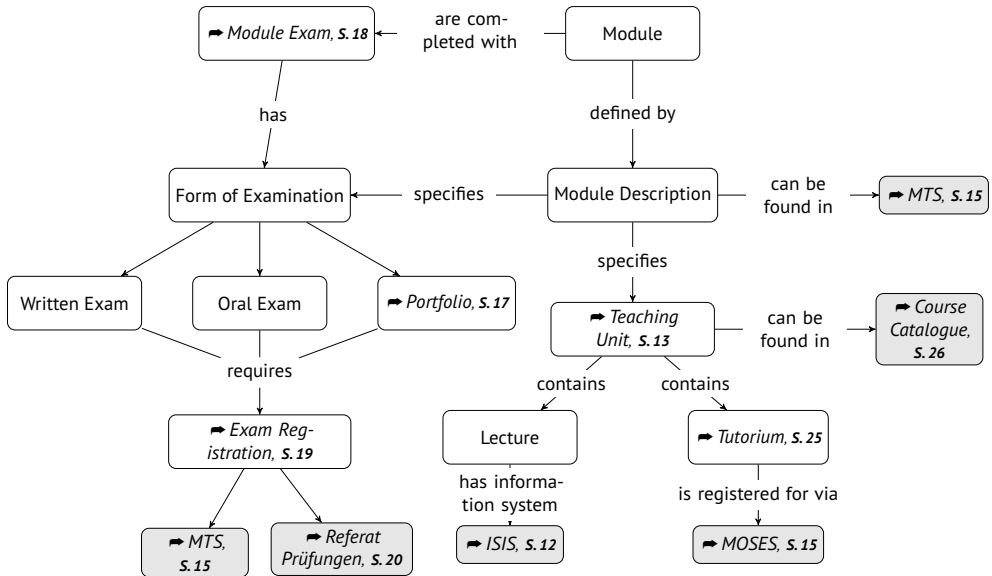
Module Structure The figure above is simplyfied and doesn't show every possible combination in modules. It's more a *rule of thumb*. Consult the module description for binding information.

**Modulersetzung • module replacement** *(Modulwechsel, Modultausch)*

MOSES Stands for "**M**athematisch **O**ptimierte **S**tundenplan**E**rstellungs**S**oftware" and is used for planning ➡ *tutorials, S. 25* and rooms and maintained by ➡ *InnoCampus, S. 11*. In MOSES it is possible to create groups of up to 3 people to participate in tutorials together. Usually there is time until the third day of the first lecture week to register for the tutorials.[15] This deadline should be met in order to be considered during the planning. An exchange of tutorials usually only works through personal arrangements with the trainer, information for both tutors and exchange partners. You can log-in without using ➡ *Starke Authentifizierung, S. 22*. This platform also offers the module catalogue ➡ *MTS, S. 15*. Additionally, you can ➡ *register your exams, S. 19* on here and within ➡ *MTS, S. 15*. You can use MOSES with your ➡ *BEW-Account, S. 5*.

MTS *(Modultransfersystem)* The module transfer system, which is part of ➡ *MOSES, S. 15*, contains all module descriptions and ➡ *examination regulations, S. 22* of the university. There you will find teaching contents, ➡ *examination forms, S. 18* and contact persons for

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[15] In winter semester 2022 the deadline ends 19 October at 6 p.m.

all modules of your degree programme. In order to know when and where the courses (which are part of a module) take place, you have to look into the ➡ *lecture list, S. 26*. Many ➡ *exam registrations, S. 19* happen here.

**Mutterschutz • Maternity Leave**

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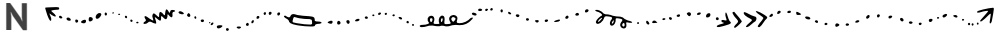
N. N. *(Nomen Nominandum)* This means that the name has not yet been fixed or is still to be announced. Occasionally to be found in the course catalogue.

Nachteilsausgleich • Compensation for Disadvantages If you are chronically ill, disabled or pregnant (see also ➡ *Mutterschutz, S. 16*), or if you are looking after children under 18 years of age or other relatives in need of care, you should apply for a "Compensation for Disadvantages" (*Nachteilsausgleich*). With this, you can e. g. get more time in exams or for homework assignments. You can get more information from the *Commissioner for Students with Disabilities and Chronic Illnesses* (➤ **40950**), the ➡ *Frauenbeauftragte, S. 9*, the ➡ *Familienbüro, S. 9* or the ➡ *Prüfungsausschuss, S. 19*, among others. Applications for compensation are decided by the responsible examination board. You may propose a specific type of compensation. You can find other examples for compensation of disadvantages under ➤ **40958**. Additionally, you should think about filing for ➡ *Teilzeitstudium, S. 24*.

**Notenauszug • Transcript of Records** *(Leistungsnachweis, Transcript of Records)*

Notfälle • Emergencies No matter how immortal you feel, it's good to take early care of trustworthy dentists. The nearest 24/7 pharmacy or emergency room should also be known. In ➡ *case of illness, S. 13* it's good to know that there is a medical on-call service (*Ärztliche Bereitschaftsdienst*) (116117), that offers consultation hours around the clock and also carries out home visits. In an emergency you should memorize the emergency numbers **112** (general emergency) and **110** (police) well. Please help others and let yourself be helped in case of emergency. In case of emergencies and bigger accidents on campus, you may also call the main information desk (+49 30 314 2 3333) of the TU Berlin (located at ➡ *the main building's entrance, S. 17*). It's best to save the numbers in your phone, so you have them ready when needed.

O
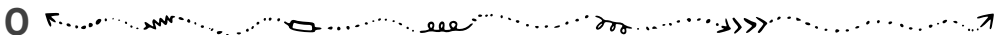
Office 365 Microsoft Office 365 is available to TU members for free. For more information, see ➡ *quick access, S. 6* ➤ **176162**.

