



HowTU Study

Introductory Event for Students at
Faculty IV

Talk will start 10:15

**DON'T
PANIC!**



Where to Find These Slides?



- <https://wiki.freitagrunde.org/Hauptseite>



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



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



Learning Platform

- course material
- homework and sometimes quizzes

Orgasystems



QISPOS

Study Records

- Transcript of records

tuPORT

Administrative

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

Exchange

E-Mails

- read regularly, at best daily

Web-Relaunch



- The TU Berlin has changed the server-backend of their websites
- Many websites lack translation into English
- some links are still broken (try access via web archives)
- Especially contact information may still be missing on the English sites



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 the faculty
- Ask questions
 - Freitagsrunde
 - Student Advisory Service

Where does what stand?



- **Study and Examination Regulations (STuPO)**
 - Search for the reading version
 - Focus on **Section 5 - Organization of Studies**
- **General Study and Examination Regulations (AllgStuPO)**
 - Work through the table of contents
 - Focus on: **Section 47 - Course formats**
Section 55 - Portfolio examination

Glossary



Technische Universität Berlin Glossar / *Glossary*

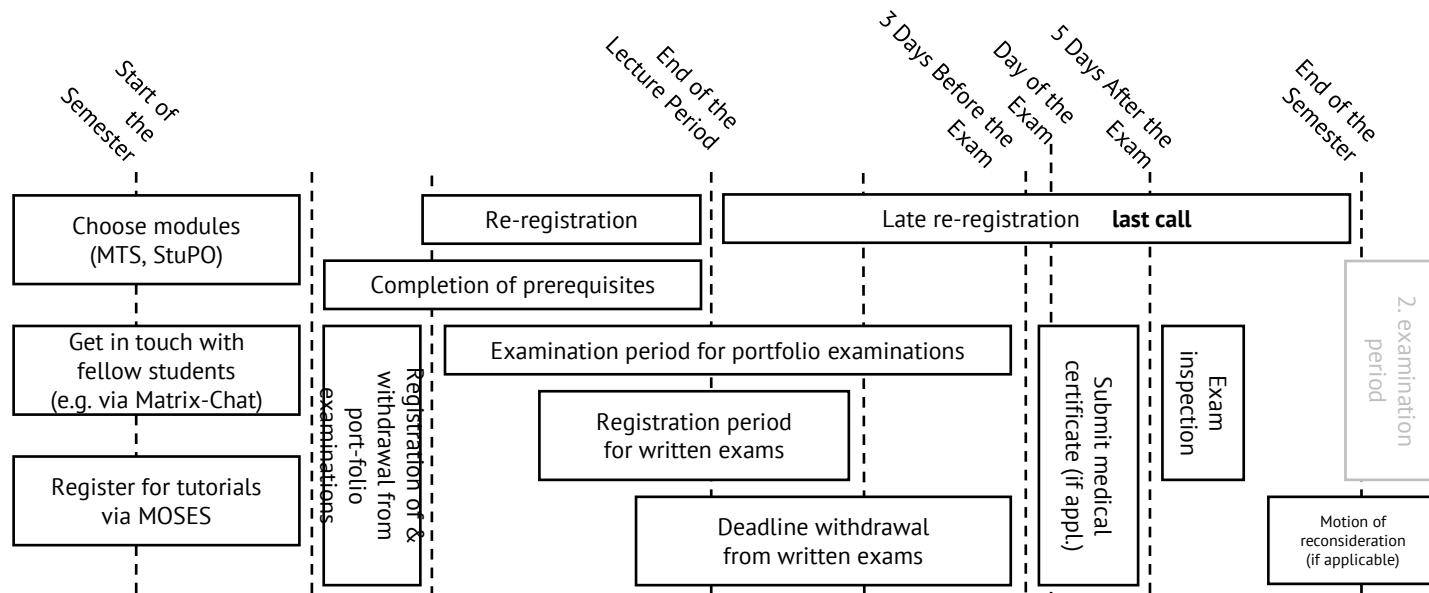
https://www.static.tu.berlin/fileadmin/www/10004219/Forschende_Beschaefigte/UEbersetzungsservice/Glossar_Glossary_08_2022.pdf



