DON'T PANIC!

HowTU Study

Introductory Event for Students at Faculty IV

Where to Find These Slides?

- with our long short link https://docs.freitagsrunde.org/E-Woche/2023/Sommer/
- on our document repository docs.freitagsrunde.org
- on the faculty website for the introductory events
- with this QR code

HowTU Office Hours

- Something remains unclear?
- 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

tl;dr

Too long, didn’t read

Teaching Platforms

Moses

Planning, Partial Assignments and Exams

- recognition of prerequisites
- room directory
- (tutorial registration)

MTS

Modules and Exams

- exam registration
- module-descriptions and compulsory elective subjects catalogue

ISIS

Learning Platform

- course material
- homework and sometimes quizzes

Orgasystems

QISPOS

Study Records

- Transcript of records
- Deregistation for (non-)compulsory modules

tuPORT

Administrative

- Certificate of Registration, re-registration
- Requests to the Office of Student Affairs, Examination Office

Exchange

E-Mails

- read regularly, at best daily

Website Relaunch

- some links are still broken
- a slight design change for the some of the sites

- some of English translations are lost

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?

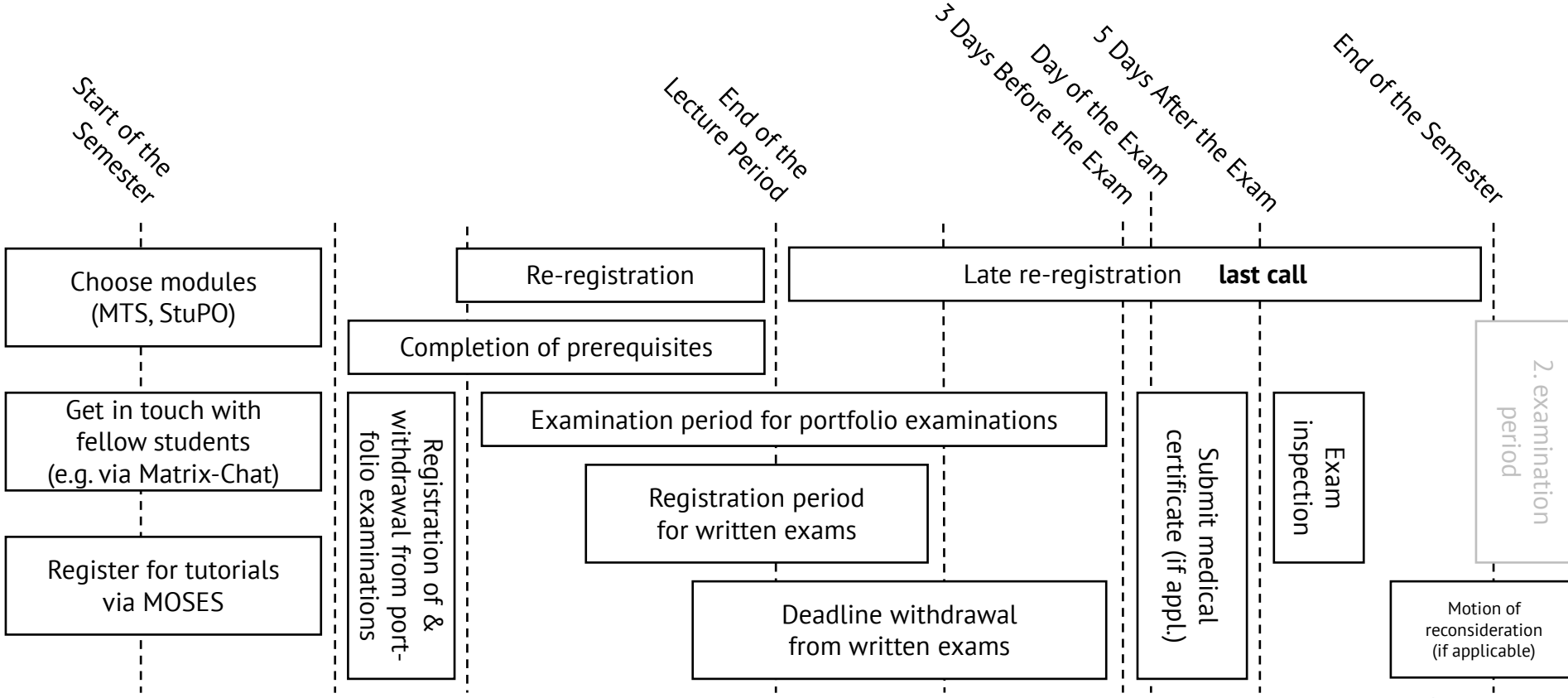
- You need to register for exams, but only sometimes for lectures
  - Enrollment in courses on ISIS has no consequences
  - Exception: registration for seminars / projects in order to reserve a spot
- Register for exams on time and deregister when necessary, deadlines are communicated by faculty
- Ask questions
  - Freitagsrunde
  - Student Advisory Service

Glossary

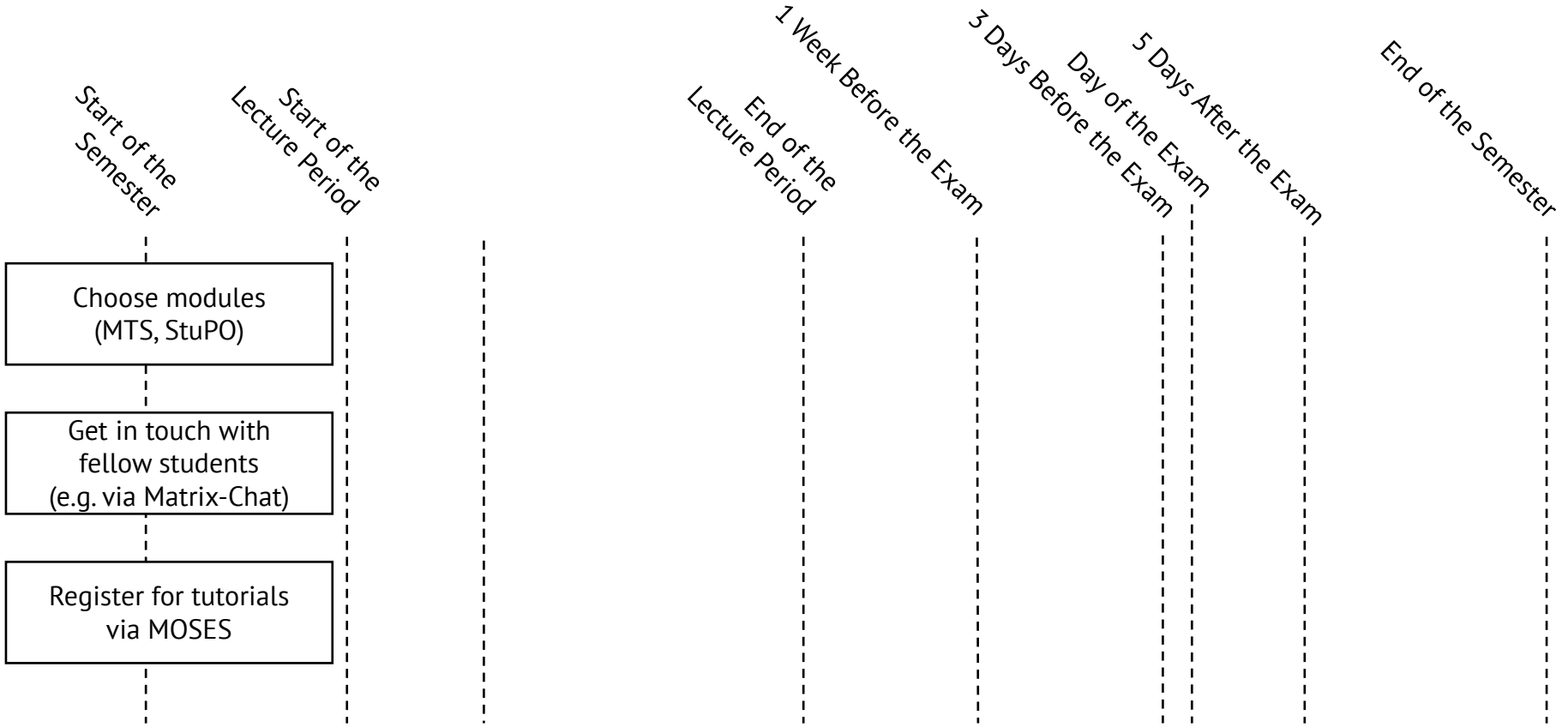
https://www.static.tu.berlin/fileadmin/www/10004219/Forschende_Beschaeftigte/UEbersetzungsservice/Glossar_Glossary_08_2022.pdf

Navigating through the Semester

Example Walk through the Semester



Start of the Semester

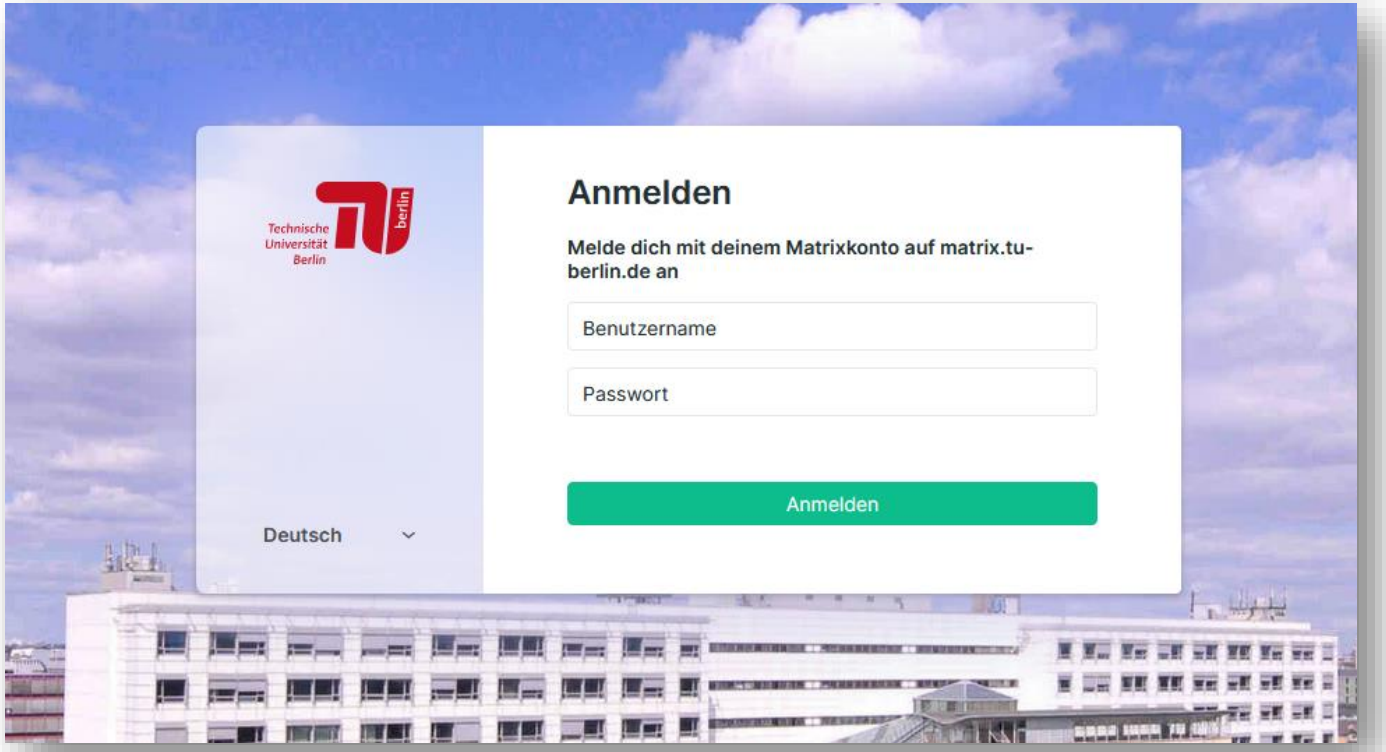


Email

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

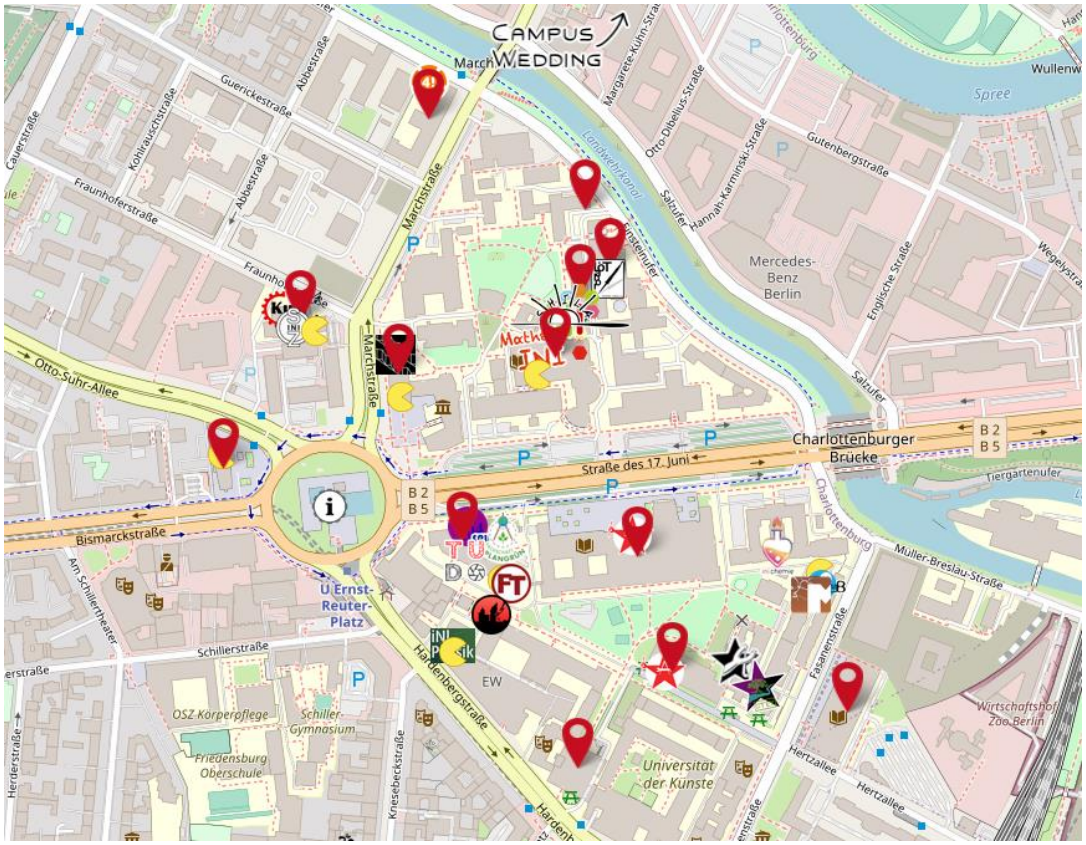
matrix @ TUB



- Available under https://chat.tu-berlin.de
- Guide: https://wiki.freitagsrunde.org/Matrix