OmNomNom *(@omnbot)*   You can request the daily updated offers of many cafeterias and canteens in Berlin with the Telegram-Bot @OmnBot. You can add it at `https://telegram.me/OmnBot`.

Online-Lehre

P
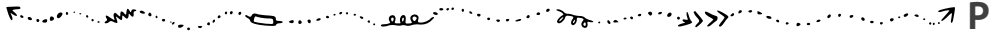
Pförtner*innen • Gatekeepers *(Reception area, Entrance)*   The gatekeepers sit at the main entrance to each building. Especially at night and on weekends students are asked to identify themselves. At the gate of the main building you can also turn in documents to the TU Berlin (with an envelope and appropriate adressing), which are then shipped internally within the university. This way, you can hand in your thesis (adressed to the ➡ *Referat Prüfungen, S. 20*) shortly before midnight in order to still keep your deadline – the date of the gate's stamp counts. You should take a picture of that stamp as evidence, just in case. In the main building you can also borrow sports equipment for the southern campus. On weekdays between 10 p. m. and 6 a. m. and all day on weekends, all buildings of the university can only be entered with a student ID.

Plagiat • Plagiarism   Plagiarism means that you pretend other's achievements to be your own. Usually this deals with missing citations or solutions to ➡ *Hausaufgaben, S. 11* which were (partially) copied from the internet. Plagiarizing is ➡ *cheating, S. 24* and thus punished by failing the exam. At ➡ *Fakultät IV, S. 9* there is an official guide on how to deal with plagiarism (➤ **plagiat**), which especially explains how plagiarism has to be detected and handled.

Portfolioprüfung • Portfolio exams   Portfolio exams are a special form of ➡ *examination, S. 18*. They begin during the module and consist of several *exam elements*, like homework, a presentation, or written tests.[16] Therefore, registration for this type of examination usually takes place much earlier in the semester than for other forms of examination. Portfolio examinations are often conducted incorrectly. **So if you feel a little strange during a portfolio examination, please contact us, the** ➡ *Freitagsrunde, S. 9*.

Praktikum • Practical Trainig *(PR)*   Like ➡ *tutorials, S. 25*, practical training lectures offer an opportunity to deal with lecture material. Practice show, however, that the practical relevance is higher. This is a course that should not be confused with an internship in a company (a the German "Praktikum" can also means internship). In some Bachelor courses of the Faculty IV there is also the ➡ *Programmierpraktikum, S. 18*, a first large-scale software project. See also ➡ *laboratories, S. 13*.

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[16]This is not allowed to last longer than 60 minutes.

Programmierpraktikum • Practical Programming *(Programmierpraktikum, Programming Training, Programming Lab)* Completing a *Programmierpraktikum* is required in some ➡ *Bachelor, S. 5* study courses at ➡ *Fakultät IV, S. 9* and is intended to teach practical software development, often using agile methods. In small groups, usually larger software projects such as social networks or cyber-physical systems are developed. The exact tasks and topics differ among these courses, since they are offered by many different ➡ *Chairs, S. 8*. However, the development always takes place at the university and should **not** be confused with a non-university internship in a company *(company internship)*. A module is only counted as "Programmierpraktikum" if it is listed in the respective catalog in ➡ *MTS, S. 15*. Therefore ➡ *Projekt, S. 18*-modules are usually no „Programmierpraktikum", although practical programming skills can also be taught there. To get a seat in such a course, we suggest to register to „Meta-Seite Programmierpraktika" (or similar) on ➡ *ISIS, S. 12* at the end of the previous lecture period. No such module is graded (you just need to pass).

Projekt • Project Module in which students become active themselves and can program, solder and tinker more or less independently with the tasks. Sometimes programming projects are used by ➡ *chairs, S. 8* in order to easily delegate some of their work to students.

Prüfung • Exam ➡ *Modules, S. 14* are concluded either with the examination form *written examination*, *oral examination* or ➡ *portfolio examination, S. 17*. In very rare cases, a module actually only needs to be completed in order to receive the corresponding ➡ *ECTS points, S. 7*. Each exam must be ➡ *registered, S. 19* in advance, and can be ➡ *unregistered, S. 19* later on. Usually you have 3 examination attempts per module, the last of which has to be an oral examination and must be taken by at least 2 examiners. You are allowed to bring guests with you to this oral examination, as with any other oral exam. Beyond that, you can get another attempt if you take part in a "Studienfachberatung".[17] Last, you can also ➡ *replace, S. 15* a module with a failed attempt against another. If you do not take a registered exam without a sick certificate or any other valid reason, it will be considered as failed. If you ➡ *cheat, S. 24* within an exam (which includes ➡ *plagiarism, S. 17*), you will also fail it once. **If you find an examination somewhat strange, you can always contact us, the ➡ *Freitagsrunde, S. 9*.** It is also advised to report such oddities to the responsible ➡ *Fachgebiet, S. 8* in writing (e. g. ➡ *E-Mail, S. 7*), or directly to the overseers within the exam – they then have to be included in their examination protocol. Such a protocol also keeps track of live-announced exam changes, if there are any. After an exam, there is usually an ➡ *Exam Inspection, S. 19* date. If you still do not agree with an evaluation afterwards, there is also the possibility to start a ➡ *Reconsideration Procedure, S. 10*. With

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[17]As of printing this booklet, it is unclear which ➡ *advisory services, S. 23* are meant by the Berliner Hochschulgesetz.

this and other problems, the ➡ *Hochschul- und Studienberatung, S. 11* of the ➡ *AStA, S. 4* is happy to help you. They especially provide assisstance in the case of failed final attempts and writing objection statements. They can also offer advise from a German lawyer.

Prüfungsabmeldung • Exam Deregistration

Prüfungsamt   See ➡ *Referat Prüfungen, S. 20*.

