HowTU Study

YOUR PROJECTS ARE DUE TODAY BY 5:00 PM.

... I DIDN'T EVEN KNOW WE HAD ONE.

WAIT. I DON'T THINK I'VE BEEN ATTENDING. I MUST HAVE FORGOTTEN I HAD THIS CLASS. SHITSHITSHIT.

OKAY, I'M GONNA FAIL. WILL IT HOLD ME BACK? I JUST WANT TO GET OUT OF HERE. I THOUGHT I'D FINISHED MY REQUIREMENTS ALREADY.

IN FACT, I THINK I REMEMBER GRADUATING.

WHAT THE HELL IS—

Fun Fact: Decades from now, with school a distant memory, you'll still be having this dream.

image credit: http://xkcd.com/557/ by Randall Munroe, CC BY-NC 2.5
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=HowTUSStudy
• on our document repository docs.freitagsrunde.org
• on the faculty website for the introductory events
• with this QR code
Ask questions

Without registration at

frag.jetzt/participant/room/keinepanik
HowTU Office Hours

• Are we speaking too fast?
• Do you want to talk to someone directly?

• Office hours of the Student Advisory Service
• Visit us on Matrix or at our room in MAR 0.005
How these videos are split out

• tl;dr
• Navigating the semester
  • Preparation
  • The Campus
  • Timetable
  • Lecture Period
  • After the lecture period
• IT Services and Software
• Contact Persons
• Tips & Tricks
• The Final Word
tl;dr

Too long, didn’t read
#tuDown

• TU Berlin got hacked on April 30 2021
• A couple of systems are still down or only up with limited functionality
  • Their status is tracked using a traffic-light-style system: https://www.campusmanagement.tu-berlin.de/menue/dienste/zecm_dienste_ampel/

Be aware, that there may still exist some limitations
Teaching Platforms

Planning, Partial Assignments and Exams
- Tutorial registration
- Recognition of prerequisites

Modules and Exams
- Exam registration
- Module descriptions and compulsory elective subjects catalogue

Learning Platform
- Course material
- Quizzes und Homework
# Orgasystems

## Exams

<table>
<thead>
<tr>
<th>QISPOS</th>
<th><strong>Exams</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• (De-)Registration for (non-)compulsory modules</td>
</tr>
<tr>
<td></td>
<td>• Transcript of records</td>
</tr>
</tbody>
</table>

## Administrative

<table>
<thead>
<tr>
<th>tuPORT</th>
<th><strong>Administrative</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Certificate of Registration, re-registration</td>
</tr>
<tr>
<td></td>
<td>• Requests to the Office of Student Affairs, Examination Office</td>
</tr>
</tbody>
</table>

## E-Mails

<table>
<thead>
<tr>
<th>Exchange</th>
<th><strong>E-Mails</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• read regularly, at best daily</td>
</tr>
</tbody>
</table>
Tutorials

Wie funktionieren die IT-Services für Student*innen an der TU Berlin?

3 videos • 16 views • Updated 6 days ago

Die IT-Services der TU Berlin verständlich erklärt: Hilfestellung zur Orientierung, Modulanmeldung und vieles mehr.

German with English Subtitles

https://www.youtube.com/playlist?list=PL8100G9OvY3JDfDwslgiRG616cheeVht1
BEW-Account

• In case your matriculation takes time, you can already use ISIS and MOSES with your BEW-Account
  • Login: BEW_0...
  • Password: as usual
Anything else?

• You must only register for exams, but only sometimes for lectures
  • Exception: registration for seminars / projects in order to reserve a spot
  • Enrollment in courses on ISIS has no consequences

• Register for exams on time and deregister when necessary, deadlines are communicated by faculty

• Ask questions
  • Freitagsrunde
  • Student Advisory Service
Glossary

Technische Universität Berlin
Glossar / Glossary

Navigating through the Semester
Example Walk through the Semester

Start of the Semester

Choose modules (MTS, StuPO)

Get in touch with fellow students (e.g. via Matrix-Chat)

Register for tutorials via MOSES

End of the Lecture period

Re-registration

Completion of prerequisites

Examination period for portfolio examinations

Registration period for written exams

Deadline withdrawal from written exams

End of the Semester

3 Days Before the Exam

Late re-registration last call

5 Days After the Exam

Submit medical certificate (if applicable)