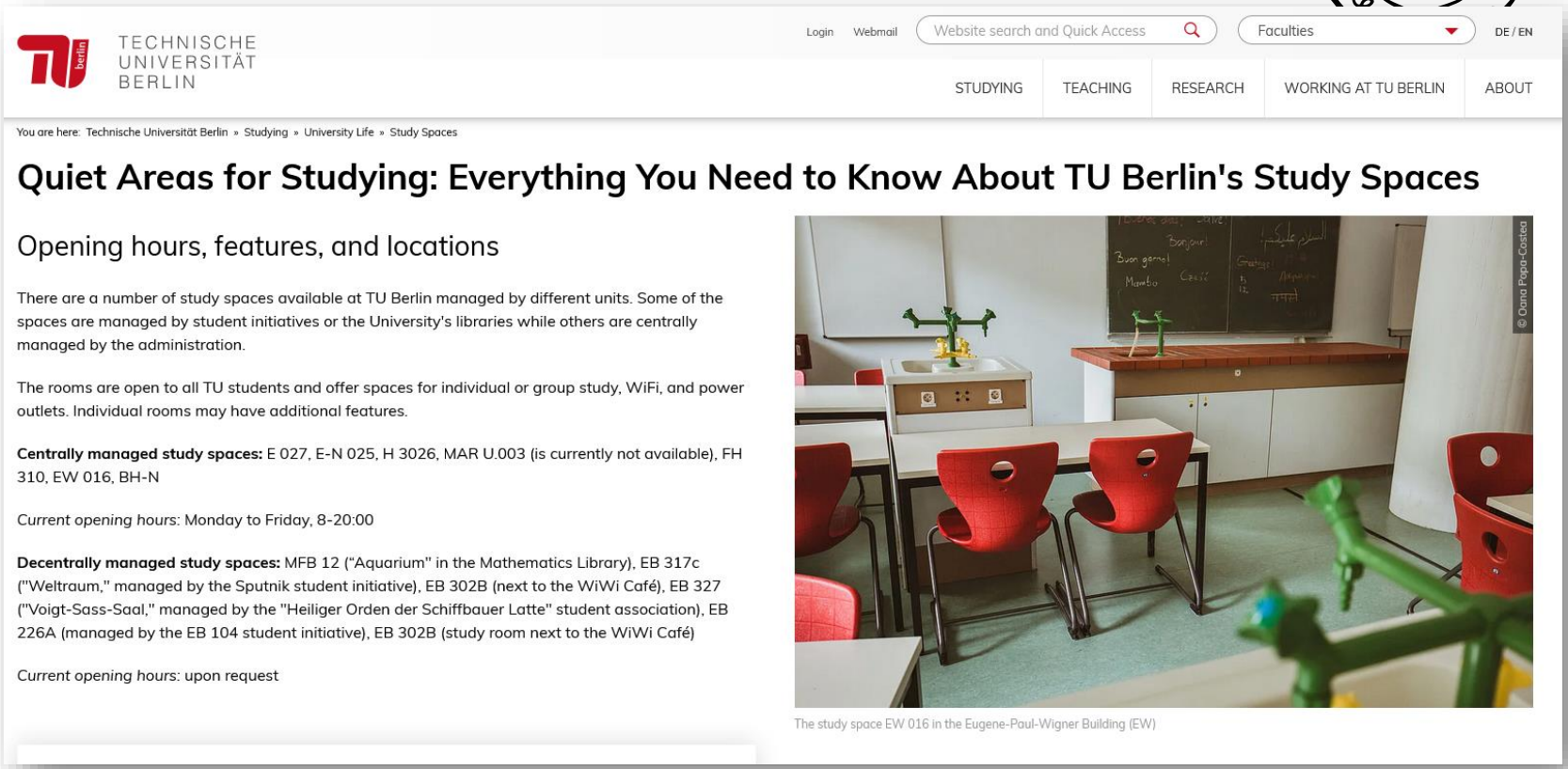
The Campus

Campusmap



https://campusmap.freitagsrunde.org/

Where to study



TECHNISCHE UNIVERSITÄT BERLIN

Login Webmail Website search and Quick Access Faculties DE / EN

STUDYING TEACHING RESEARCH WORKING AT TU BERLIN ABOUT

You are here: Technische Universität Berlin » Studying » University Life » Study Spaces

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 ("Weltraum," 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

The study space EW 016 in the Eugene-Paul-Wigner Building (EW)

https://www.tu.berlin/en/studying/university-life/study-spaces/

Where to meet others

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

Some example places to chill

image Unikino: https://de-de.facebook.com/Filmclub.TU/

TU-Sport

1000 offers out of 170 categories

Format: regular/recourrent courses, workshops, excursions, online courses, women-only courses, …

Booking starts: 03.04.2023

Courses starts: 17.04.2023

3-in-1 offer: 3 courses in on paket

Gym on campus in the EB-building (Erweiterungsbau)

Questions: Info@zeh.tu-berlin.de

@ tuberlinsport

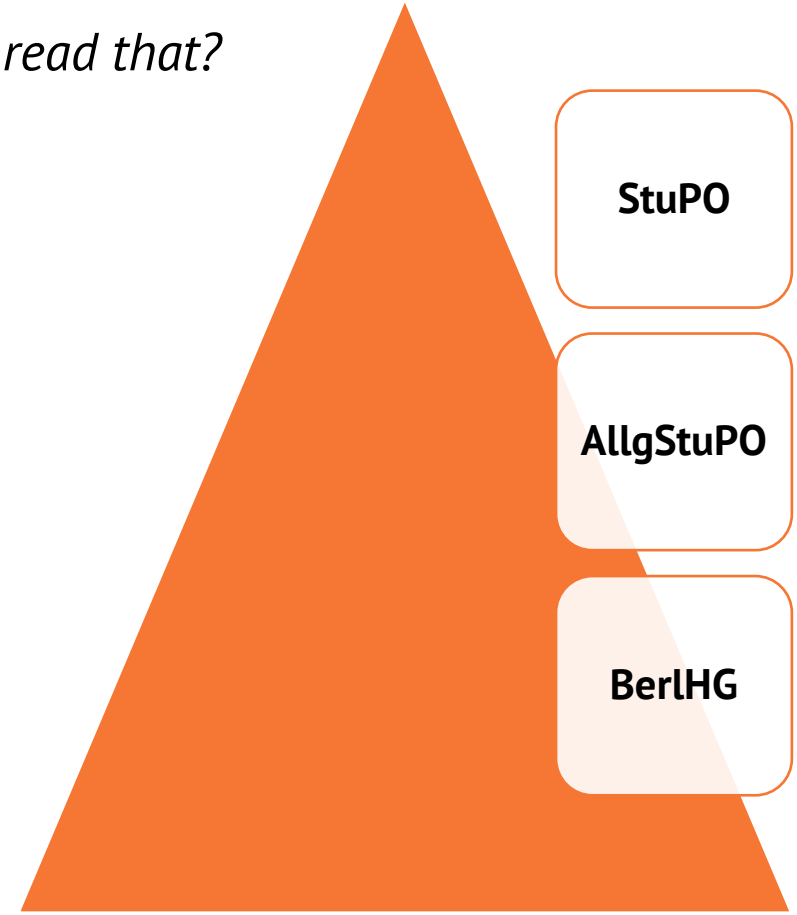
Timetable

Which Rules Apply?

Do I have to read that?

✓

✓

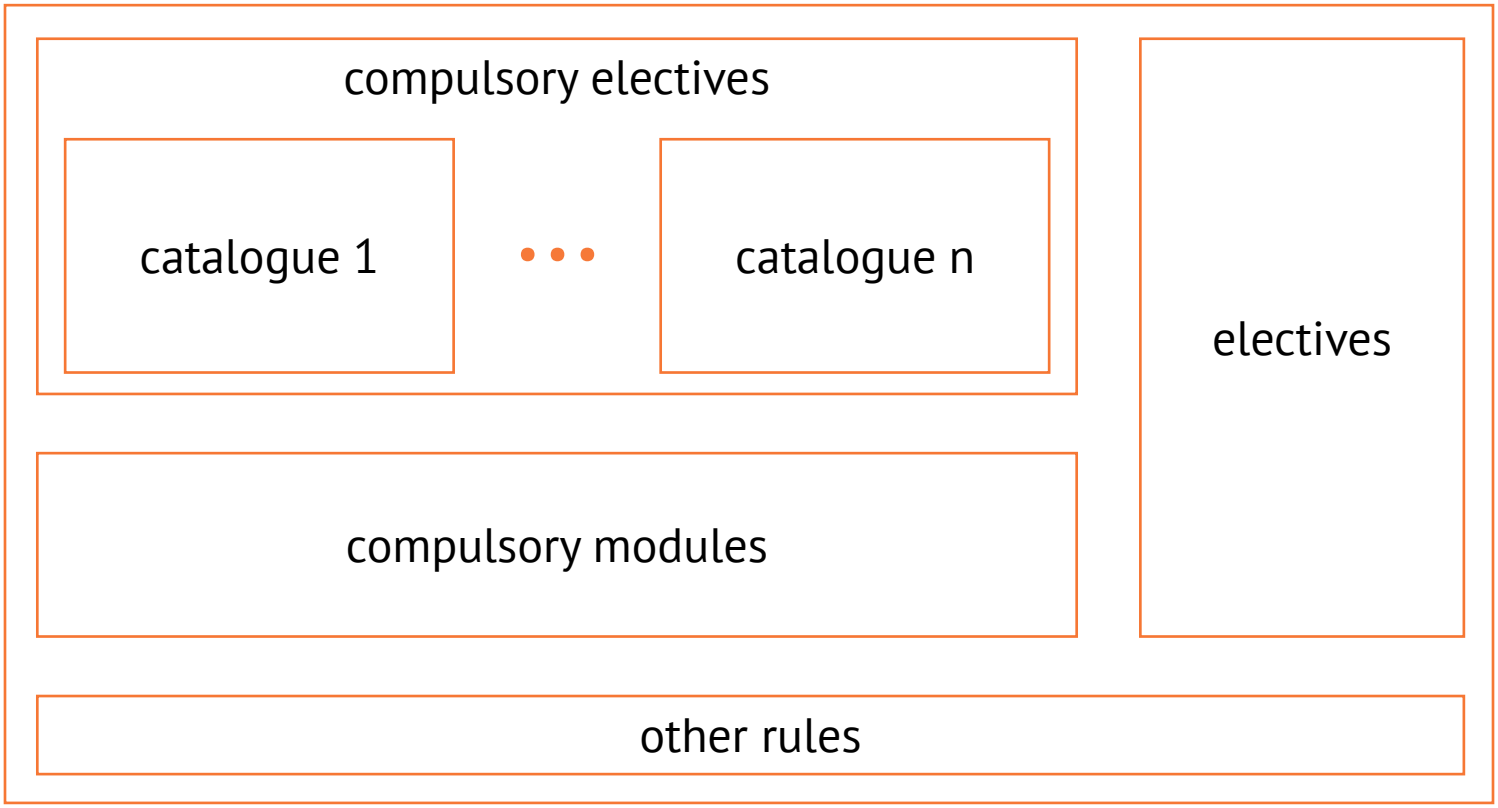


StuPO — Degree program

AllgStuPO — Studying at TU Berlin

BerlHG — Studying in Berlin

What is a Degree Program?



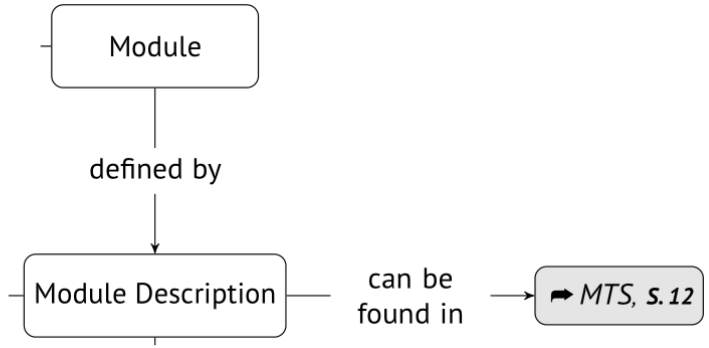
Recommended Degree Schedule

Annex 2 – Recommended Progress of Study

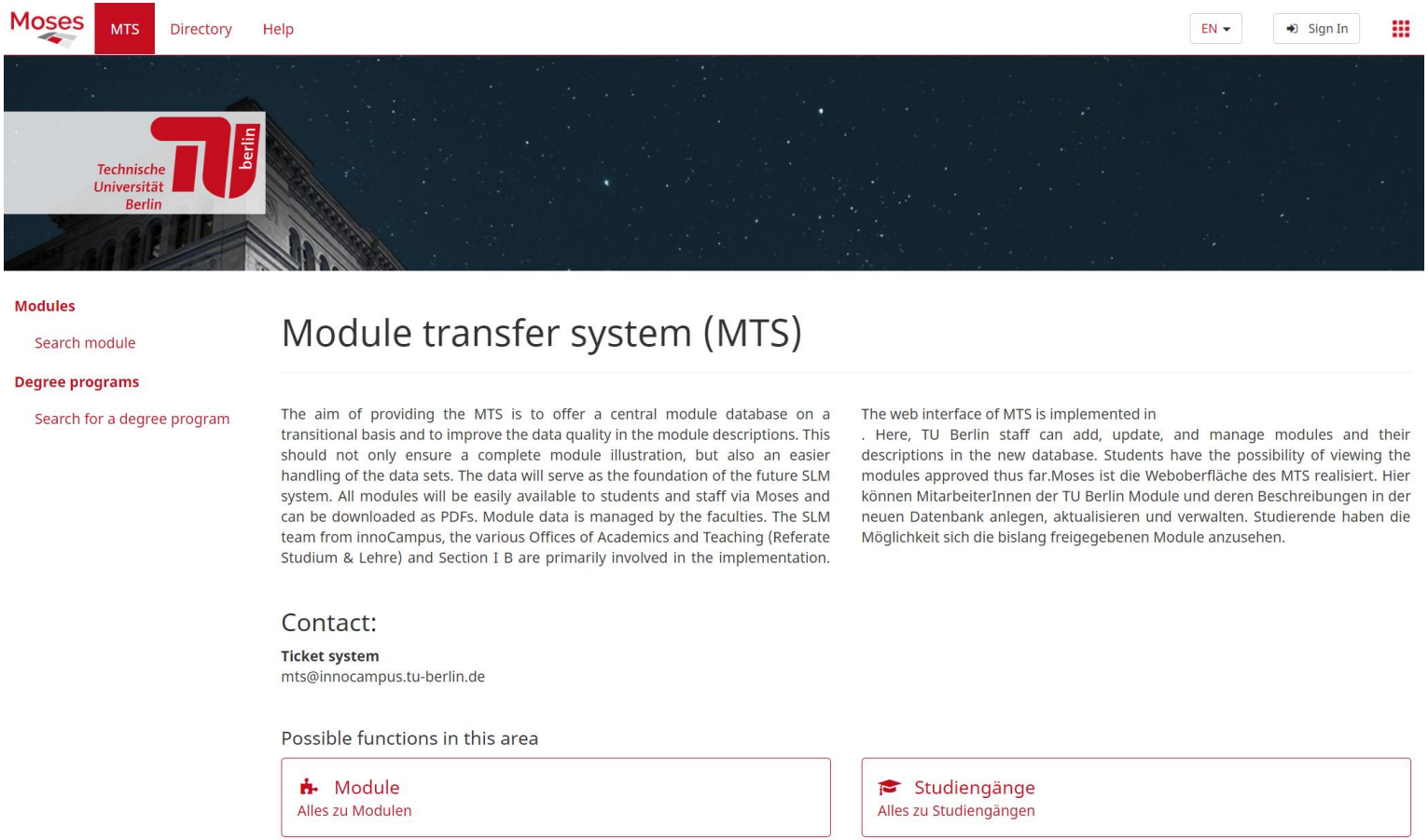
Sem. / CP	Computer Science (Informatik)		
1st semester 30 CP	Compulsory Electives Study Area (30-42 CP)	Compulsory Electives Study Areas (18-36 CP)	Electives (24-30 CP)
2nd semester 30 CP			
3rd semester 30 CP			
4th semester 30 CP	Master's thesis (30 CP)		