Prüfungsanmeldung • Exam Registration

Prüfungsausschuss • Examination Board *(PA)*   There is an examination board for each study course, which is responsible for ensuring a proper examination process within this study course. It consists of three university teachers, one scientific assistant and one student. You should consult your examination board for instance if you apply for a ➡ *Nachteilsausgleich, S. 16* or if you want to do a ➡ *Anerkennung, S. 3* or a ➡ *Anrechnung, S. 3*. "[The examination board] in particular is responsible for advising students in conflict situations regarding their studies and exams and also acts as an arbitration board."

Prüfungseinsicht • Exam Inspection, Access to Examination Files *(Einsicht, Klausureinsicht, Akteneinsicht)*   Some time after taking an exam, there will be an option for you to inspect and check your examination files (including the grading). An example solution for the exam has to be available. Time and location of this inspection are announced by the people responsible for the module, usually via ➡ *ISIS, S. 12*. If you can not make it on that proposed date, you can send another person for you.[18] You may also request another date at the responsible ➡ *Fachgebiet, S. 8*. At the inspection, you are allowed to make your own copies[19] of the documents or request copies from them (may incur printing costs). If you have questions about the exam, only people officially responsible for the exam may answer. Apart from the date proposed by the module management, you also have a right to view your files via § 76 ➡ *AllgStuPO, S. 3* or § 29 of the "Verwaltungsverfahrensgesetz" (German law about procedures in public authorities). You can formally request this at the ➡ *Referat Prüfungen, S. 20*.

Prüfungsrücktritt • Exam Withdrawal

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[18]Your respective letter of authorization does not require a special form, e. g. it may be a hand-written statement. It does, however, need to contain your name, your signature and the name of the person you allow to view the files as your proxy.

[19]According to common legal opinion, this does also include a right to take photographs. However, there are some chairs that do not want to allow taking them.

Q

QISPOS The electronic exam administration system of the TU Berlin. **Since the ➡ *IT-Notfall, S. 12*, QISPOS is is no longer used for exam registration,** but only for grade management. Here you can get a ➡ *Notenauszug, S. 16*. You can reach QISPOS within ➡ *tuPORT, S. 25* under "Exams". **QISPOS is offline every day from 22 to 8 o'clock.** Grades of exams registered in ➡ *MTS, S. 15* will be transferred here in the end of each semester. The system is to be replaced by ➡ *SLM, S. 22*. Until then, sometimes unusual things may happen. It is thus advised to print or save PDFs (as confirmation) after each action you do via QISPOS or with the examination office.

Queen's Lecture The Queen's Lecture is an annual lecture in the ➡ *Audimax, S. 4*, which was founded on the occasion of the visit of Queen Elizabeth II[20] in 1965. The lecture usually takes place in November and offers the opportunity to experience exciting topics and interesting references. The lecture will be held entirely in English.

R

Referat Prüfungen • Examination Office *("Prüfungsamt", Referat I B, Examination Section)* The place where exams that are not listed in ➡ *MTS, S. 15* can be registered. Last attempts at exams and the thesis must also always be registered by ➡ *E-Mail, S. 7*.[21] Also reachable via WebEx office hours. Here, you can get your ➡ *Notenauszug, S. 16*.

Rückmeldung • Renewal of Matriculation *(Re-Registration)* Requests for renewal of matriculation will be sent by e-mail before the end of the current semester. The renewal of matriculation is carried out by transferring the ➡ *Semesterbeitrag, S. 21*. The bank transfer should be received by the end of the lecture period. After that you are still able to renew your matriculation until the end of the semester, however in this case you have to pay a penalty fee. Without renewal of matriculation you are no longer a student anymore in the following semester! You can view your current renewal status, as well as the amount and any documents to be submitted, via ➡ *tuPORT, S. 25* under "Registration and Re-registration requirements" and "My Account Balance", respectively. The latter also shows you the TU Berlin's IBAN and the individual payment reference for the bank transfer (**please pay attention**, because this reference changes every semester). For official information from the university about this topic you may want to look at `https://www.tu.berlin/en/universitaetsverwaltung/i-a-office-of-student-affairs/rueckmeldung` as well.

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[20]This booklet was set before the 8th of September 2022.

[21]For this, you should always write e-mails from your TU-issued e-mail-address. If you can't access that, at least CC your mail to your TU-mail-address.

S
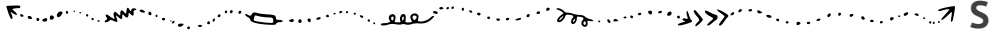
s.t. *(sine tempore)* Latin for "without time", i. e. punctual. This is usually the case with ➡ *exams, S. 18*. The opposite is ➡ *c.t, S. 6*

Schließzeit

Semesterbeitrag • Semester Fee Consists of contributions for the ➡ *Semesterticket, S. 21* and for the ➡ *AStA, S. 4*, a social contribution, a processing fee (i. e. tuition fee) and a contribution for the Studierendenwerk, which operates the ➡ *Mensa, S. 27* and canteens. Currently totals to 307,54 €. If you miss the transfer of the fee til the deadline of the ➡ *Rückmeldung, S. 20*, you have still time until the last day of the current semester, in which case a penalty fee (currently 19,94 €) is raised additionally.

Semesterticket • Semester Ticket *(Semtix)* The semester ticket is the semi-annually valid student ticket for local public transport in Berlin ABC, the form and price of which have been the subject of strenuous discussions over the years. At the moment, the transport ticket for the semester costs 193.80 euros. If you have problems financing the semester ticket fee, you can apply to the ➡ *AStA, S. 4* for a subsidy for the semester ticket. Though the ticket is based on the VBB-*fahr*Card[22] from a technical point of view, it is property of the TU Berlin and therefore may not be confiscated by the inspectors. The ticket allows for one bicycle to be carried on. If you have problems with your semester ticket, you can contact the semester ticket office of the AStA.

Seminar *(SE, SEM, seldom: HS)* The seminar is a form of course, in which you will sit only with few further participants if you are lucky, so that direct contact with the university lecturers is possible. The ➡ *exam, S. 18* at seminars often consists of presentations and term papers. To get a seat in such a course, we suggest to register to „Meta-Seite Seminare" (or similar) on ➡ *ISIS, S. 12* at the end of the previous lecture period.