Navigating through the (hybrid) Semester



Example Walk through the (hybrid) Semester



<https://uniabc.freitagrunde.org/#Semester>

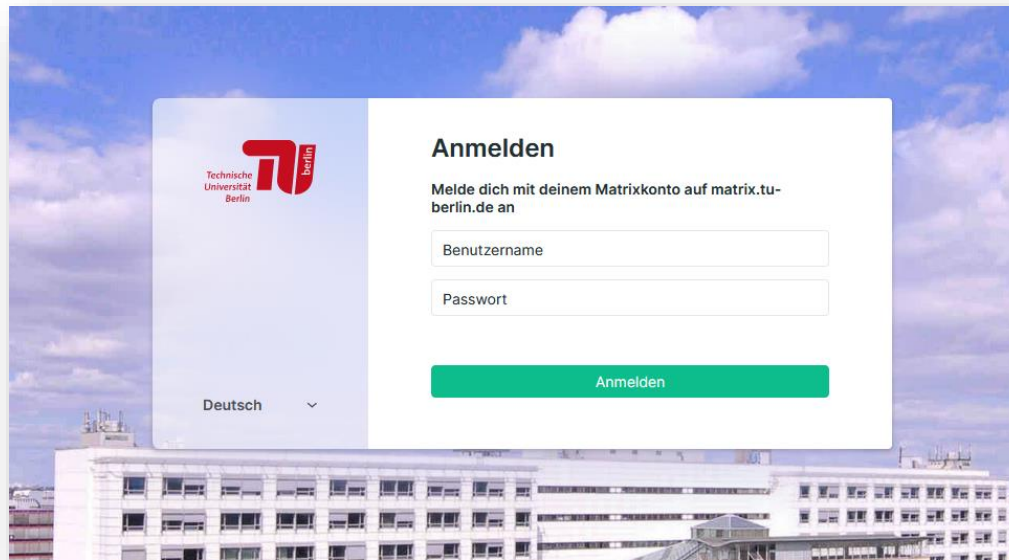


Email

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.freitagrunde.org/Matrix>



Timetable (live demonstration)



<https://tu.eno.pw>



Course Types

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

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

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

Exam Types



- Written Exams
- Oral Exams
- Portfolio examination



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**

Modulverzeichnis (MTS) / Module examinations / Register

Exam registration

Modules

Module examinations

Start

Prüfungsverwaltung

Anmeldungsübersicht

Register

Anmelden via Studiengang

Module components

Degree programs

Module recognitions

Documentation

Einleitung

Semester

Module

Classes

Dates

Credit transfer

Start

Dieser Wizard führt Sie Schritt für Schritt durch die Prüfungsanmeldung.