Version

Module Structure



Module Database MTS



Module Description

Module title:

Analysis I für Ingenieurwissenschaften

Analysis I for Engineering Sciences

Credits:

9 Credit points

Default display language:

German

Module / Version:
#20132 / #3

Validity:
Since WS 2019/20

Faculty:
Fakultät II

Office:
No information

Institute:
Institut für Mathematik

Area of expertise:
No information

Responsible person:
Hammer, Matthias

Contact person:
No information

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

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

POS links:

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

Learning Outcomes

No information

Parts of a Module Description

Module Components

Pflichtteil:

All Courses are mandatory.

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

Workload and Credit Points

Analysis I für Ingenieurwissenschaften (VL):

Workload description	Multiplier	Hours	Total
No information	15.0	4.0 hours	60.0 hours
No information	15.0	4.0 hours	60.0 hours
			120.0 hours(~4 credit points)

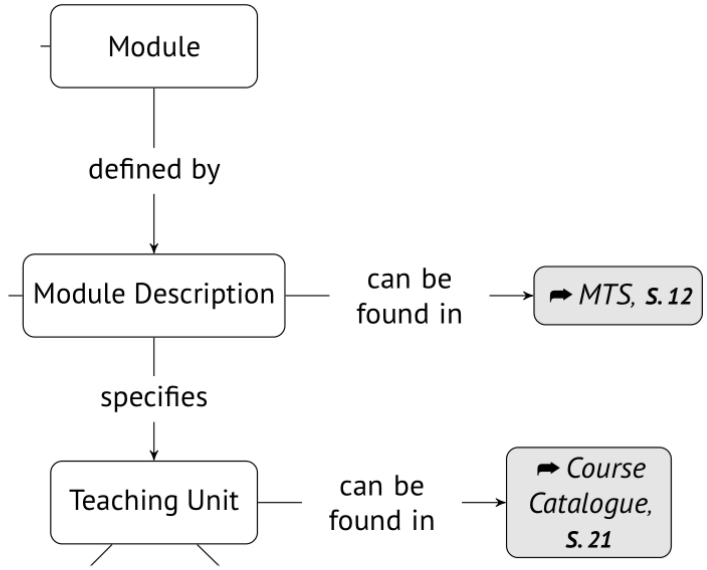
Analysis I für Ingenieurwissenschaften (UE):

Workload description	Multiplier	Hours	Total
No information	15.0	2.0 hours	30.0 hours
No information	15.0	6.0 hours	90.0 hours
			120.0 hours(~4 credit points)

Course-independent workload:

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

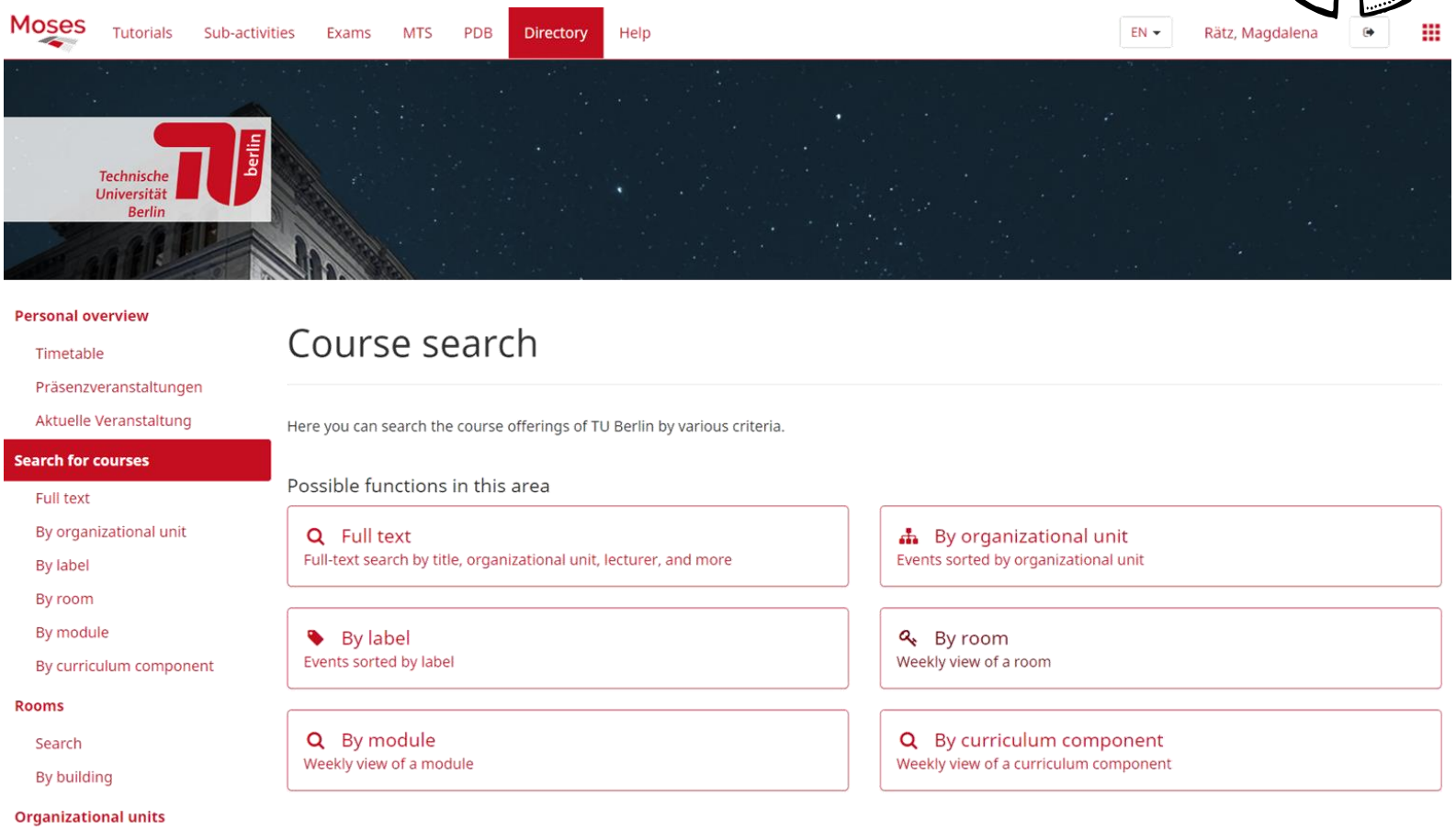
Module Structure



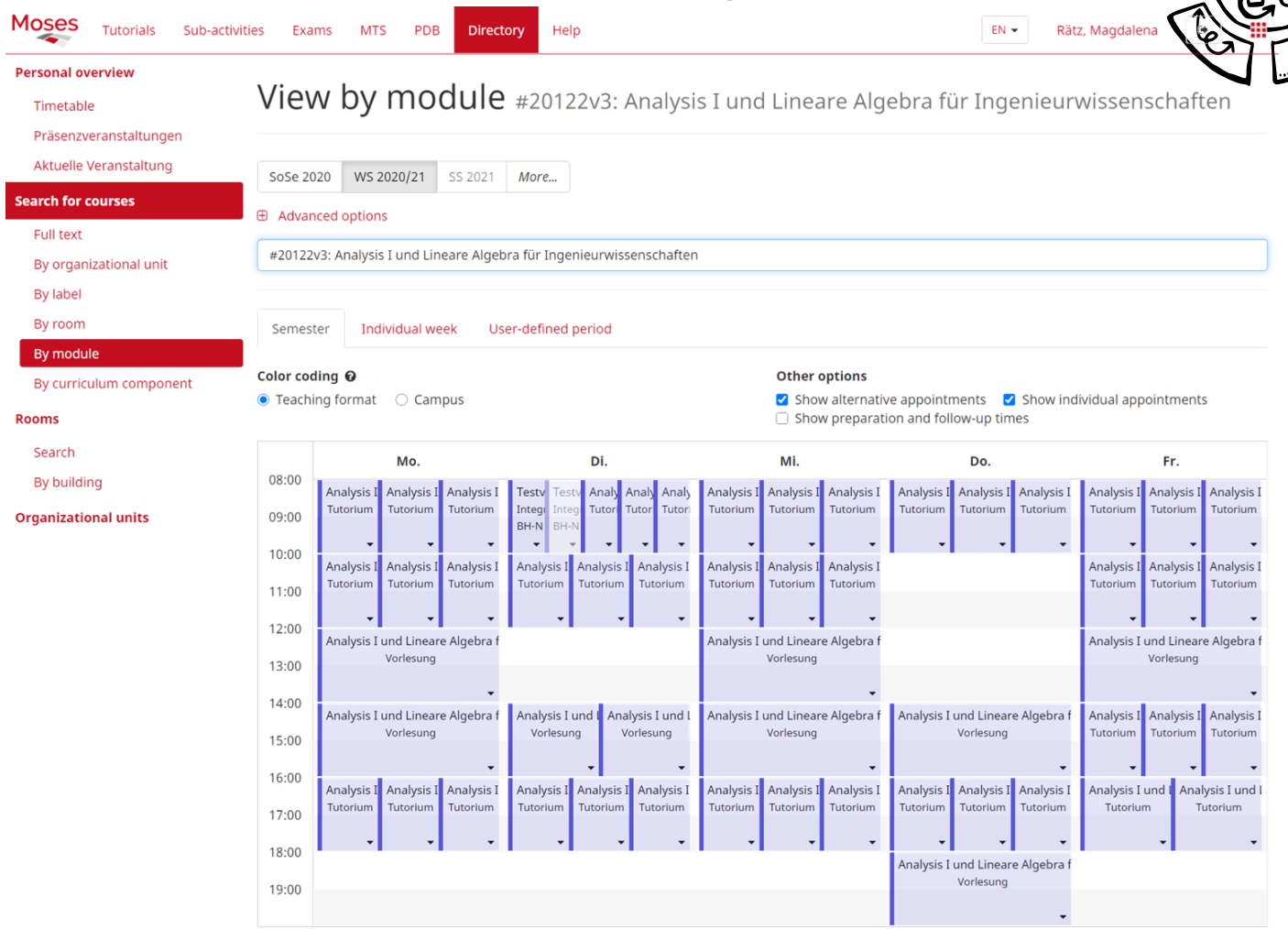
Course Types

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

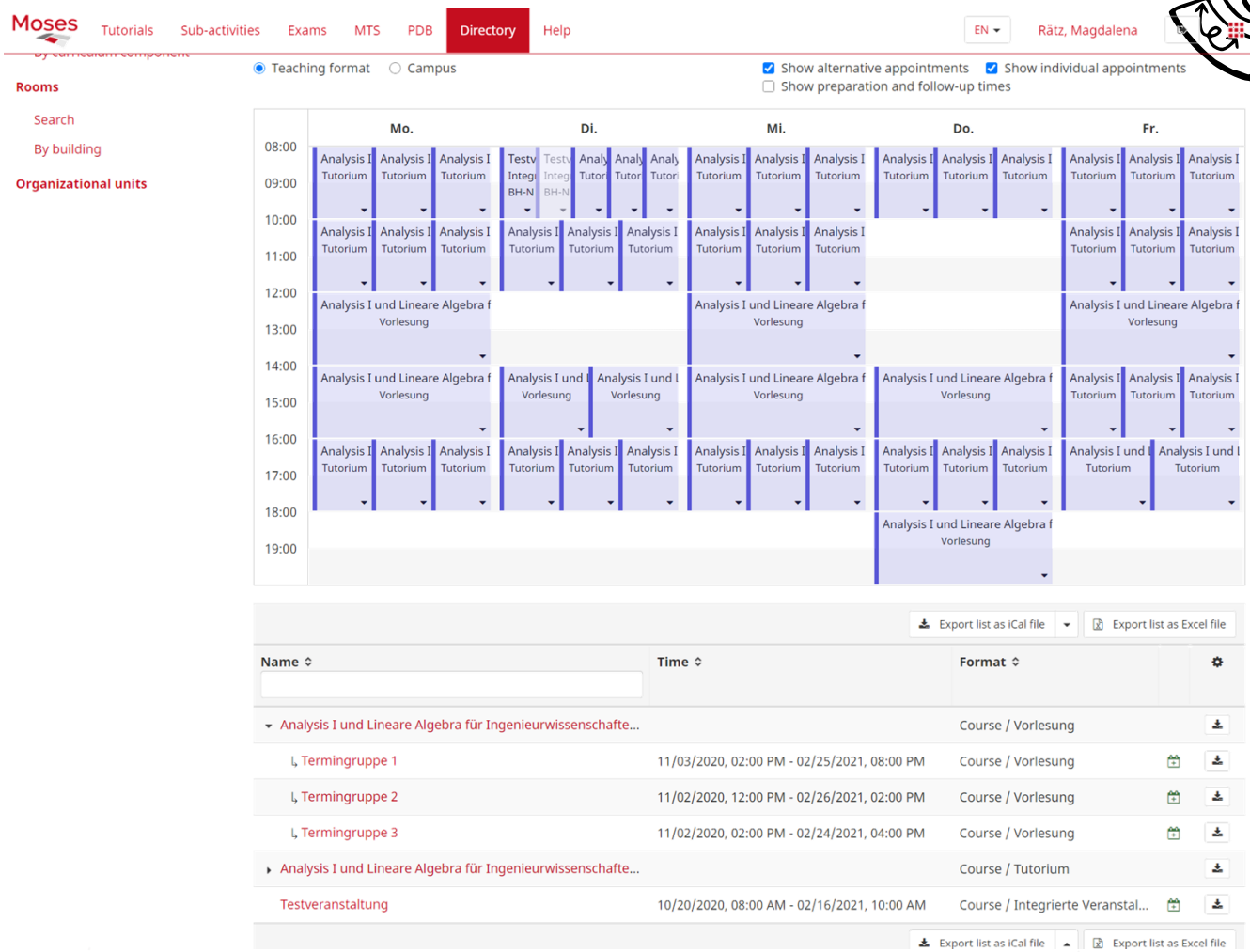
Course Directory



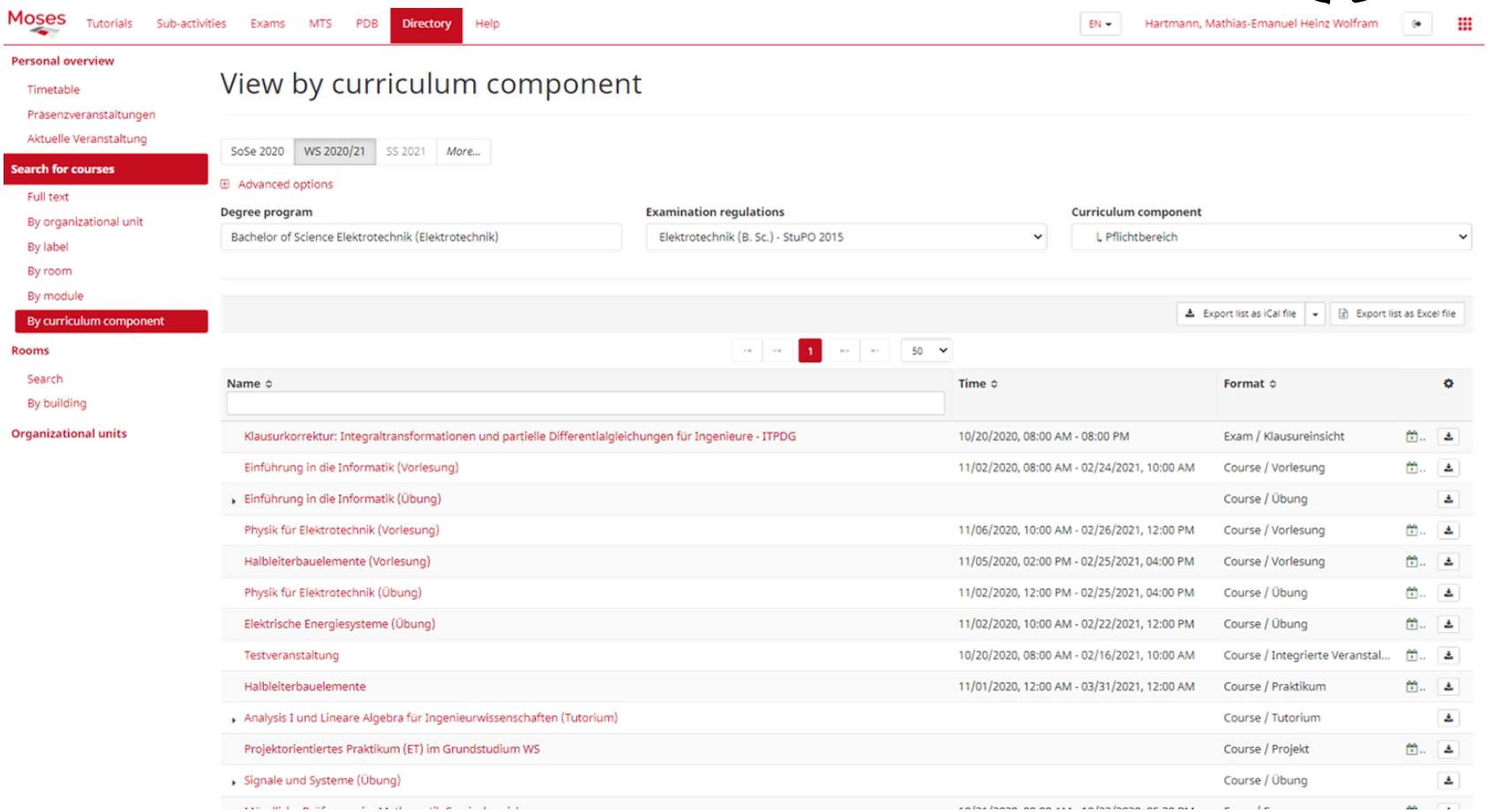
Course Directory



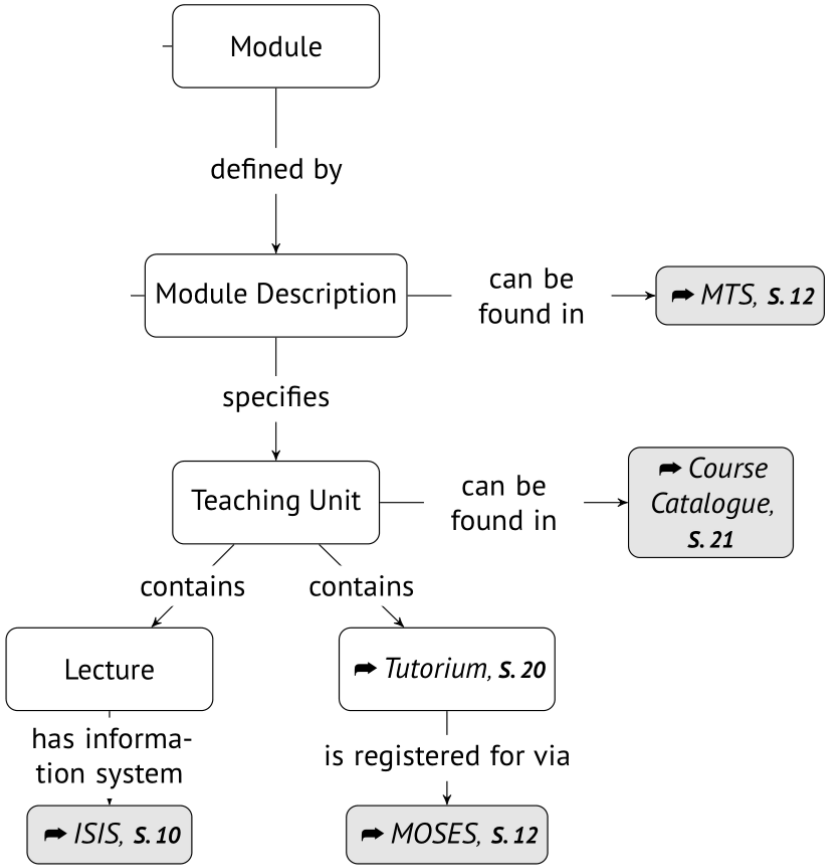
Course Directory



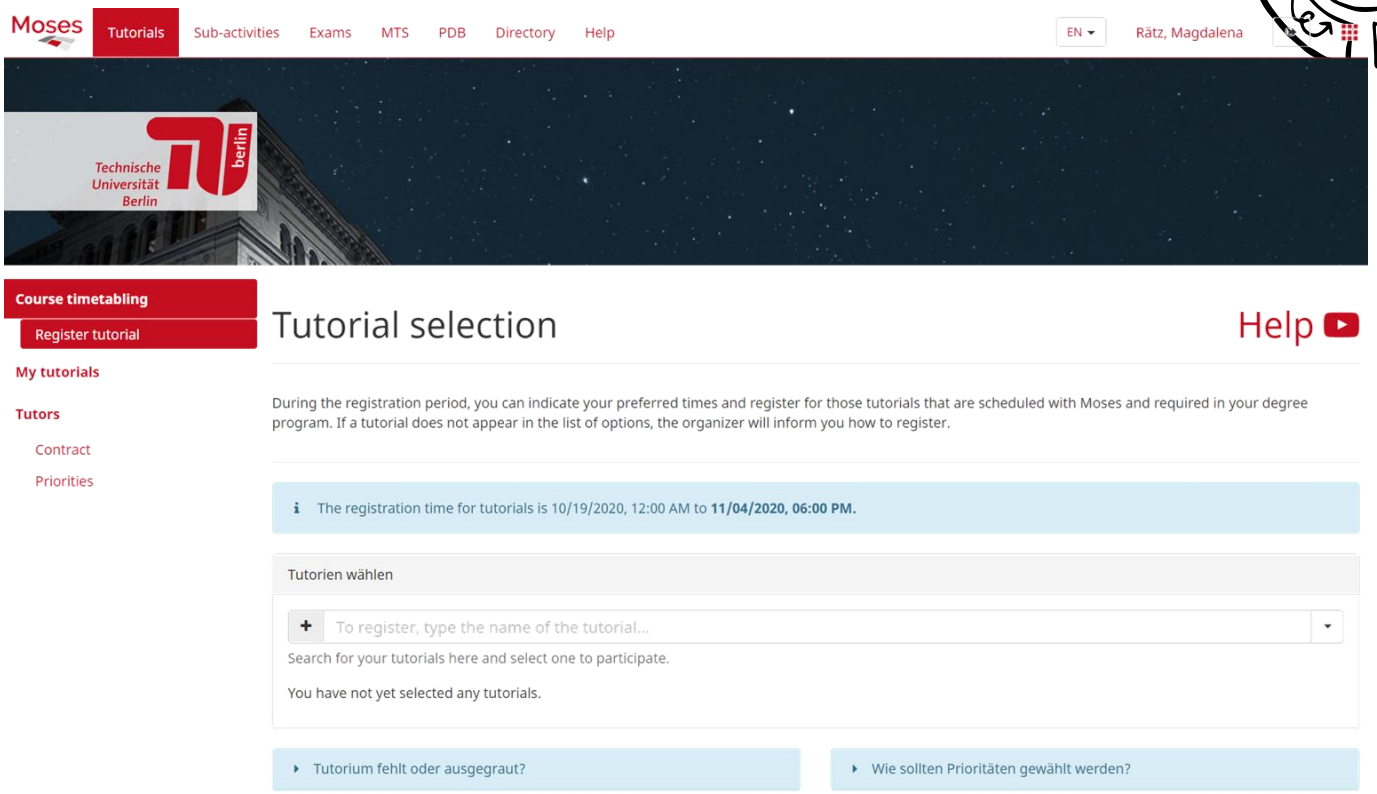
Course Directory



Module Structure

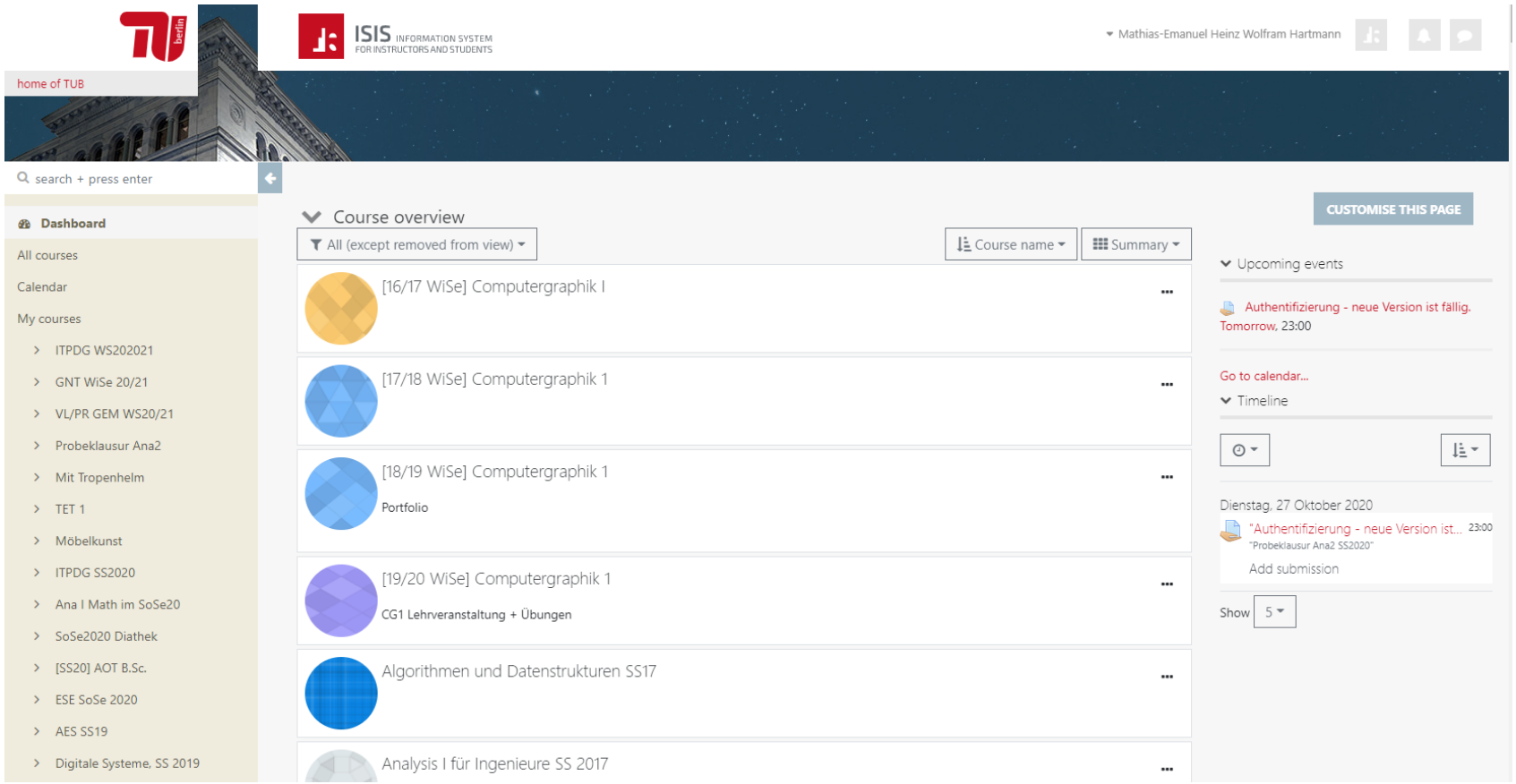


Tutorials



- via MOSES
- deadline: **19.04.2023, 18 Uhr** s.t. (CEST)