Servicebriefkasten • Service Mailbox *(Störmeldestelle, CAFM-Webportal, Computer Aided Facility Management)* The service mailbox is a web portal of the facility management of the TU Berlin, through which broken toilets, chairs, tables, light switches, clocks, door locks and sockets, and further disturbances, as well as missing soap, missing toilet paper or missing garbage cans can be reported. The service mailbox can be reached under `https://cafmweb.tu-berlin.de/CAFM/AM_Servicebriefkasten`. After submitting a report, the problems are often resolved very quickly. In case of damage or urgent disruptions you can call the hotline (+49 30 314 76000). In case of ➡ *emergency, S. 16* you can call the emergency number +49 30 314 2 3333.

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[22] `https://www.vbb.de/fahrpreise/vbb-fahrcard`

Shibboleth *(Single-Sign-On (SSO), SAML, Identity Provider, Identity Management (IDM))*
Manages the log-in to many Services of TU Berlin like ➡ *ISIS, S. 12*, ➡ *MOSES, S. 15*, or
➡ *tuPORT, S. 25* as well as external services like library databases via the OAuth2-procedure.
Is therefore able to handle ➡ *TANs, S. 24*. Known for being over capacity especially in the
first days of a new semester.

Skript • Script The contents of a course as a PDF to print youself, often published on
that course's ➡ *ISIS, S. 12* page. The quality of the script varies greatly depending on the
course. It can happen that these are just several hundred pages of PowerPoint slides.

SLM *(SLcM, Student Lifecycle Management)* In the future, the SLM will map all admin-
istrative processes affecting students and thus make various other systems obsolete or
merge them. So far, this project has led to the creation of ➡ *tuPORT, S. 25* (among other
things), a portal intended to merge several services for students.

Sprechstunden • Consultation Hours Almost all teachers offer weekly consultation hours.
They can be found on the website of the respective institution or staff or in the correspond-
ing ➡ *ISIS course, S. 12*. However, these consultation hours are not always open for public,
so it may be necessary to register in advance with the relevant secretariat. Consultation
hours are also offered by administrative and advisory services like ➡ *Prüfungsamt, S. 19* or
➡ *Studienberatung, S. 23*.

Starke Authentifizierung • Strong Authentication For identifying yourself it is necessary
to use strong authentication for actions like exam registrations, participating in online
examinations, and logging in to ➡ *tuPORT, S. 25*. Strong authentication requires a valid
➡ *TAN-Verfahren, S. 24*.

Studien- und Prüfungsordnung • Study and Examination Regulation *(StuPO, historically split
into StuO and PO)* The study and examination regulations define the objectives, scope
and ➡ *modules, S. 14* of a degree programme. Among other things, it regulates when
which modules have to be taken in order to achieve the desired degree. Also, it defines,
whether a ➡ *Seminar, S. 21* or ➡ *Projekt, S. 18* with what extent has to be completed. Finally,
it contains information about the ➡ *Abschlussarbeit, S. 3*, such as the scope, choice of topic
and possible withdrawal period.

Studienberatung • Academic Advising   The central Academic Advising Service (➤ **a-stud-ber-en**) service is located in the main building. General information about studying, changing study programs and studying abroad can be found here. The International Student Counseling (➤ **int-ber-en**) offers help for example with the extension of your residence permit. The Psychological Counseling (➤ **psych-ber-en**)[23] service can help with blockades, examination anxiety and similar problems. Additionally the Faculty IV Student Advisory Service (➤ **sfb-en**) advises on the individual degree programs.

Studienbescheinigung • Certificate of Enrollment   The certificate of enrolment is required for health insurance companies or student discounts. You have to print the certificate yourself and find it on ➡ *tuPORT, s. 25* under "Notes and Certificates". Sometimes you have to select the correct semester first (using the filter-symbol on the upper right). For instance, the summer semester 2020 is marked as academic year "2020/2021 - Summer Semester". **Tip:** Always get it right away and save it locally.

Studiendekan*in • Dean of Studies   Is especially responsible for teaching and thus relieves the ➡ *dean, s. 6* in this area. Currently, Prof. Benjamin Blankertz is the dean of studies of ➡ *Fakultät IV, s. 9*.

**Studiengangsreview • Review of a degree**

Studierendenausweis • Student ID *(VBB fahrCard, Student Card, Campus card)*   Contains the ➡ *Semesterticket, s. 21* and is used for identification during examinations or to gain access to buildings outside opening hours. In the ➡ *library, s. 32* books are borrowed with it. To get a new ID in case of loss or theft, you have to fill in a form, hand it in at the ➡ *Campus Center, s. 6* and pay 16 Euro. The student ID is officially owned by the TU Berlin and should thus not be given away to anyone. More information can be found at quick access ➤ **196690**.

Studierendensekretariat

Stundenplan • Timetable   Can be created within the ➡ *Vorlesungsverzeichnis, s. 26* on ➡ *MOSES, s. 15*. Only valid for you personally, as adding a teaching unit does not constitute a registration for it. For ➡ *tutorials, s. 25* you'll have to register on MOSES at a different location.

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[23] see also the Psychological Counselling at the Studierendenwerk Berlin (➤ **stw-psych-ber-en**)

StuPa • Student Parliament *(Studierendenparlament)*   The student parliament is one of the organs of the student body at the TU Berlin. The StuPa is elected every year, has 60 seats and deals with the concerns of the student body. The student body consists of all enrolled students of the TU Berlin. Together with KulT Ini, UTEX and the MInitiative, the ➡ *Freitagsrunde, S. 9* currently holds 11 of the 60 seats in StuPa. It is for instance responsible for the election of the ➡ *AStA, S. 4* and negotiations with the VBB regarding the ➡ *Semesterticket, S. 21*.