Exam inspection

Deadline withdrawal from written exams

Motion of reconsideration (if applicable)

End of the Semester

Registration of & withdrawal from portfolio examinations

Registration of & withdrawal from portfolio examinations

2. examination period

Registration of & withdrawal from portfolio examinations

Completion of prerequisites

Examination period for portfolio examinations

Registration period for written exams

Deadline withdrawal from written exams

Motion of reconsideration (if applicable)
Start of the Semester

- Choose modules (MTS, StuPO)
- Get in touch with fellow students (e.g. via Matrix-Chat)
- Register for tutorials via MOSES

1 Week Before the Exam
3 Days Before the Exam
Day of the Exam
5 Days After the Exam
End of the Semester
Email

mail.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 emails from your TU account

• **Guides** are available at the ZECM
• Available under https://chat.tu-berlin.de
• Guide: https://wiki.freitagsrunde.org/Matrix
The Campus
Campusmap

https://campusmap.freitagsrunde.org/
Where to study

Quiet Areas for Studying: Everything You Need to Know About TU Berlin's Study Spaces

Opening hours, features, and locations

There are a number of study spaces available at TU Berlin managed by different units. Some of the spaces are managed by student initiatives or the University’s libraries while others are centrally managed by the administration.

The rooms are open to all TU students and offer spaces for individual or group study, WiFi, and power outlets. Individual rooms may have additional features.

**Centrally managed study spaces:** E 027, E-N 025, H 3026, MAR U.003 (is currently not available), FH 310, EW 016, BH-N

Current opening hours: Monday to Friday, 8-20:00

**Decentrally managed study spaces:** MFB 12 (“Aquarium” in the Mathematics Library), EB 317c (“Weterraum,” managed by the Sputnik student initiative), EB 302B (next to the WIWI Café), EB 327 (“Voigt-Sass-Saal,” managed by the "Heiliger Orden der Schiffbauer Latte“ student association), EB 226A (managed by the EB 104 student initiative), EB 302B (study room next to the WIWI Café)

Current opening hours: upon request

Where to meet others

- Meet your Student initiative
  - You can find us at MAR 0.005
Where to chill

image Unikino: https://de-de.facebook.com/Filmclub.TU/
Timetable
Which Rules Apply?

Do I have to read that?

- ✔️ StuPO
- ✔️ AllgStuPO
- ✔️ BerlHG

Degree program
Studying at TU Berlin
Studying in Berlin

§ 31 BerlHG
What is a Degree Program?

- compulsory electives
  - catalogue 1
  - \ldots
  - catalogue n
- electives
- compulsory modules
- other rules
## Annex 2 – Recommended Progress of Study

<table>
<thead>
<tr>
<th>Sem. / CP</th>
<th>Computer Science (Informatik)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st semester</strong></td>
<td>Compulsory Electives Study Area (30-42 CP)</td>
</tr>
<tr>
<td>30 CP</td>
<td>Compulsory Electives Study Areas (18-36 CP)</td>
</tr>
<tr>
<td><strong>2nd semester</strong></td>
<td>Electives (24-30 CP)</td>
</tr>
<tr>
<td>30 CP</td>
<td></td>
</tr>
<tr>
<td><strong>3rd semester</strong></td>
<td>Master’s thesis (30 CP)</td>
</tr>
<tr>
<td>30 CP</td>
<td></td>
</tr>
<tr>
<td><strong>4th semester</strong></td>
<td></td>
</tr>
<tr>
<td>30 CP</td>
<td></td>
</tr>
</tbody>
</table>

*Version*
Module Structure

- Module
  - defined by
  - Module Description
    - can be found in $MTS$, S.12
Module Database MTS

Module transfer system (MTS)

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

Contact:

Ticket system
mts@innocampus.tu-berlin.de

Possible functions in this area

Module
Alles zu Modulen

Studiengänge
Alles zu Studiengängen
Module Description

Module title:
Analysis I für Ingenieurwissenschaften
Analysis I for Engineering Sciences