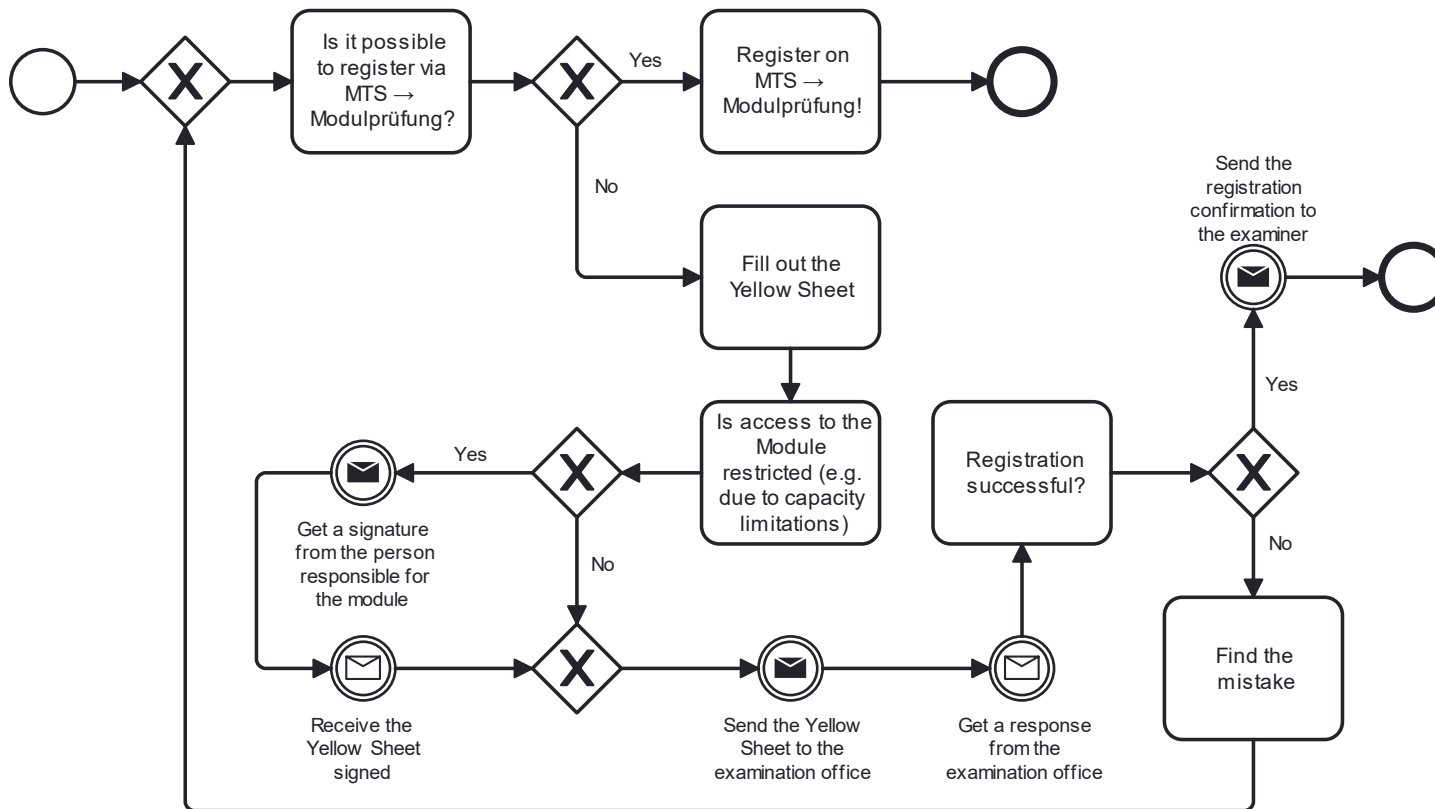
Die Anmeldung ist erst erfolgreich, wenn sie auf der Abschluss-Seite auf *Verbindlich zur Prüfung anmelden* klicken. Wenn sie den Wizard vorher abbrechen, werden keine Informationen gespeichert oder an den Veranstalter weitergegeben.

Bei **inhaltlichen Fragen** sollten Sie sich zuerst an den Anbieter des Moduls wenden, diesen finden Sie in der Modulübersicht im MTS über die [Modulsuche](#).

Bei **technische Fragen** und Problemen schreiben Sie uns bitte eine E-Mail an pruefungsanmeldung@innocampus.tu-berlin.de.

- MTS -> Modul examinations -> Register
- Not to be confused with the Exam Registration under the “Klausurtermin”-Tab within MOSES

Registration



Yellow Sheet



Ausfüllbares Formular: Bitte beide Seiten jeweils einseitig drucken.