T
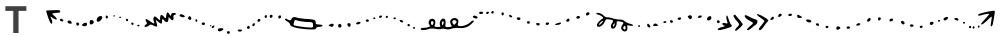
TAN-Verfahren • TAN-Procedure *(TOTP, mTAN, iTAN)*   TU Berlin provides three different procedures for ➡ *Starke Authentifizierung, S. 22*: iTAN (Index TAN: a paper-based TAN-list), mTAN (mobile TAN, SMS-TAN), and TOTP (Timed one-time password, using an app). By default, you'll receive a paper-based TAN-list by mail with your enrollment. Using this list you'll be able to log into ➡ *tuPORT, S. 25* and activate one of the other procedures.[24] For requesting a new TAN-list you still need to have 2 unused TANs. If at some point you're unable to authenticate yourself, you need to video-call the ➡ *ZECM, S. 26* (*Video-Ident*) or visit the ➡ *Campus Center, S. 6* or ZECM-Shop in person to get a new one.

Täuschung • Cheating *(Deceit, Deception, Fraud)*   According to the ➡ *AllgStuPO, S. 3* any attempt to illicitly influence an ➡ *exam's, S. 18* result is considered as *cheating* (also holds for theses). **Such an attempt leads to immediately failing the respective ➡ *Modul, S. 14*** once (yes, *one* cheat sheet in *one* part of a ➡ *Portfolio Exam, S. 17* is enough to fail the *whole* exam). Cheating repeatedly (i. e. failing multiple examination attempts) may even lead to an exmatriculation. A special form of cheating is ➡ *Plagiat, S. 17*.

Teilzeitstudium • Part-Time Studies

Testzelt

TUB-Account *(formerly: tubIT-account)*   The TUB account is used for the login to all electronic services at the TU Berlin. Therefore, the account should be created at the beginning of your studies with the help of the provisioning letter. The provisioning should take place at the latest during the computer introduction at the beginning of the first semester. In caye you don't have a TUB-account yet, you can use some services with your ➡ *BEW-Account, S. 5* too.

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[24]We recommend using TOTP if feasible, as mTAN tends to be unreliable and iTAN requires you to remember to generate a new TAN-list in time.

TUB-Portal   The TUB portal is the old web portal for members of the TU Berlin, which was used for role and exam management (i. e. ➡ *QISPOS, S. 20*) among other things. Even though some sites still link to that portal, nearly all of its functionality has now moved to ➡ *tuPORT, S. 25*.

tubCloud   Online storage platform as ➡ *ZECM, S. 26* service based on Nextcloud. Each student has 50 GB of storage space. This can be used via a web interface and mobile/desktop apps. You can also synchronize individual directories of your computer and create backups. tubCloud is also a better alternative to large email attachments. You can share your files with other TU Berlin members or make them publicly available. Office documents can also be edited collaboratively. More information on this feature is available under the title OnlyOffice at the ZECM ➤ **onlyoffice**.

tuPORT   *(tuPORT-portal, SAP tuPORT)*   tuPORT, accessible on `https://tuport.sap.tu-berlin.de`, is the new web portal for members of the TU Berlin. It replaces the old ➡ *TUB-Portal, S. 25*. It contains exam management (currently integrating ➡ *QISPOS, S. 20*), some ➡ *certificates of study, S. 23* and information about your ➡ *Rückmeldung, S. 20*, among other things. Moreover, one can file some requests directly in the portal. The login works via ➡ *2-factor-authentication, S. 22* using the ➡ *TAN-Verfahren, S. 24*. If you want to go to ➡ *MOSES, S. 15* or ➡ *ISIS, S. 12*, it is not necessary to log-in here first.

Tutor*in • Tutor   Tutors lead ➡ *tutorials, S. 25*. The focus here is on practical application and knowledge transfer. The tutors are mostly higher semester students. See also ➡ *Arbeiten an der TU, S. 4*.

Tutorium • Tutorial   *(TUT)*   Tutorials are forms of courses in which lectures in particular but also ➡ *practical courses, S. 17* are supplemented (rarely also prepared). This often includes solving and discussing exercises, in order to also teach students to apply methods related to the respective subject. Tutorial registration usually takes place at the beginning of the lecture period via ➡ *MOSES, S. 15*. The ➡ *tutors, S. 25* are mostly students. With the completion of the 3rd semester, applications for tutor jobs are possible (in individual cases also earlier).

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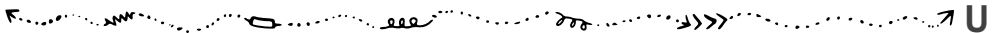
Universitätsbibliothek • University Library   *(UB, BIB, Unibib, Zentralbibliothek, Volkswagen-bibliothek)*   The joint university library of the TU and UdK Berlin is located in the Volkswagen-Haus in the east of the campus (towards the Zoologischer Garten). At the beginning of each semester, introductory courses can be taken to facilitate the use of the library. See also ➡ *Bibliotheken, S. 32*.

V
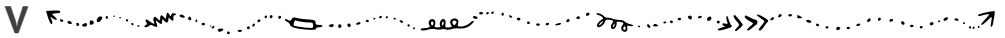
Vorleistung • Exam Prerequisites *(Homework Criteria, Preliminary Work, "Advance Results", "Schein/Scheinklausur")* For some ➡ *examinations, S. 18*[25] you have to fulfill prerequisites. These are often done as ➡ *Hausaufgaben, S. 11*, often also as ➡ *Gruppenarbeit, S. 11*. A certain amount of homework must be passed in order to be enrolled. In some degree programmes there are also "Scheinklausuren", i. e. tests that must be passed before enrollment to an examination.[26] However, with the consent of the examiner it is also possible to be enrolled to an examination without having completed the exam prerequisites in full.[27] Exam prerequisites are recorded in ➡ *MTS, S. 15* and ➡ *MOSES, S. 15*, previously also in ➡ *QISPOS, S. 20* and are retained for later examination attempts.