Credits:
9 Credit points

Default display language:
German

Module / Version:
#20132 / #3

Validity:
Since WS 2019/20

Faculty:
Fakultät II

Office:
No information

Institute:
Institut für Mathematik

Area of expertise:
No Information

Responsible person:
Hammer, Matthias

Contact person:
No information

E-mail address:
mathe-service@math.tu-berlin.de

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

POS links:

<table>
<thead>
<tr>
<th>POS number</th>
<th>PORD number</th>
<th>Module title</th>
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</thead>
<tbody>
<tr>
<td>6160</td>
<td>32233</td>
<td>Analysis I für Ingenieurwissenschaften</td>
</tr>
</tbody>
</table>

Learning Outcomes
No information
### Parts of a Module Description

#### Module Components

**Pflichtteil:**
All Courses are mandatory.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Type</th>
<th>Number</th>
<th>Cycle</th>
<th>Language</th>
<th>SWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis I für Ingenieurwissenschaften</td>
<td>VL</td>
<td>3235 L 007</td>
<td>WS/SS</td>
<td>German</td>
<td>4</td>
</tr>
<tr>
<td>Analysis I für Ingenieurwissenschaften</td>
<td>UE</td>
<td>904</td>
<td>WS/SS</td>
<td>German</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Workload and Credit Points

**Analysis I für Ingenieurwissenschaften (VL):**

<table>
<thead>
<tr>
<th>Workload description</th>
<th>Multiplier</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Information</td>
<td>15.0</td>
<td>4.0 hours</td>
<td>60.0 hours</td>
</tr>
<tr>
<td>No Information</td>
<td>15.0</td>
<td>4.0 hours</td>
<td>60.0 hours</td>
</tr>
</tbody>
</table>

120.0 hours (4 credits per week)

**Analysis I für Ingenieurwissenschaften (UE):**

<table>
<thead>
<tr>
<th>Workload description</th>
<th>Multiplier</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Information</td>
<td>15.0</td>
<td>2.0 hours</td>
<td>30.0 hours</td>
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<tr>
<td>No Information</td>
<td>15.0</td>
<td>6.0 hours</td>
<td>90.0 hours</td>
</tr>
</tbody>
</table>

120.0 hours (4 credits per week)

**Course-independent workload:**

<table>
<thead>
<tr>
<th>Workload description</th>
<th>Multiplier</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Information</td>
<td>1.0</td>
<td>30.0 hours</td>
<td>30.0 hours</td>
</tr>
</tbody>
</table>

30.0 hours (1 credit per week)
Module Structure

Module

defined by

Module Description

specifies

Teaching Unit

can be found in

MTS, s.12

Course Catalogue, s.21
Course Types

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

Course search

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

Possible functions in this area

- **Full text**
  - Full-text search by title, organizational unit, lecturer, and more

- **By organizational unit**
  - Events sorted by organizational unit

- **By label**
  - Events sorted by label

- **By room**
  - Weekly view of a room

- **By module**
  - Weekly view of a module

- **By curriculum component**
  - Weekly view of a curriculum component
Course Directory
Course Directory
Course Directory
Module Structure

Module

defined by

Module Description

can be found in MTS, S.12

specifies

Teaching Unit

can be found in Course Catalogue, S.21

contains

contains

Lecture

has information system

⇒ ISIS, S.10

⇒ Tutorium, S.20

is registered for via

⇒ MOSES, S.12
Tutorials

• via MOSES

• deadline: **18.10.2022, 18 Uhr s.t. (CEST)**
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
<table>
<thead>
<tr>
<th>The Digital Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start of the Semester</strong></td>
</tr>
<tr>
<td>Register for tutorials via MOSES</td>
</tr>
<tr>
<td>Get in touch with fellow students (e.g. via Matrix-Chat)</td>
</tr>
<tr>
<td>Choose modules (MTS, StuPO)</td>
</tr>
<tr>
<td><strong>Lecture Period</strong></td>
</tr>
<tr>
<td>Registration of &amp; withdrawal from portfolio examinations</td>
</tr>
<tr>
<td>Examination period for portfolio examinations</td>
</tr>
<tr>
<td><strong>End of the Semester</strong></td>
</tr>
<tr>
<td>1 Day Before the Exam</td>
</tr>
<tr>
<td>5 Days After the Exam</td>
</tr>
<tr>
<td>1 Week Before the Exam</td>
</tr>
<tr>
<td>Day of the Exam</td>
</tr>
<tr>
<td>Exam</td>
</tr>
<tr>
<td>1 Day Before the Exam</td>
</tr>
<tr>
<td>End of the Semester</td>
</tr>
</tbody>
</table>
Group Tasks