ISIS

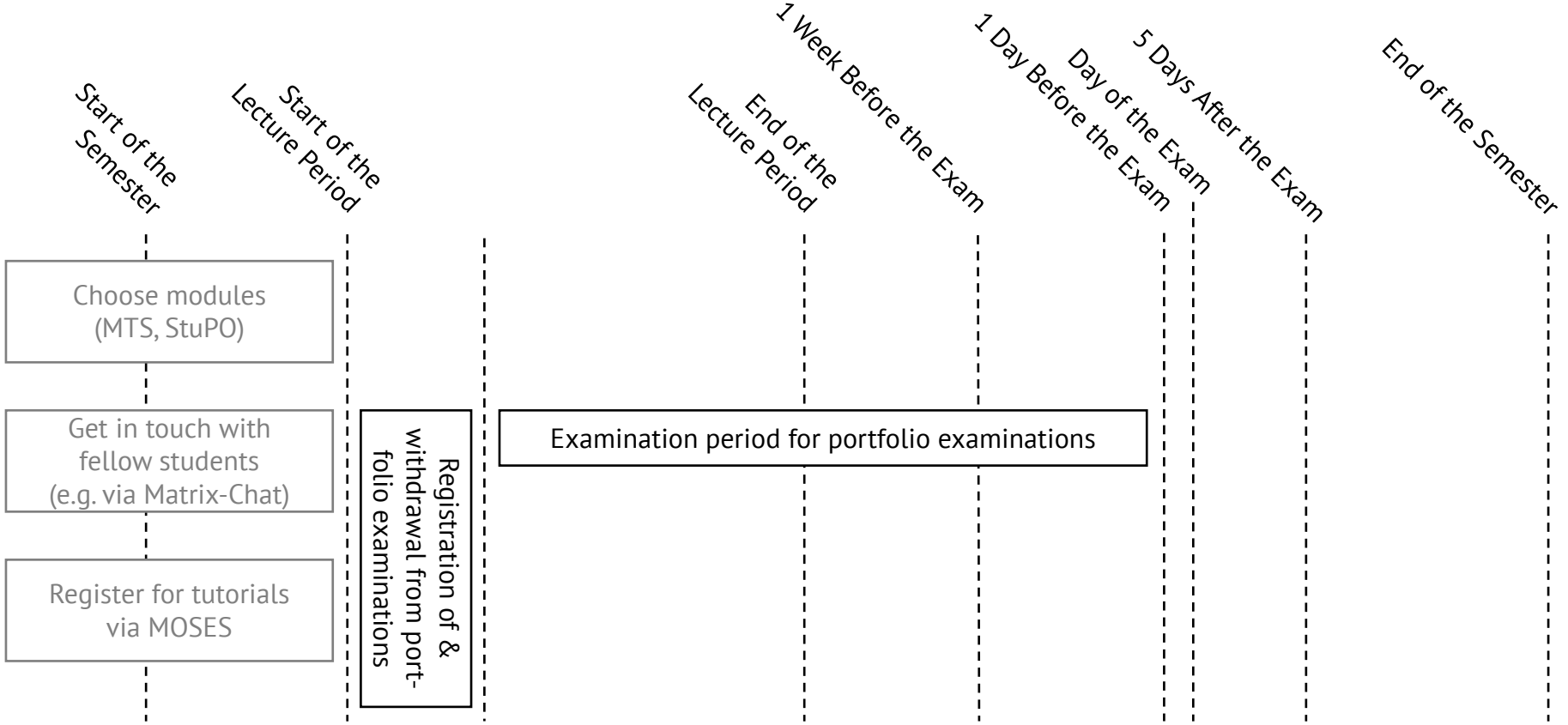

ISIS INFORMATION SYSTEM FOR INSTRUCTORS AND STUDENTS
Mathias-Emanuel Heinz Wolfram Hartmann
home of TUB
search + press enter
Dashboard
All courses
Calendar
My courses
ITPDG WS202021
GNT WiSe 20/21
VL/PR GEM WS20/21
Probeklausur Ana2
Mit Tropenhelm
TET 1
Möbelkunst
ITPDG SS2020
Ana I Math im SoSe20
SoSe2020 Diathek
[SS20] AOT B.Sc.
ESE SoSe 2020
AES SS19
Digitale Systeme, SS 2019
Course overview
All (except removed from view)
Course name
Summary
[16/17 WiSe] Computergraphik I
[17/18 WiSe] Computergraphik 1
[18/19 WiSe] Computergraphik 1
Portfolio
[19/20 WiSe] Computergraphik 1
CG1 Lehrveranstaltung + Übungen
Algorithmen und Datenstrukturen SS17
Analysis I für Ingenieure SS 2017
CUSTOMISE THIS PAGE
Upcoming events
Authentifizierung - neue Version ist fällig.
Tomorrow, 23:00
Go to calendar...
Timeline
Dienstag, 27 Oktober 2020
"Authentifizierung - neue Version ist... 23:00
"Probeklausur Ana2 SS2020"
Add submission
Show 5

Course Registration

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

Lecture Period

The hybrid Semester

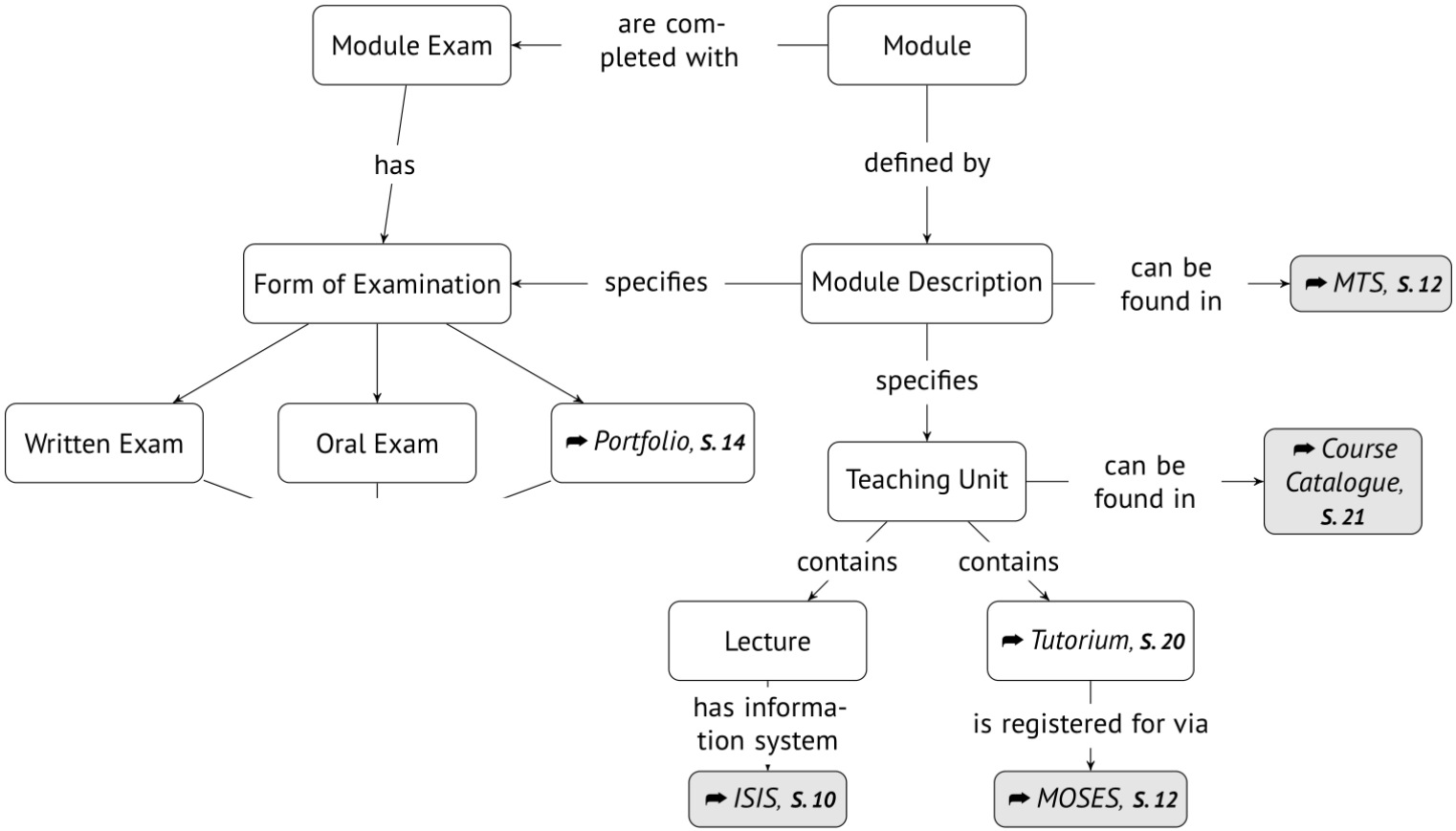


Group Tasks

- 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



Exam Types

Requirements for participation and examination

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

No information

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

1. Requirement:
Leistungsnachweis Analysis I

Module completion

Grading:
graded

Type of exam:
Written exam

Language:
German

Duration/Extent:
No information

Duration of the Module

This module can be completed in one semester.

Maximum Number of Participants

This module is not limited to a number of students.

Registration Procedures

No information

Recommended reading, Lecture notes

Lecture notes
Availability: ✖ unavailable

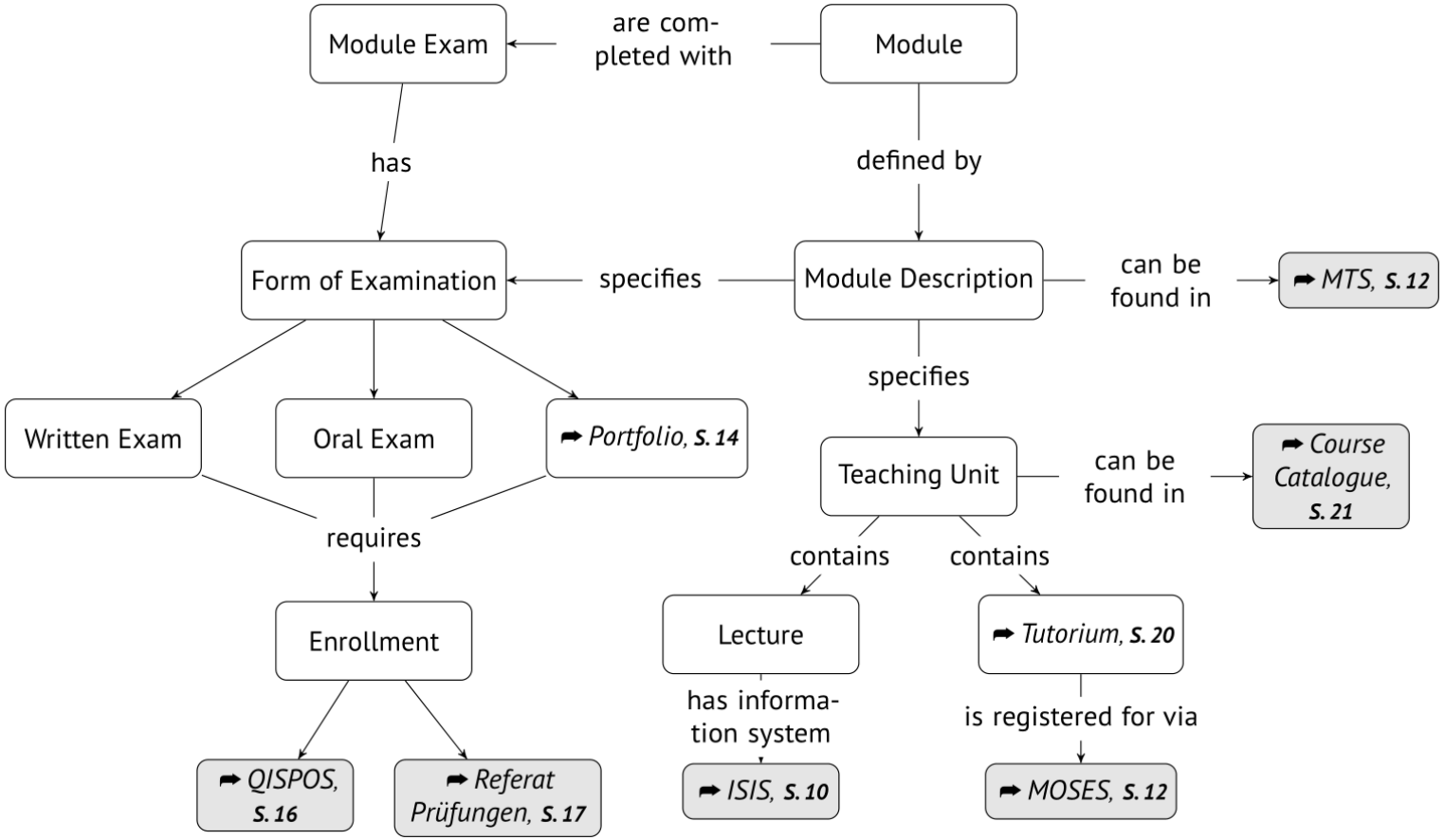
Electronical lecture notes
Availability: ✖ unavailable

Literature

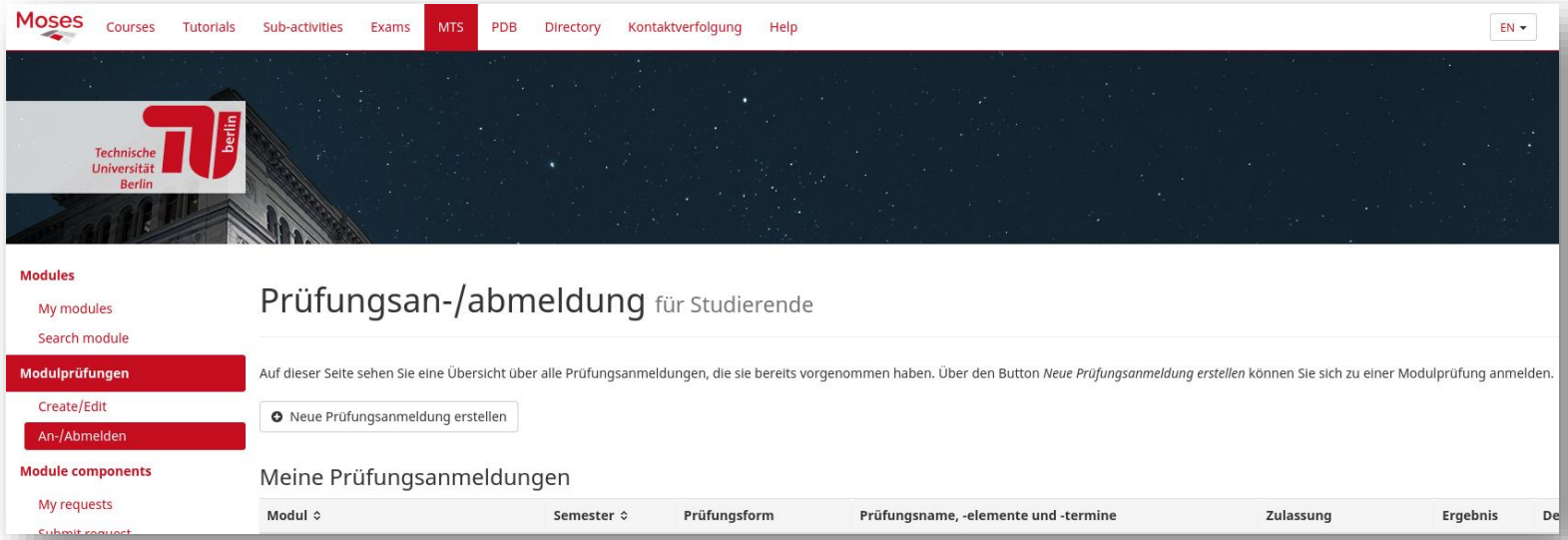
Portfolio Examinations

- Consist of multiple parts
  - e.g. Written tests, homework assignments, presentation …
  - Usually sum up to 100 points
- Registration early(!) in the semester
- **Deregistration** is only possible until **three days before the first examination part**

Module Structure



Exam Registration



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

Yellow Sheet

Ausfüllbares Formular: Bitte beide Seiten jeweils einseitig drucken.