Vorlesungsverzeichnis • Course Catalogue *(Course Directory, formerly: LSF)* In the course catalogue you will find almost all course information, traditionally at least when and where. You will also find further information on contact persons and contents. You can find the course catalogue on ➡ *MOSES, S. 15* under the tab *Directory*.

VPN *(Virtual Private Network)* With the VPN you can connect to the university from home or insecure networks and use the internet as if you were sitting in the university. This is especially useful if you need access to online libraries outside the university. The ➡ *ZECM, S. 26* provides the access data and instructions for different operating systems online.

Z
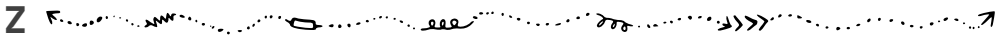
ZECM *(Zentraleinrichtung Campus-Management, ZE CMPS MGMT; formerly: tubIT)* Central IT-Service-Center of the TU Berlin and responsible for the ➡ *eduroam, S. 7*, ➡ *E-Mails, S. 7* and generally all IT services. Problems can be solved on site or by e-mail, but there are also numerous instructions on the website. Often confused with ➡ *InnoCampus, S. 11*.

Zusatzmodul • Additional Module

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[25] Portfolio examinations are not allowed to require any prerequisites.

[26] It may also be possible that a certain number of tests must be passed. Such modes are then called "2 out of 3", for example.

[27] See article 63 paragraph 2 second sentence ➡ *AllgStuPO, S. 3*.

Food procurement

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

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

Cafeterien • Cafeteria The cafeterias of the university offer hot meals as well as sandwiches, pastries, salads and drinks. These are more expensive than in the ➡ *Mensa, S. 27* and other cafés of the *Studierendenwerk* [28] and are usually not offered in buffet form, but are usually full. The daily updated offer you get for example with the Telegram-Bot ➡ *OmNomNom, S. 17*. The opening hours can be found in quick access ➤ **1668**.

› **Mathe-Café** There you will find coffee and sandwiches. There is also good Indian food and vegetarian dishes.

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

› **EN-Café** Quite good bread rolls, "Das Essen", warm and mostly decent food.

› **Café Nero** Café at the ➡ *Universitätsbibliothek, S. 25*. Very good food, but also rather expensive.

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

› **Café Skyline** Café on the 20th of the ➡ *TEL, S. 33*, providing a great view over Berlin. Student prices.

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

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

› **Veggie 2.0** Exclusively vegan canteen below the main dining hall. Student prices.

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

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[28] Since October 1st 2018, all cafés of the Studierendenwerk offer student prices. You can only pay via the ➡ *MensaCard, S. 28* in all mensas of the Studierendenwerk.

Food procurement

MensaCard • Canteen Card   Chip card for cashless payment in the canteen and cafeterias of the Studierendenwerk. The card can be loaded with cash either manually at the ATM or using the AutoLoad procedure. With the latter, the bank details are stored and the card is automatically loaded as soon as the credit falls below a threshold value. Since 2019 you can only pay via the MensaCard in all mensas of the Studierendenwerk. The status flag for students is encoded wrongly in some cards, you may look into that when you use your card the first time.

Studentische Cafés • Student Cafes   Student cafes are, as the name implies, run by other studends. You can buy drinks and snacks for a cheaper price, but the opening hours are dependant of the availability of the hosts in the room. The following list is not complete, but offers a variety of student cafes on the TU Berlin's campus. Each of them has its own unique atmosphere and stories, so just check 'em out!

› **Café A**   Located at the back exit of the architectural building. You can find a Kicker (table soccer), drinks of all kinds and a nice atmosphere in the inner courtyard. They usually also have sandwiches made by ➡ *Brötchenmann, s. 27* and frozen pizza. The Café has a public Discord: **discord.gg/invite/5dAspSe**.

› **Café Shila**   Student café organized by students of electrical engineering and psychology (at least at the beginning). The latter are scarce nowadays, but some electrical engineers are still there (in the last time getting overpowered by computer engineers). You will find the Shila behind the Maths Building, opposite the exit of the HE 101.

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

› **TELquel**   On the ground floor of the ➡ *TEL, s. 33* is the café of the humanities scholars. In addition to the widespread offer of drinks, you can also buy bread rolls from the ➡ *Brötchenmann, s. 27* here or play a round of chess.

› **Café Erdreich**   You will find Café Erdreich on the ground floor of the Z Building. Students mainly of the faculties 3 and 6 sell here all kinds of drinks and offer guests the opportunity, to relax with a round of table socker kickers or billiards. They are especially famous on the whole campus for their draft beer and related beer pong rounds.

› **WiWiCafé**   WiWiCafé is located in the room EB102. Here you will mostly find students from faculty VII. Apart from drinks, they also sell warm buttered pretzels at daytime. In its vicinity there is also a small space for students to work. Moreover, it often features info events and movie nights.

› **PlaWi — Die PlanWirtschaft**   The PlaWi is located on the ground floor of the B-Building (Institute of Urban and Regional Planning). Apart from an interesting choice of offered drinks they also provide a table for table soccer and couches for chilling out.

› **Math Café a. k. a. HiLife-Treff, Le Treff, Nullstelle, …**   Student cafe with a special view in the 8th story of the Math building (MA 844). Here you can also find various drinks and discussion topics. It comes to no surprise that it is most frequented by mathematicians. They may have an usual tendency to favor complicated currency systems (and regular name changes), but they are also very calm and friendly.

› **Atomic**   The Atomic within EW 021/022 was fought for (and won) by physics students. Now you can enjoy chocolate bars and fair-traded coffee there, among other things. They also have music, a water boiler and usually motivation for exciting conversations.