• Three kinds of groups
  • Groups for tutorials on MOSES, to get into the same tutorial
  • Homework groups for prerequisites
  • Study groups for learning together (informal)

• Notify your fellow members early if you have difficulties completing your part in time
• Tell the teachers early if your group doesn’t work well
Module Structure

Module Exam → Form of Examination

- Written Exam
- Oral Exam

Form of Examination → Module

→ Portfolio, S. 14

Module Description → Teaching Unit

- Lecture
  - has information system
  - ISIS, S. 10
- Tutorium, S. 20

Teaching Unit

- can be found in
  - MTS, S. 12
- can be found in
  - Course Catalogue, S. 21

Module

defined by

are completed with

§§ 52 – 58 AllgStuPO
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:
Leistungsverzeichnis Analysis 1

Module completion

🌟 Grading:
graded

🔍 Type of exam:
Written exam

🔍 Language:
German

🔍 Duration/Extent:
No information

Duration of the Module
This module can be completed in one semester.

Maximum Number of Participants
This module is not limited to a number of students.

Registration Procedures
No information

Recommended reading, Lecture notes

🔍 Lecture notes
Availability: ✗ unavailable

🔍 Electronical lecture notes
Availability: ✗ unavailable

🔍 Literature
Portfolio Examinations

- Consist of multiple parts
  - e.g. Written tests, homework assignments, presentation ...
  - Usually sum up to 100 points

- Registration early(!) in the semester

- **Deregistration** is only possible until **one day before the first examination part**
Module Structure

Module Exam is completed with Module.

Form of Examination specifies Module Description.

Written Exam and Oral Exam require Enrollment.

Enrollment requires QISPOS, Referat Prüfungen.

Lecture has information system ISIS.

Teaching Unit contains Tutorium.

MTS can be found in Course Catalogue.

MOSES can be found in MTS.
Exam Registration

- MTS -> Modulprüfungen -> An-/Abmelden
- Not to be confused with the Exam Registration under the “Exams”-Tab within MOSES
## Anmeldung zur Prüfung

- **Abschluss**: □ Bachelor □ Master □ Vordiplom □ Hauptdiplom

### im Studiengang / ggf. Studienrichtung
- **Course of study / discipline**

<table>
<thead>
<tr>
<th>Matrikel-Nummer</th>
<th>Matriculation number</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

### Fach / Modul (Subject):
- Pflichtmodul
- Wahlpflichtmodul
- Kernmodul ___
- Profilmodul ___
- Anwendungsmodul
- Nebenmodul
- Schwerpunktmanken
- Zusatzmodul (gemäß §)

### Fach / Modul mit Genehmigung:
- Freie Wahl / Wahlmoden
- Modulbeschreibung erforderlich

### Letztmögliche Prüfungsausfall

§ 33 BerHGB von mindestens zwei prüfungs- berechtigten Personen abzunehmen.
Once the lectures end
Examination Period

- Choose modules (MTS, StuPO)
- Get in touch with fellow students (e.g. via Matrix-Chat)
- Register for tutorials via MOSES
- Completion of prerequisites
- Examination period for portfolio examinations
- Registration period for written exams
- Deadline withdrawal from written exams
- Registration of & withdrawal from examinations

Start of the Semester
Start of the Lecture Period
End of the Lecture Period
End of the Exam
Day of the Exam
3 Days Before the Exam
1 Week Before the Exam
Registration of & withdrawal from portfolio examinations
Examination period for portfolio examinations
Deadline withdrawal from written exams
Registration period for written exams
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 three days before the exam
Die meisten Klausuren wurden von Studierenden zusammengetragen, um anderen das Lernen zu erleichtern. Wir würden uns freuen, wenn ihr nach euren Klausuren dazu beiträgt, diese Sammlung zu erweitern.