Anmeldung zur Prüfung

▸ Abschluss: ☐ Bachelor ☐ Master ☐ Vordiplom ☐ Hauptdiplom

.....
im Studiengang / ggf. Studienrichtung
Course of study / discipline

☐ Frau / Mrs / Ms ☐ Herr / Mr

.....
Name / Family name

.....
Vorname / First name

.....
Tel.

@
.....
E-Mail

.....
Matrikel-Numm
Matriculation numbe

☐ **1. Fach/Modulp**
1st Examination

☐ **1. Wiederholur**
1st Repeat

☐ **2. Wiederholur**
2nd Repeat*

Letztmögliche Prüfu
§ 33 BerlHG von mi
berechtigten Perso

Fach / Modul (Subject):

☐ Pflichtmodul ☐ Wahlpflichtmodul

☐ Kernmodul __/__ ☐ Profilmodul __/__

☐ Anwendungsfach ☐ Nebenfach

☐ Schwerpunktmodul ☐ Ergänzungsmodul

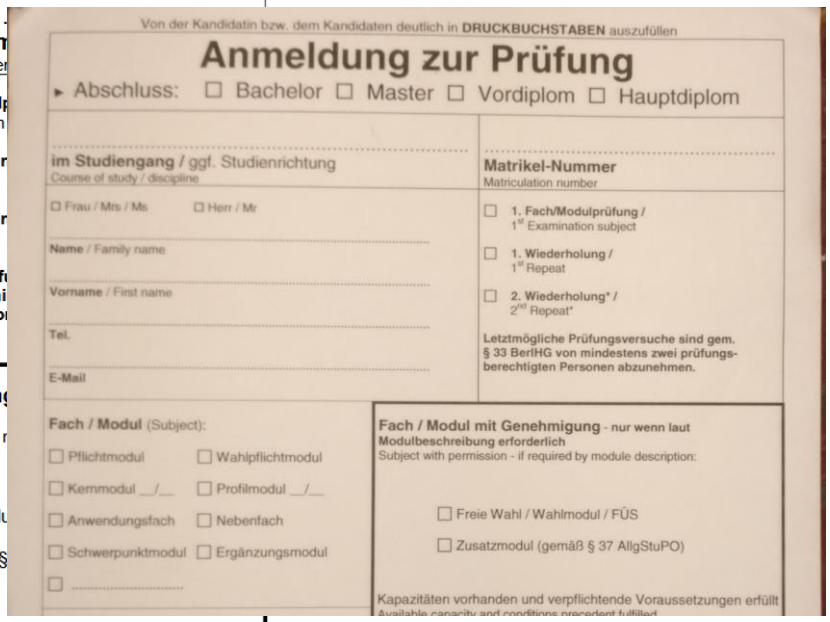
☐ .....

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

☐ Freie Wahl / Wahlmodu

☐ Zusatzmodul (gemäß §

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


Von der Kandidatin bzw. dem Kandidaten deutlich in **DRUCKBUCHSTABEN** auszufüllen

Anmeldung zur Prüfung

▸ Abschluss: ☐ Bachelor ☐ Master ☐ Vordiplom ☐ Hauptdiplom

im Studiengang / ggf. Studienrichtung
Course of study / discipline

Matrikel-Nummer
Matriculation number

☐ Frau / Mrs / Ms ☐ Herr / Mr

Name / Family name

Vorname / First name

Tel.

E-Mail

☐ 1. Fach/Modulprüfung /
1st Examination subject

☐ 1. Wiederholung /
1st Repeat

☐ 2. Wiederholung* /
2nd Repeat*

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

Fach / Modul (Subject):

☐ Pflichtmodul ☐ Wahlpflichtmodul

☐ Kernmodul __/__ ☐ Profilmodul __/__

☐ Anwendungsfach ☐ Nebenfach

☐ Schwerpunktmodul ☐ Ergänzungsmodul

☐ .....

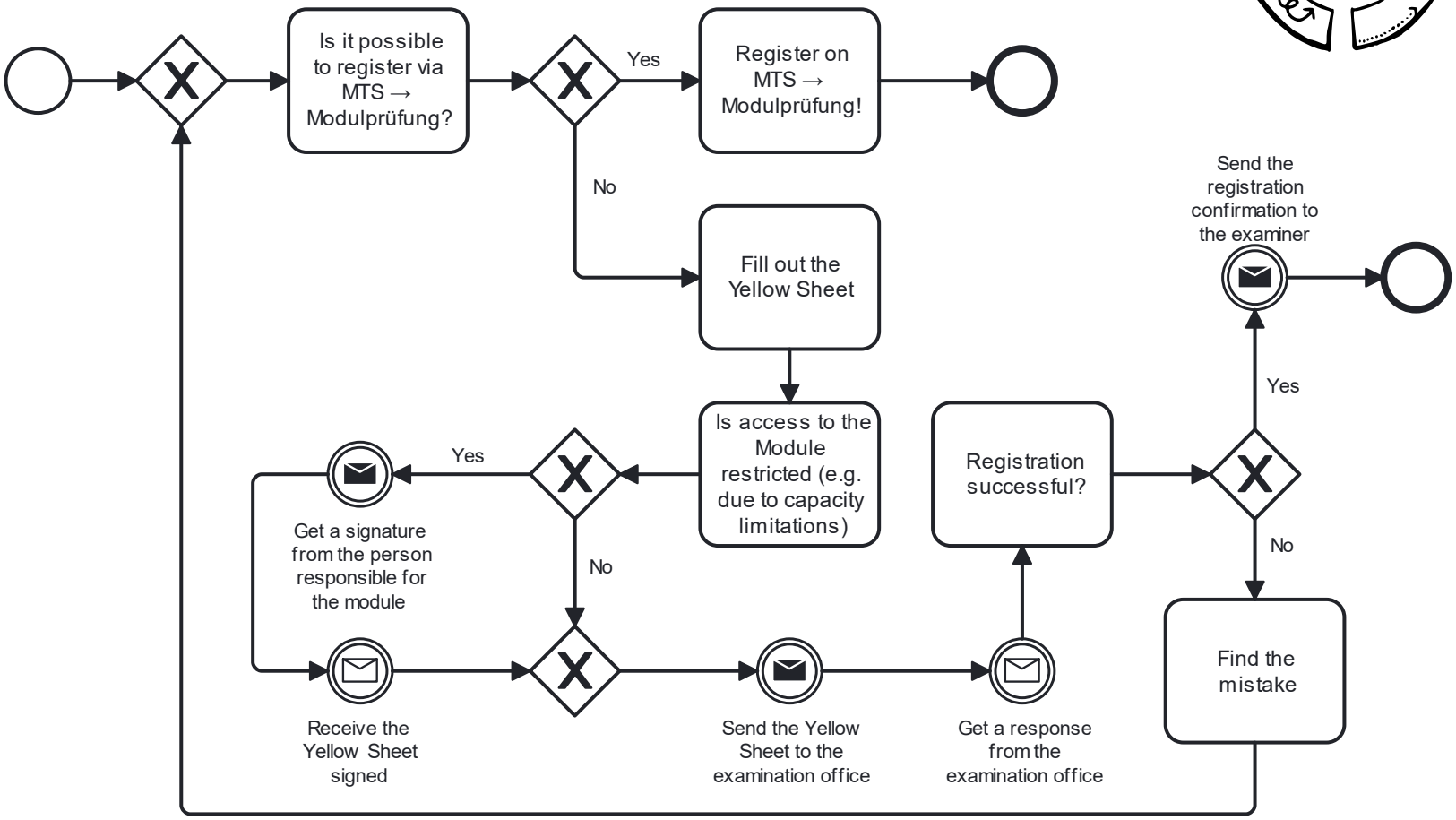
Fach / Modul mit Genehmigung - nur wenn laut Modulbeschreibung erforderlich
Subject with permission - if required by module description:

☐ Freie Wahl / Wahlmodul / FÜS

☐ Zusatzmodul (gemäß § 37 AllgStuPO)

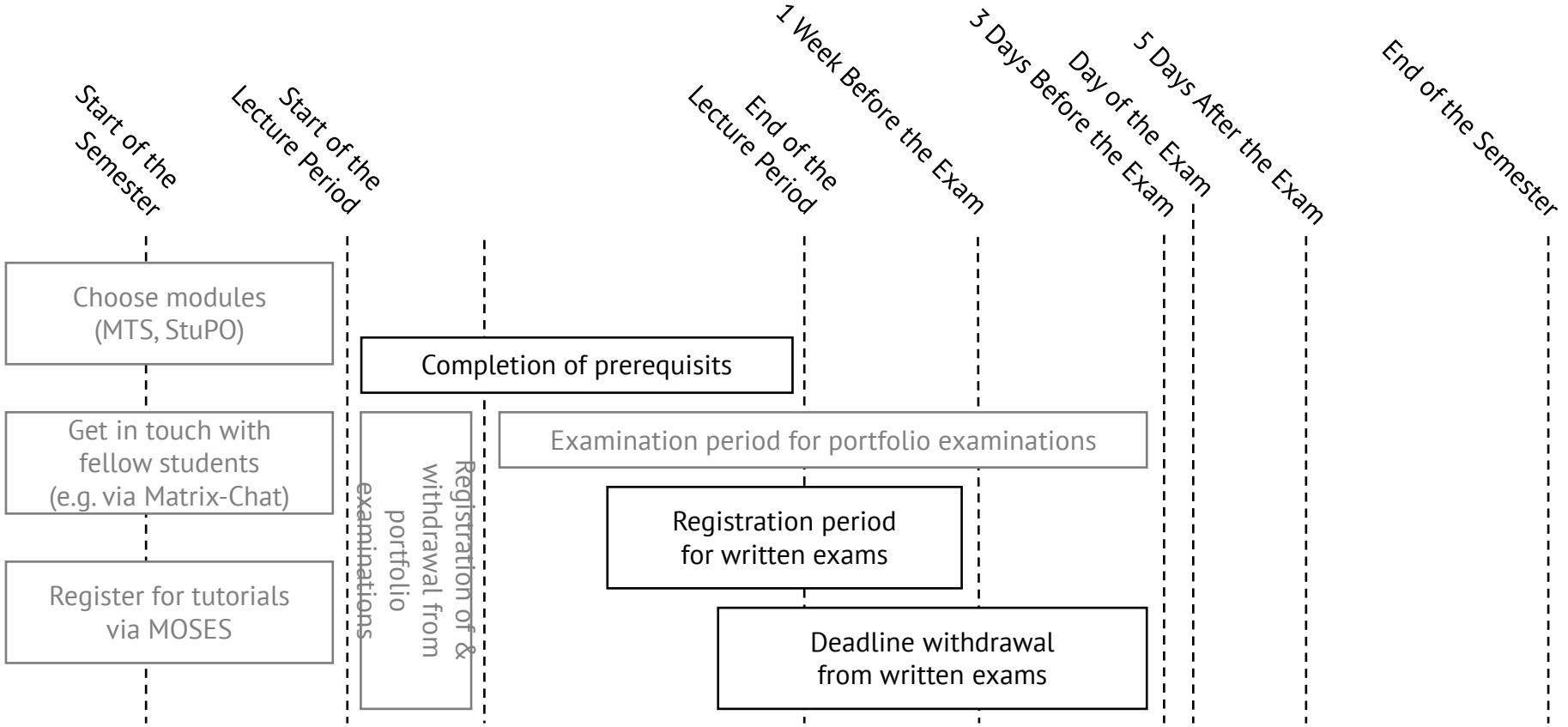
Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt

Registration



Once the lectures end

Examination Period



Written Exam

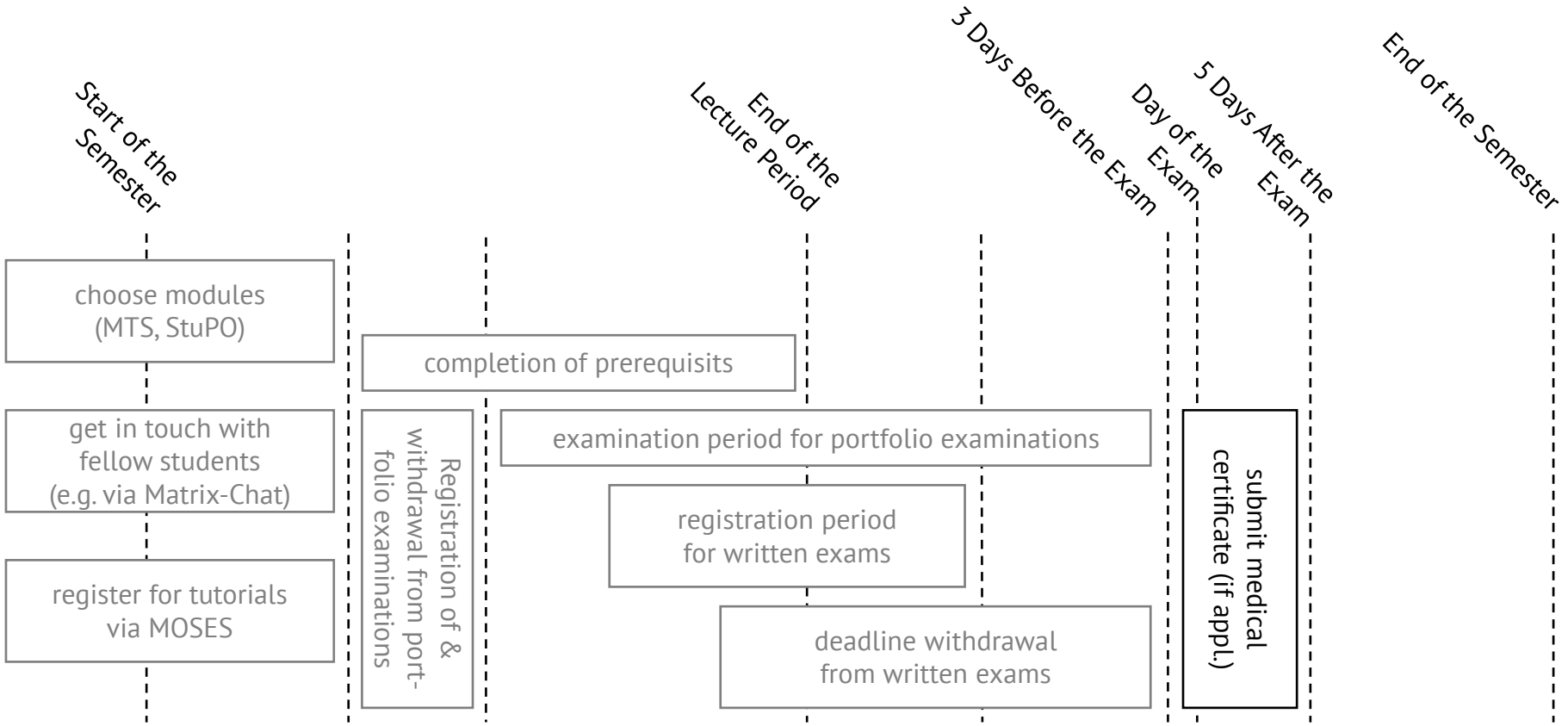
- 90 – 240 minutes long
- mandatory prerequisites for registering possible
  - e.g. through earning homework points

- registration until 1 week before the exam
- **deregistration** until **three days before the exam**

Exam Collection

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

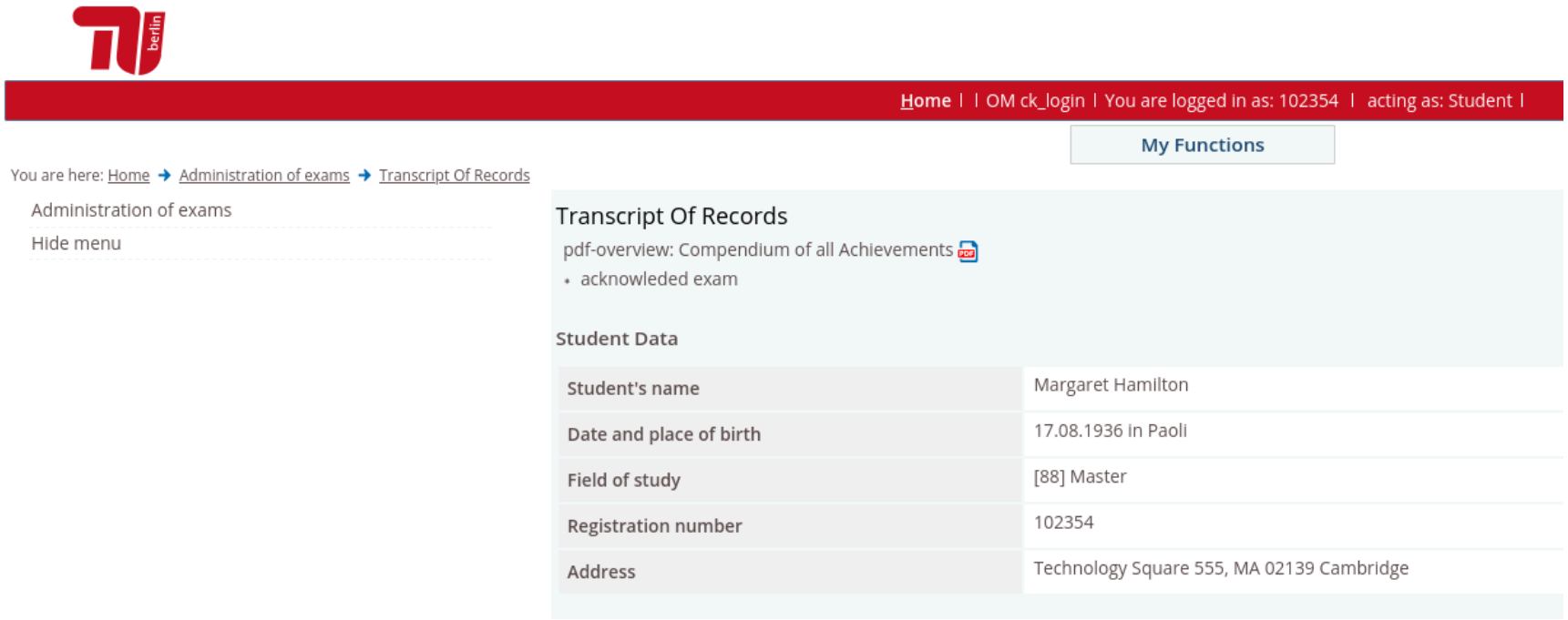
Deadline for Sick Note



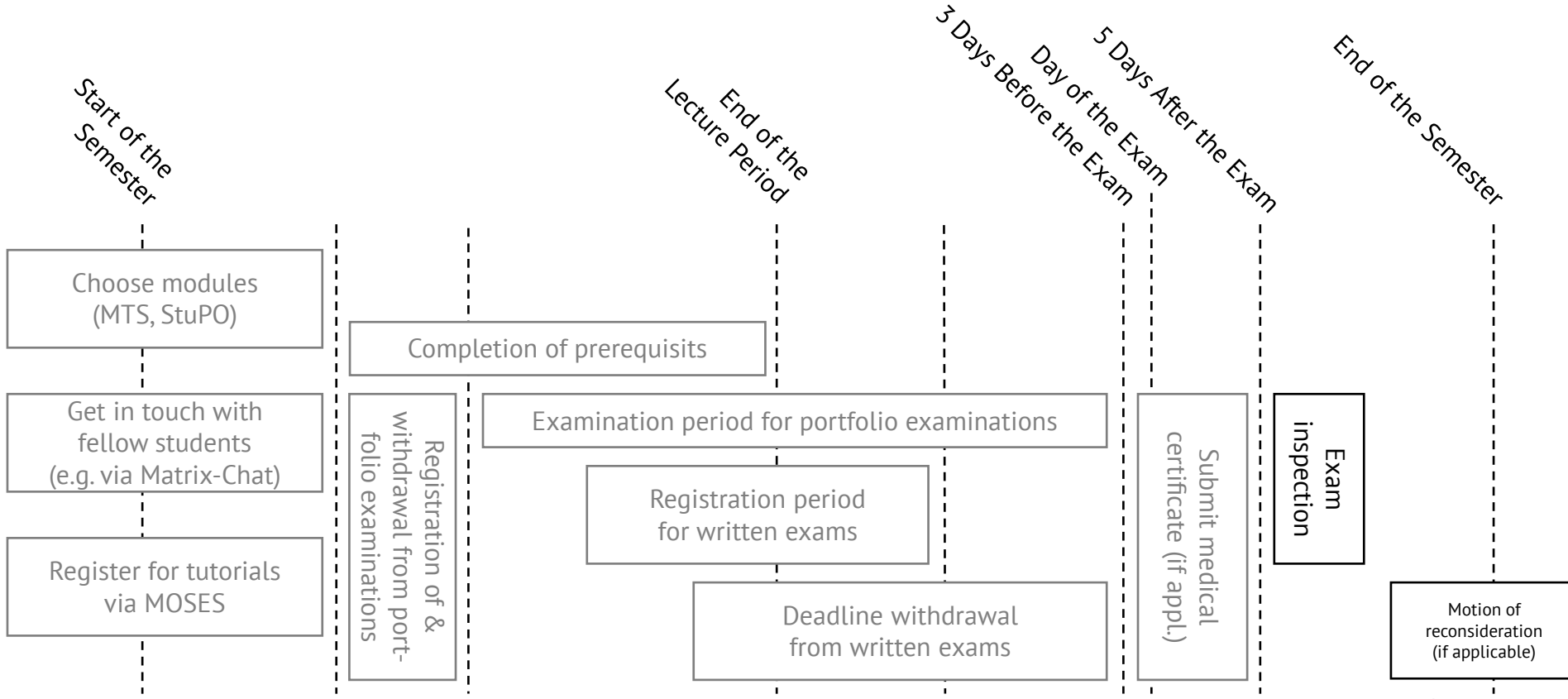
Sick? Doctors Note

- 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



After the Exam



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.

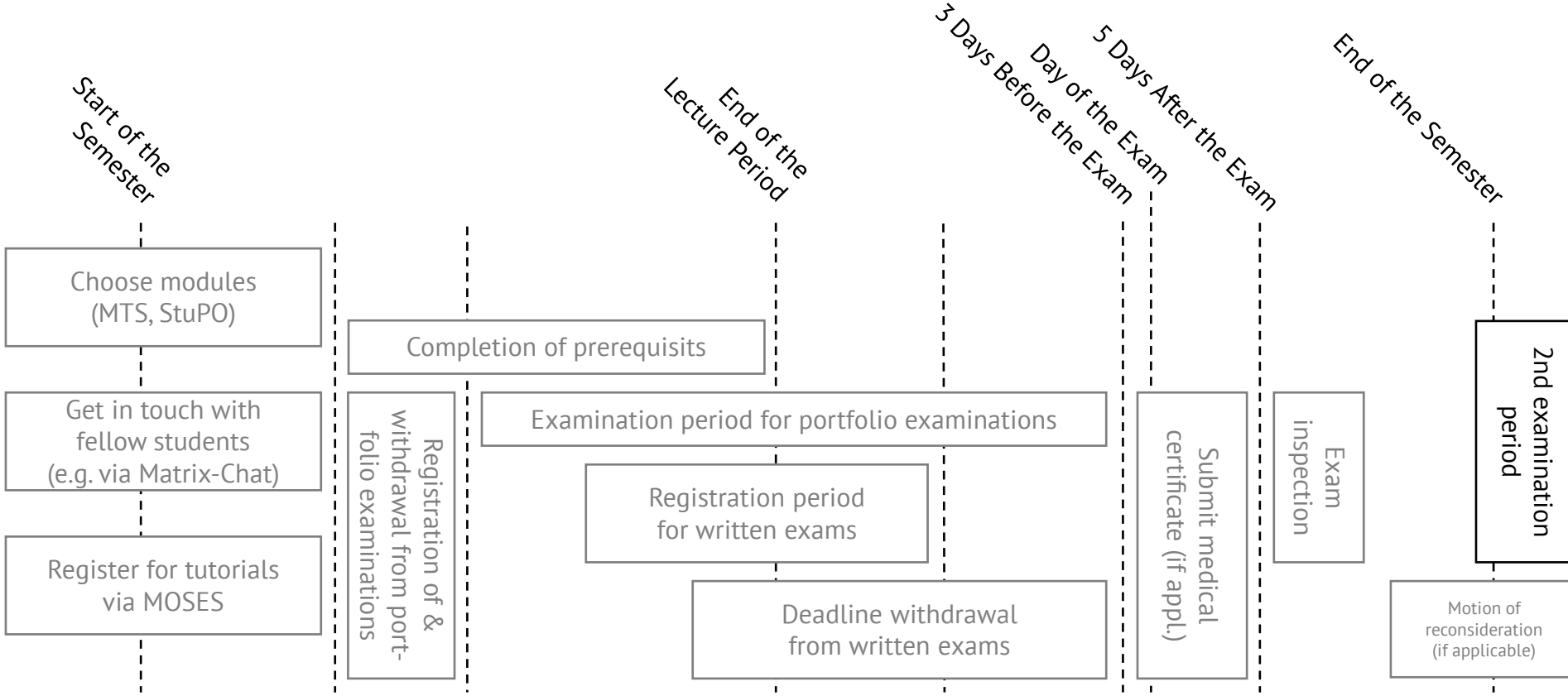
Grades

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

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

→ See module description (Moses)

2nd Exam Term



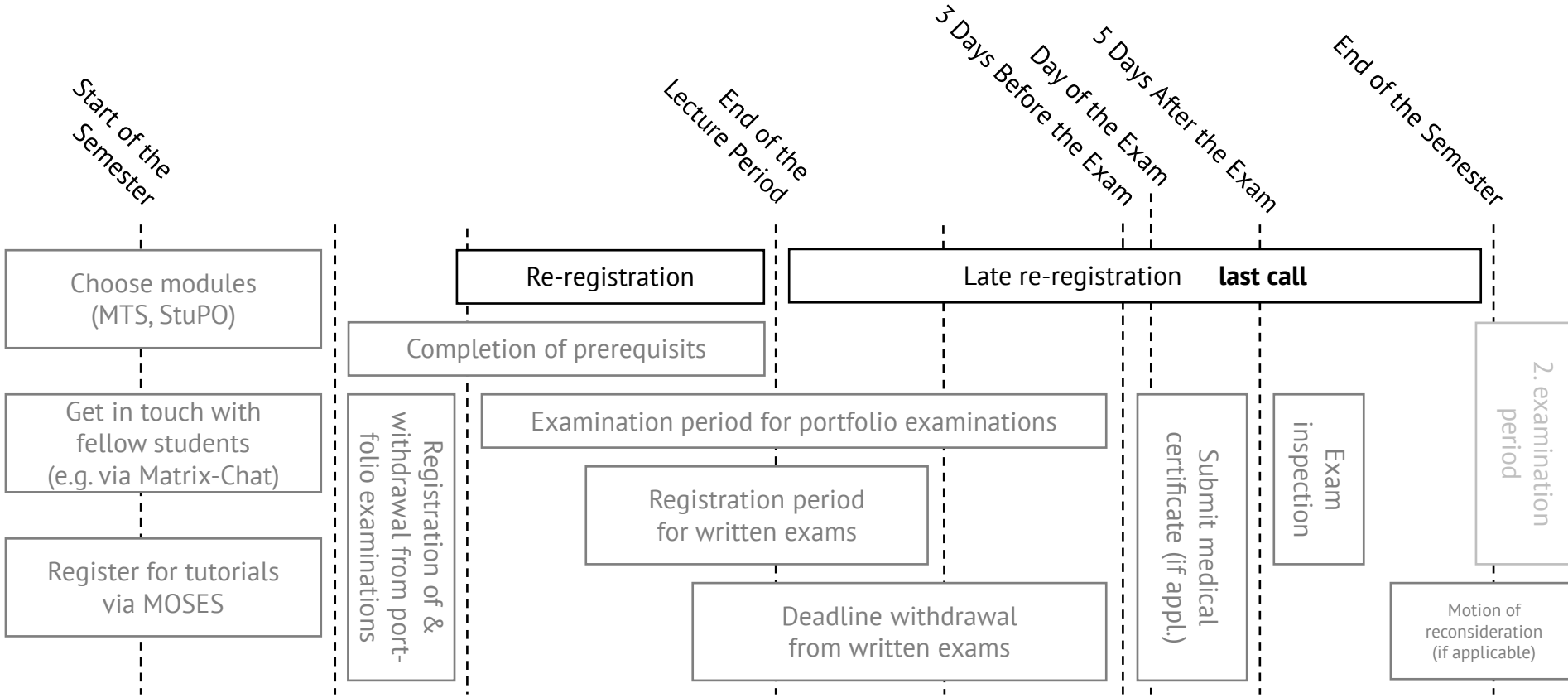
Exam Terms

- 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)