› **Zwille**   After massive protests the Zwille has been revived on the Campus, and relocated to SE-RH. This is not just a cafe, but an open self-organized space for students: "Within Zwille is happening whatever people want to do there right now." It is open for meetings, events, chilling, working, playing, dancing, talking, exchanging opinions or utopias, …

› **EB 104**   EB 104 is one of the oldest student initiatives of the TU Berlin. Against the implication of its name, you will actually find that cafe at EB 226. Next to the obligatory drink variety, they have a well-equipped kitchen and much working space, old exam transcripts and many interesting people / groups within their rooms 226a–c. The EB 104 has a virtual room: `https://meet.innocampus.tu-berlin.de/virtuelleseb104`.

› **Roundkiosk**   The ROUNDKIOSK is a meeting point and place of communication in the foyer of the *Architekturgebäude*. Coffee and espresso are served here.

› **Café Oase**   The student Café Oase is managed by students and is located on the TIB site of the TU Berlin (Campus Wedding). There are drinks and snacks to buy, kicker to play or one or more coffee shift to take over. On `http://istdieoaseoffen.de` you can check whether the café is open or not.

Leisure activities

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

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

AGRS • Working Group Computer Security *(AGRS, ENOFLAG, LEGOFAN)*   The working group computer security meets weekly (Tuesday 18h in the TEL 20th floor Auditorium 3)[29] to discuss new developments in security technology and to give interesting lectures. The ENOFLAG team (a. k. a. LEGOFAN) has won many "Capture the Flag" security competitions. Guests are welcome. More on **enoflag.de**.

Fridays For Future @ TU Berlin   Since 2019 there has been a local group of Fridays for Future at the TU Berlin, which has for instance already been responsible for one student plenary assembly in the ➡ *Audimax, S. 4*. They have weekly meetings each Wednesday at 6 pm within the rooms of the ➡ *AStA, S. 4*.

Kickern • Table Football   In many ➡ *student cafés, S. 28* or initiatives there are kicker tables on which one or the other match can be played. Sometimes even against the ➡ *Brötchenmann, S. 27*. Also the ➡ *Freitagsrunde, S. 9* has a kicker in the MAR 0.005. Furthermore there is a kicker tournament every year.

LAN-Partys   Are organised at irregular intervals by the ➡ *Freitagsrunde, S. 9*, usually at the beginning and end of the semester.

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

SKB *(Sprach- und Kulturbörse)*   The SKB is, besides the ➡ *ZEMS, S. 31*, the second institution for language learning at the TU Berlin. It has a more varied range of courses than the ZEMS, but the courses are more expensive and cannot be credited towards the course of studies.

Spieleabende • Game Evenings   In the ➡ *Freitagsrunde, S. 9* there are sometimes ➡ *LAN-Partys, S. 30*, but also game evenings in analog form.

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

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[29]During the COVID-19 pandemic on `https://meet.enoflag.de/erstis`.

Sprachkurse • Language Courses At the TU Berlin language courses are offered from 2 different locations: the ➡ *ZEMS, S. 31* and the ➡ *SKB, S. 30*.

TechTalks From students for students. The TechTalks give you the chance to tell other interested students about your great project. It doesn't matter if you are interested in origami, typesetting, regular expressions or blinking electronics. You can find upcoming talks at `https://wiki.freitagsrunde.org/TechTalks` or at ➡ *fopen, S. 9*. If you would like to hold a TechTalk yourself, write to us at **techtalks@freitagsrunde.org**.

TU-Do (Offene Werkstatt) • TU-Do (Open Workshop) *(3D-RepairCafe, Makerspace, Terra Preta, UniGardening, DIY & Mechatronics Lab, aerolab)* TU-Do is an open maker space in the basement of the EB building (*INI-Keller*). It houses a woodworking workshop, an electronics workshop, 3D printers and a seminar room. There is also a café for refreshment and relaxation. See **tu-do.net** for more information.

Unikino • Campus Cinema *(Charlies Campus Filmclub)* The high definition projectors in the [ma|*Mathegebäude*] are not only used for lectures. You can also watch fairly recent blockbusters, timeless classics, documentary films or arthouse cinema. The Unikino opens most Wednesdays in the lecture period. More information via **unikinoberlin.de**.

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

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

ZEMS • Modern Language Center *(Zentraleinrichtung Moderne Sprachen)* The central institution for Modern Languages offers language courses for students. For ZEMS courses ➡ *ECTS, S. 7* are awarded and most courses are recognized for your studies. If you want to ➡ *study abroad, S. 5* and need a language certificate for it, the ZEMS courses are also recognized as a certificate for some destinations. ZEMS also offers tests for DAAD language certificates.

Learning spaces

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

archiPool *(A 310)*   Computer rooms of faculty VI, also open for other students. Features heavier Windows-PCs with much special software (like tools for CAD/3D-design, 3D-rendering, drafting, …), scanners and printers. Open 24/7.

BH-N 002   Features the characteristic red chairs, and whiteboards (power outlets, good WiFi). Parts of the room are only accessible over a couple of steps. Open 24/7.

Bibliotheken • Libraries   If you don't want to spend a fortune on the literature you need during your studies, you should visit one of the libraries of the TU Berlin. Beside some smaller subject-specific libraries on the whole campus there is the central ➡ *Universitätsbibliothek, S. 25* in the Volkswagenhaus east of the Mensa, where usually all textbooks are available in sufficient quantity. You can also reserve group work rooms there. Your ➡ *student card, S. 23* is also your library card. For further information see **www.ub.tu-berlin.de**.

E 027   Typical working room having the new red chairs, but the older white tables and whiteboards. Good WiFi-quality, has power outlets. Right next to the Café Shila. Opened Monday to Friday, 6 am to 10 pm.

E-N *(Elektronik-Neubau)*   The E-N houses the ➡ *ZECM, S. 26* and the ZECM PC-Pool. On the first floor ➡ *tutorials, S. 25* often take place. Since the beginning of this semester, a PC-Pool of the ➡ *eecsIT, S. 8* can also be found here.

H 3026   Equipped as a showroom with new furniture. Has 52 workstations, whiteboards, sockets and good ➡ *WLAN coverage, S. 7*.