Wie? Schaut mal im Wiki vorbei.

**MUSTERLÖSUNGEN KÖNNEN FEHLER ENTHALTEN!**

Wir freuen uns über korrigierte Dokumente!

Vielen Dank für eure Hilfe!

- [https://docs.freitagsrunde.org/Klausuren](https://docs.freitagsrunde.org/Klausuren)
Deadline for Sick Note

- Choose modules (MTS, StuPO)
- Get in touch with fellow students (e.g. via Matrix-Chat)
- Register for tutorials via MOSES
- Completion of prerequisites
- Examination period for portfolio examinations
- Registration period for written exams
- Deadline withdrawal from written exams
- Submit medical certificate (if applicable)

Timeline:
- Start of the Semester
- End of the Lecture period
- 3 Days Before the Exam
- Day of the Exam
- 5 Days After the Exam
- End of the Semester
Sick? Doctors Note

• Deregistration is also possible after the regular deregistration period
  • Sick note to be handed in until 5 days after the exam
  • Other reasons are to be resolved personally with the examination office

• An open attempt has to be continued; potentially already on the next possible date of exam
View your Transcript

Transcript Of Records

pdf-overview: Compendium of all Achievements

- acknowledged exam

Student Data

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's name</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td>Date and place of birth</td>
<td>17.08.1936 in Paoli</td>
</tr>
<tr>
<td>Field of study</td>
<td>[88] Master</td>
</tr>
<tr>
<td>Registration number</td>
<td>102354</td>
</tr>
<tr>
<td>Address</td>
<td>Technology Square 555, MA 02139 Cambridge</td>
</tr>
</tbody>
</table>
After the Exam

Start of the Semester
- Choose modules (MTS, StuPO)
- Get in touch with fellow students (e.g. via Matrix-Chat)
- Register for tutorials via MOSES

End of the Lecture Period
- Completion of prerequisites
- Registration of & withdrawal from portfolio examinations

3 Days Before the Exam
- Examination period for portfolio examinations
- Registration period for written exams
- Deadline withdrawal from written exams

Day of the Exam
- Submit medical certificate (if appl.)

5 Days After the Exam
- Exam inspection
- Motion of reconsideration (if applicable)

End of the Semester
Inspection

• Look through the graded exam and check whether the correction was correct
• Understand and avoid repeat mistakes
• If there are any problems: check the reconsideration procedure

• Tip: **Always show up!**
  • If you cannot attend, then give permission to someone else to go for you.
Grades

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

- The conversion is done via grading keys, depending on exam type (e.g. portfolio)

See module description (Moses)
2nd Exam Term

Start of the Semester
- Choose modules (MTS, StuPO)
- Get in touch with fellow students (e.g. via Matrix-Chat)
- Register for tutorials via MOSES

End of the Lecture Period
- Completion of prerequisites

Examination period for portfolio examinations
- Registration of & withdrawal from portfolio examinations
- Registration period for written exams
- Deadline withdrawal from written exams

5 Days After the Exam
- Submit medical certificate (if applicable)
- Exam inspection
- Motion of reconsideration (if applicable)

End of the Semester
- 2nd examination period
- Registration of & withdrawal from portfolio examinations
- Examination period for portfolio examinations
- Registration of & withdrawal from portfolio examinations
- Submission of medical certificate (if applicable)
- Exam inspection
- Motion of reconsideration (if applicable)
Exam Terms

• 2 per semester, you can choose the term in written exams

• Usually the first 3 weeks and the last 3 weeks of the lecture-free time
Exam Repetition

• 3 attempts, the last one is oral
• Compulsory elective and elective modules can be exchanged
  • You need to submit the corresponding form to the examination office BEFORE registering the replacement exam

• One further attempt, if you take part in a meeting with the Student advisory services
• Three attempts for the thesis (BerlHG)
Free Retries

• Every failed attended examination attempt does not count at the moment (until the end of the summer term 2022, presumably)

• Requirements:
  • You must attend
  • You must have failed (i.e. gotten a 5.0)
  • You must not have been caught cheating
Re-Registration

Start of the Semester

- Choose modules (MTS, StuPO)
- Get in touch with fellow students (e.g. via Matrix-Chat)
- Register for tutorials via MOSES