Re-Registration

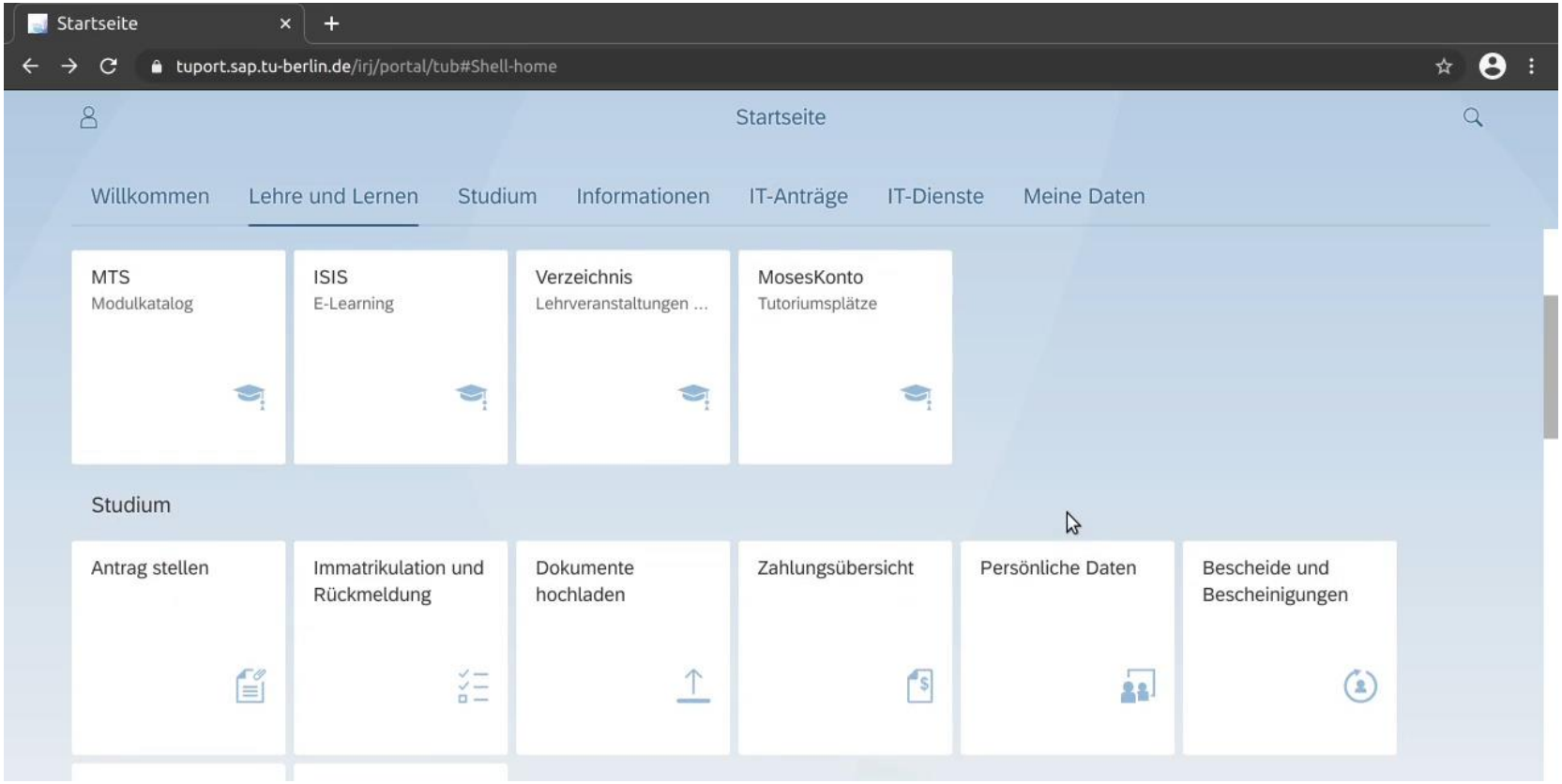


Re-Registration

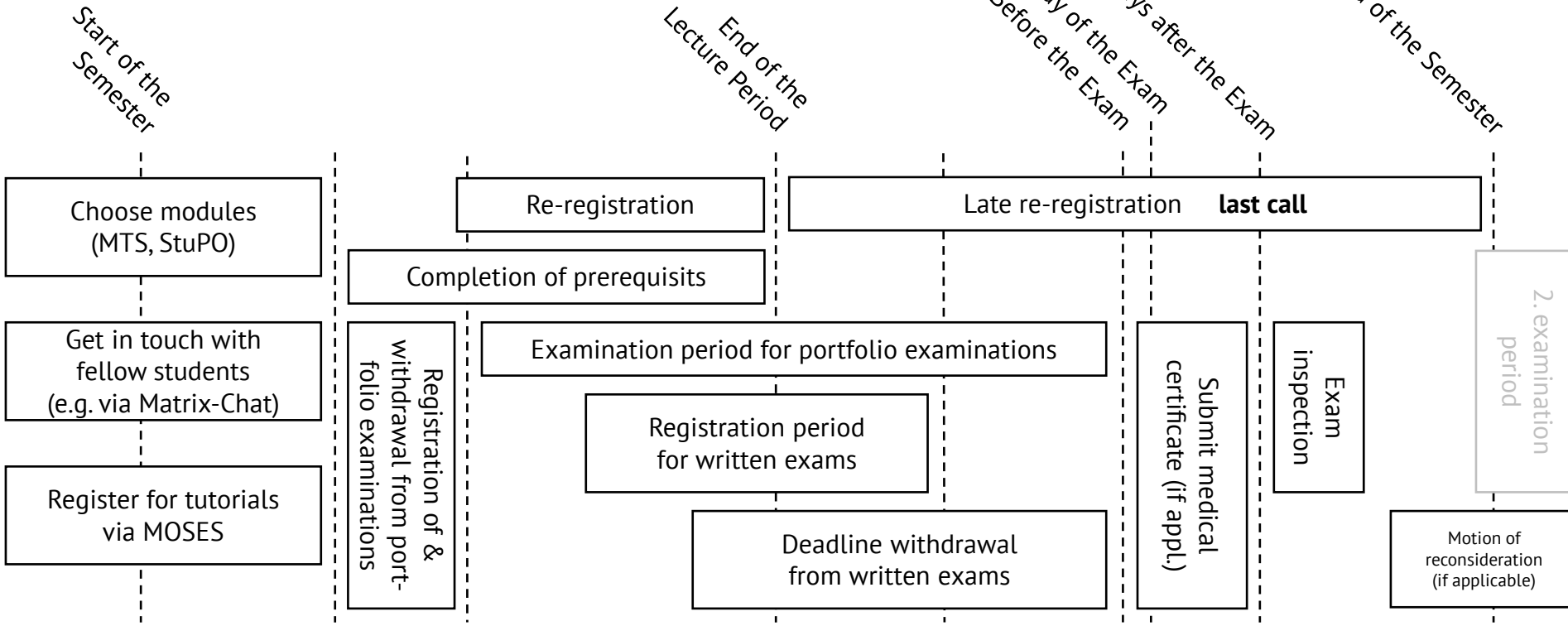
- without penalty fee: until **22.07.2023**
- with penalty fee: until **30.09.2023**

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

tuPORT


Startseite
tuport.sap.tu-berlin.de/irj/portal/tub#Shell-home
Startseite
Willkommen
Lehre und Lernen
Studium
Informationen
IT-Anträge
IT-Dienste
Meine Daten
MTS
Modulkatalog
ISIS
E-Learning
Verzeichnis
Lehrveranstaltungen ...
MosesKonto
Tutoriumsplätze
Studium
Antrag stellen
Immatrikulation und Rückmeldung
Dokumente hochladen
Zahlungsübersicht
Persönliche Daten
Bescheide und Bescheinigungen

And then it all starts again



IT-Services and Software

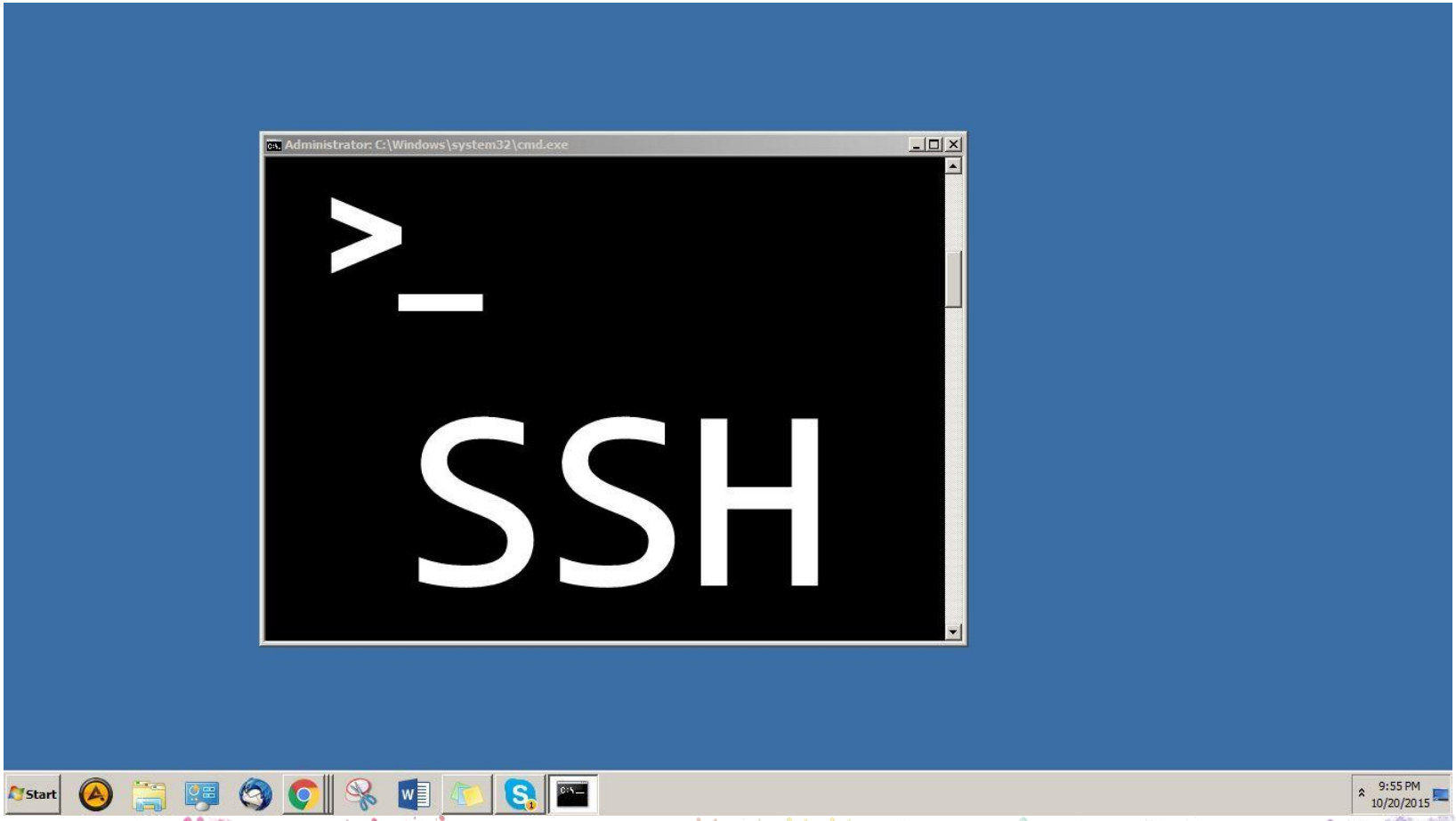
Tools for Online (Team-)Work

tubCloud

Overleaf

ONLYOFFICE

Remote Access



Software

Who to talk to

Freitagsrunde

freitagsrunde.org

- 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 and gender equality officer
- 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
- consulations 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*

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
  - …

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	Scope of application
Section 2	Entry into force
II.	**General Objectives**
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Section 4	Internationalization
Section 5	Good scientific pract
III.	**Quality Assurance**
Section 6	Academic advising
Section 7	Mentoring program
Section 8	Dean of studies
Section 9	Degree program repr
Section 10	Course evaluation

Outline

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

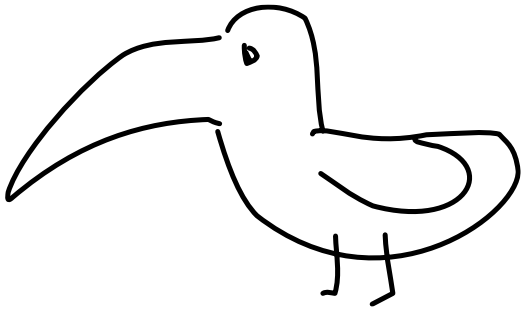
II. Objectives and Organization of Studies
Section 3 – Qualification Objectives, Course Contents and Professional Fields of Activity
Section 4 – Course Start, Standard Period of Study and Required Coursework
Section 5 – Organization of Studies

III. Requirements and Conduct of Examination
Section 6 – Purpose of the Master's Examination
Section 7 – Master's Degree
Section 8 – Scope of the Master's Examination; Determination of the Overall Grade
Section 9 – Master's Thesis
Section10 – Types of Examination and Enrollment for Examination

IV. Annex

Unofficial Re

Final Word



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- fOpen
- MATRIX

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/freitagsrunde.tu

Intro-Week Booklet Online

Deutsch | English | Deutsch & English | Suche / Search | Inhaltsverzeichnis / Index

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

The week(s) to come

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

https://dz.freitagsrunde.org/?id=introweek

Welcome to Faculty IV
Enjoy your Time