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

MA *(Mathematikgebäude, Em-Ah)*   From the 5th floor on there are very often empty seminar rooms as work rooms. In addition, the Unix pool (MA 241) is located in the MA. The building has many seating areas, but few sockets and partly bad ➡ *eduroam coverage, S. 7*. In case of verbal information the building is often confused with the ➡ *MAR, S. 33*.

MAR *(Marchgebäude, Em-Ah-Er)* The building MAR (Marchstraße) is one of the newest buildings of the TU Berlin and accommodates many institutes of the faculty IV. You can study in the corridors and seminar rooms on the ground floor, as long as they are not occupied by courses, and work in the computer rooms on the 6th floor. The ➡ *Freitagsrunde, S. 9* can also be found here, more precisely in MAR 0.005 and sometimes in MAR 4.065. In case of oral information the building is often confused with the ➡ *MA, S. 32*.

Rechnerräume • PC rooms Rooms in which university computers are available for students. Particularly popular are the 1st and 2nd floors of the ➡ *TEL, S. 33*, the ZECM PC pool in the E-N building (E-N 004) and the Unix pool in the Maths building (MA 241). There are also PC pools for special tasks (CAD, simulation, graphic design, architectural design), which are assigned to specific faculties, but may often be used after consultation with the room supervisors.

TEL *(TU-Hochhaus, Telefunken-Hochhaus)* Apparently not named after Telekom, but after the company Telefunken, which built the house in 1960. Telekom, however, used to operate an affiliated institute with the TU on the upper floors. On the 1st and 2nd floors there are freely accessible ➡ *computer rooms, S. 33*. Also, Thilo works here.

Weltraum *(EB 317c, "Outer Space")* Working room within the EB-building. Features blue chairs, white tables, whiteboards and chalkboards (good WiFi, has power outlets). Open 24/7.

Events

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

Semesterablauf (beispielhaft)

Ende des Semesters		2. Prüfungsphase			Gegenvorstellungsverfahren (wenn nötig)
	Rückmeldung **spätestens jetzt**			Einsicht	
5 Tage nach Prüfung					
				Attest einreichen	
Klausurtermin					
3 Tage vor Klausurtermin					
1 Woche vor Klausurtermin		Durchführung der Portfolioprüfung	Anmeldung zur schriftlichen Prüfung		Rücktritt von Anmeldung für schriftliche Prüfung
Ende der Vorlesungszeit	Rückmeldung	Vorleistung zur Prüfung			
Ende Anmeldung Portfolioprüfung (beliebiger Termin)					
			Anmeldung & Rücktritt Portfolioprüfung		
Beginn der Vorlesungszeit					
	Module 'raussuchen (MTS, StuPO)	Mit Kommiliton*innen absprechen (z.B. über Matrix)	Für Tutorien anmelden auf MOSES		
Beginn des Semesters					

Campus Charlottenburg

Alphabetical Index of Translations

Any questions?

Contact us.

★ in our rooms: **MAR 0.005** and MAR 4.065 (*currently closed*)

★ via E-Mail: **info@freitagsrunde.org**

★ at our Wiki under **freitagsrunde.org**

★ via telephone: **+49 (0) 30 314 75769** (*currently unavailable*)

★ via Matrix ➤ **matrix-frunde** (public and unencrypted)

★ via Twitter: **@freitagsrundeTU**

★ via our mailing lists: **lists.freitagsrunde.org**

★ via Facebook: **freitagsrunde.tu**

★ anonymous: **feedback.freitagsrunde.org**

Write us a postcard or a letter...

Studierendeninitiative Freitagsrunde
Technische Universität Berlin
Fakultät IV – Elektrotechnik und Informatik
Sekretariat MAR 6-1
Marchstraße 23
10587 Berlin

About this booklet

This booklet is compiled each year by members of the Freitagsrunde. Even though we really try, the booklet will never be completely flawless. If you have **comments or suggestions for improvement** on this booklet, can post them on the ➡ *GitLab, S. 10*-page of the TU Berlin:

Content `https://git.tu-berlin.de/freitagsrunde/ewh-json/-/issues`
Print   `https://git.tu-berlin.de/freitagsrunde/e-woche-heft/-/issues`

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

`https://docs.freitagsrunde.org/E-Woche/2022/Heft/`

There is also a website: **uniabc.freitagsrunde.org**

Checklist: Start of Studies

Hinweis zu den IT-Systemen: Zu Beginn des Semesters ist das Anmeldesystem (➡ *Shibboleth, S. 22*) im Tagesverlauf häufig überlastet. Sofern Du Dich gleich morgens anmeldest und angemeldet bleibst, funktioniert der Zugang oft auch ohne funktionierendes Anmeldesystem.

☐   Activate your **TUB-Account**. See *Provisionierung*/Provisioning in your documents for enrolment.

☐   Register for your *Tutorien*. Until Wednesday, October 19th 2022 at 6 p. m.
`https://moseskonto.tu-berlin.de/`

☐   Set up your e-mail client for the **e-mails** you get from the university or remember to check your inbox at least daily via the web interface
`https://exchange.tu-berlin.de/`
Some of the most important information from the TU Berlin is only sent via e-mail.

☐   Register for the ISIS courses of your modules[30] to get information, homework and study material, and the lecture scripts[31]
`https://isis.tu-berlin.de/`

☐   Configure **e-mail filters** ➤ **163198**

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

☐   Don't forget to enrol for the **early exams** in November

☐   Subscribe to the **Freitagsrunde mailing list**
`https://lists.freitagsrunde.org/mailman/listinfo/fopen`
You will get important and interesting information around studies from the *Freitagsrunde*.

☐   **Get in touch with other students and help each other.** Maybe ➡ *Matrix, S. 14* can be of help with that.

There is an extensive version of this checklist
`https://wiki.freitagsrunde.org/Checkliste`

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[30]Hints on how to find them are available at the student advisory services FAQ page. ➤ **sfbisisfaq**

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