End of the Lecture period

- Re-registration
  - Completion of prerequisites

3 Days Before the Exam

- Examination period for portfolio examinations
  - Registration period for written exams
  - Deadline withdrawal from written exams

5 Days After the Exam

- Submit medical certificate (if applicable)

End of the Semester

- Exam inspection
- Motion of reconsideration (if applicable)

2. examination period

Registration of & withdrawal from portfolio examinations
Re-Registration

• without penalty fee: until 22.07.2022
• with penalty fee: until 30.09.2022
tuPORT

<table>
<thead>
<tr>
<th>Willkommen</th>
<th>Lehre und Lernen</th>
<th>Studium</th>
<th>Informationen</th>
<th>IT-Anträge</th>
<th>IT-Dienste</th>
<th>Meine Daten</th>
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<tr>
<td>MTS</td>
<td>ISIS</td>
<td>Verzeichnis</td>
<td>MosesKonto</td>
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</tr>
<tr>
<td>Modulkatalog</td>
<td>E-Learning</td>
<td>Lehrveranstaltungen</td>
<td></td>
<td>Tutoriumsplätze</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Studium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antrag stellen</td>
</tr>
</tbody>
</table>
And then it all starts again

Choose modules (MTS, StuPO)
Get in touch with fellow students (e.g. via Matrix-Chat)
Register for tutorials via MOSES

Re-registration
Completion of prerequisites

Examination period for portfolio examinations
Registration period for written exams
Deadline withdrawal from written exams
Submit medical certificate (if applicable)
Exam inspection
Motion of reconsideration (if applicable)

1 Day Before the Exam
5 Days after the Exam
Last call

End of the Lecture period
End of the Semester
IT-Services and Software
Tools for Online (Team-)Work
Remote Access
Software
Who to talk to
Freitagsrunde

freitagsrunde.org

• Go-to for any problems related to your studies and university
  • the place to get in touch with peers
  • we'll make your voice heard, by passing on any issues to the relevant people/organization (e.g. academic committees)
  • help you navigate the university system

• If you don't know who to go, reach out! Contact us:
  • (info@freitagsrunde.org) or visit MAR 0.005
• 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/
- Advising
  - University and academic advising
  - Social and BAföG counselling
  - International Student Advising
- Service
  - Technic pool
  - Finance department
- Also: Departments for different topics and independent 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 Campus Management
- In2TU for refugees
Universitätsbibliothek
Library

https://www.tu.berlin/ub/
• textbooks, partially available online
• Access to databases
• consultations and seminars
• work carrels
• And lots more
• Informative social media presence
Studierendenwerk

stw.berlin/en/

• Counselling
  • Psychological-psychotherapeutic counselling
  • Counselling on study financing
  • Counselling on academic writing

• Culture
• Cafeterias, cafeteria cooking show
• Student housing
• …
Tips & Tricks
The Academic Quarter

• Pay close 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!

Keep an eye on the master students roundtable to meet others

• https://dz.freitagsrunde.org/?id=introweek
Find Your Focus

• Hopefully by now you have an idea, what you want to focus on....

• The Student Advisory Service can support you in finding the right courses for your specialization.... which brings us to:
Find Your Thesis Topic

• Finding a thesis topic can be difficult.
• Take courses in areas you are considering for a thesis to get to know the lecturers.
• Some lecturers don't like to give topics to students who haven't heard at least their intro courses – if in doubt, ask early.
Ask Questions

• Ask your study partners and fellow students
  (initial contact can be established via ISIS chat)

• Use the ISIS Forum
• For confidential topics: write to your teaching assistant or the professors office, usually not the professors themselves
• #UrgentIsNotASubjectLine
  • Better: list your subject and deadline

• Be polite
Office Hours

- Ask your teaching staff how stuff works
- Ask questions and get help with problems
- Make use of them early

- Usually offered by
  - Tutors
  - Teaching assistants
  - Professors
  - Advisory Services
Be Self-Aware

• Minimize unnecessary stress
  • deregister from examinations early
    • Difficult/impossible for portfolio examinations
  • replace modules you don’t like

• Do I really want to take this course?

• Study/life 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
  • ...

§ 67 AllgStuPO
Plagiarism

- Copying from unknown sources without citation will only make your life more difficult.
- Can lead to Exmatriculation!

Meme: Condescending Wonka/Creepy Wonka still 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
   Section 2

II. General Objectives
    Section 3
    Section 4
    Section 5

III. Quality Assurance
     Section 6
     Section 7
     Section 8
     Section 9
     Section 10

Outline

I. General Section
   Section 1 – Scope of Application
   Section 2 – Entry Into Force / Expiry

II. Objectives and Organization of Studies
    Section 3 – Qualification Objectives, Course Contents and Professional Fields of Activity
    Section 4 – Course Start, Standard Period of Study and Required Coursework
    Section 5 – Organization of Studies

III. Requirements and Conduct of Examination
     Section 6 – Purpose of the Master’s Examination
     Section 7 – Master’s Degree
     Section 8 – Scope of the Master’s Examination; Determination of the Overall Grade
     Section 9 – Master’s Thesis
     Section 10 – Types of Examination and Enrollment for Examination

IV. Annex
#Corona

- General Corona Information for All Members of TU Berlin
- Current information from the Examination Office
- Current information from the Office of Student Affairs
Final Word
Freitagsrunde

www.freitagsrunde.org

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- [www.freitagsrunde.org](http://www.freitagsrunde.org)
- [fOpen](http://fOpen)
- [MATRIX](http://MATRIX)

- [Twitter](https://twitter.com/freitagsrundetu)
- [Instagram](https://instagram.com/freitagsfrunde)
- [Facebook](https://www.facebook.com/freitagsrunde.tu)
Intro-Week Booklet Online

In Bearbeitung!  Work in Progress!

Das Uni-ABC
Willkommen beim Uni-ABC!
Hier haben wir ein paar wichtige oder interessante Themen für Dich zum Schmökern und Nachschlagen zusammengestellt. Da die Themen Nahrungsbeschaffung, Freizeitgestaltung und Lernräume umfassender sind, haben wir ihnen eigene Abschnitte gegeben. Wenn Du ein Thema hier nicht findest oder Du

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
Studieren is(s)t mehr!
The week(s) to come

Welcome to Faculty IV!

Soon you will start your studies at the Faculty IV Electrical Engineering and Computer Science. For many of you, this brings new challenges, raises questions, much is still unknown and you may also have little contact with fellow students. We are very pleased about the prospect that Academics and Teaching will continue to take place in large parts at TU Berlin during summer semester 2022. In this way, you can immerse yourself directly in study and campus life and get to know fellow students.

To help you get your studies off to a successful start in your first semester, we are continuously compiling and updating important information for you on this web page. Therefore, please check back here regularly.

SAVE THE DATE

- **Beginning of April**
- **April 04**
- **April 19**

**Early April: Introduction Week at Faculty IV**

At the beginning of April, Faculty IV will welcome you, dear newly enrolled students.

Keep an eye on the **master students roundtable** to meet others

https://dz.freitagsrunde.org/?id=introweek
Welcome to Faculty IV
Enjoy your Time
HowTU Studium

YOUR PROJECTS ARE DUE TODAY BY 5:00 PM.  
... I Didn't Even Know We Had One.

WAIT. I DON'T THINK I'VE BEEN ATTENDING. I MUST HAVE FORGOTTEN I HAD THIS CLASS. SHITSHITSHIT.

OKAY, I'M GONNA FAIL. WILL IT HOLD ME BACK? I JUST WANT TO GET OUT OF HERE. I THOUGHT I'D FINISHED MY REQUIREMENTS ALREADY.

IN FACT, I THINK I REMEMBER GRADUATING.

WHAT THE HELL IS—

Fun Fact: decades from now, with school a distant memory, you'll still be having this dream.

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

ib4@pruefungen.tu-berlin.de

replace the „4“ with the appropriate team number
• Nobody wants to see a sea of empty images, not even your lecturer
  • Check you profile, maybe upload a picture?
• Use the mute button.
• Use the “raise hand” button.
Group Projects

- Do your part (at least)
- Give others a chance to do their part.
- If you can’t finish on time, say so early