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

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

Anmeldung zur Prüfung ▶ Abschluss: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Vordiplom <input type="checkbox"/> Hauptdiplom	
im Studiengang / ggf. Studienrichtung <small>Course of study / discipline</small>	Matrikel-Nummer <small>Matriculation number</small>
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Once the lectures end

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



Klausurensammlung der Freitagsrunde

Die meisten Klausuren wurden von Studierenden zusammengetragen, um anderen das Lernen zu erleichtern. Wir würden uns freuen, wenn ihr nach euren Klausuren dazu beiträgt, diese Sammlung zu erweitern.

Wie? [Schaut mal im Wiki vorbei.](#)

MUSTERLÖSUNGEN KÖNNEN FEHLER ENTHALTEN!

Wir freuen uns über korrigierte Dokumente!

Vielen Dank für eure Hilfe!

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

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



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)



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)

View your Transcript (QISPOS)



[Home](#) | [OM ck_login](#) | You are logged in as: 102354 | acting as: Student |

[My Functions](#)

You are here: [Home](#) → [Administration of exams](#) → [Transcript Of Records](#)

[Administration of exams](#)

[Hide menu](#)

Transcript Of Records

pdf-overview: Compendium of all Achievements 

• acknowledged exam

Student Data

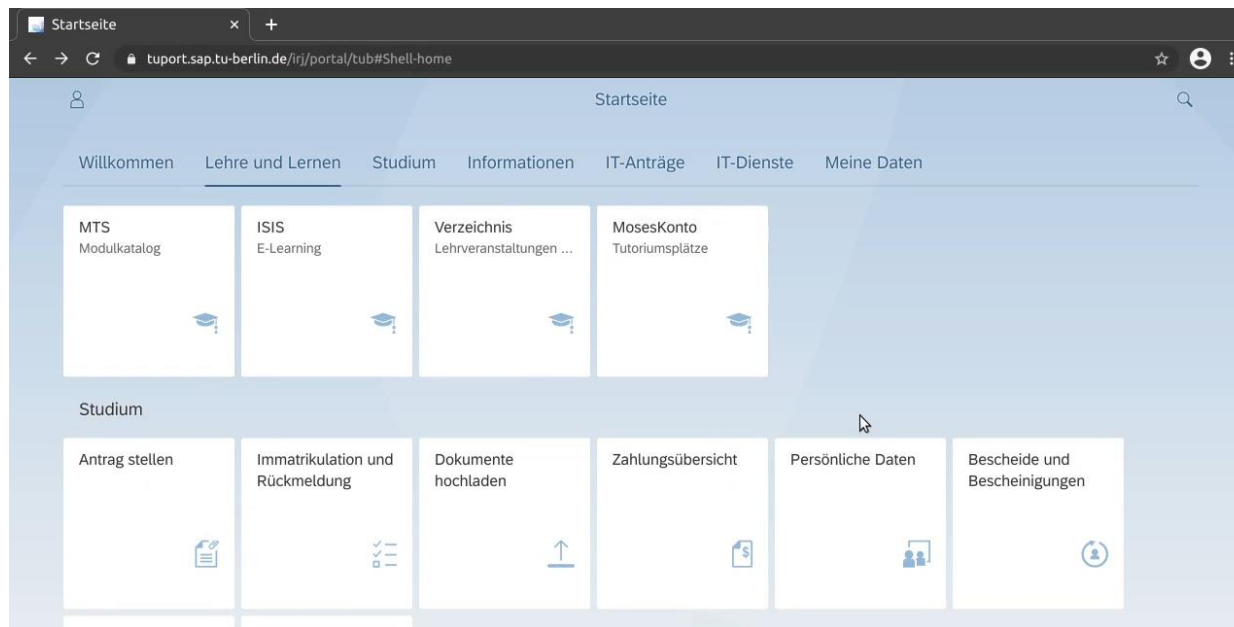
Student's name	Margaret Hamilton
Date and place of birth	17.08.1936 in Paoli
Field of study	[88] Master
Registration number	102354
Address	Technology Square 555, MA 02139 Cambridge

Re-Registration

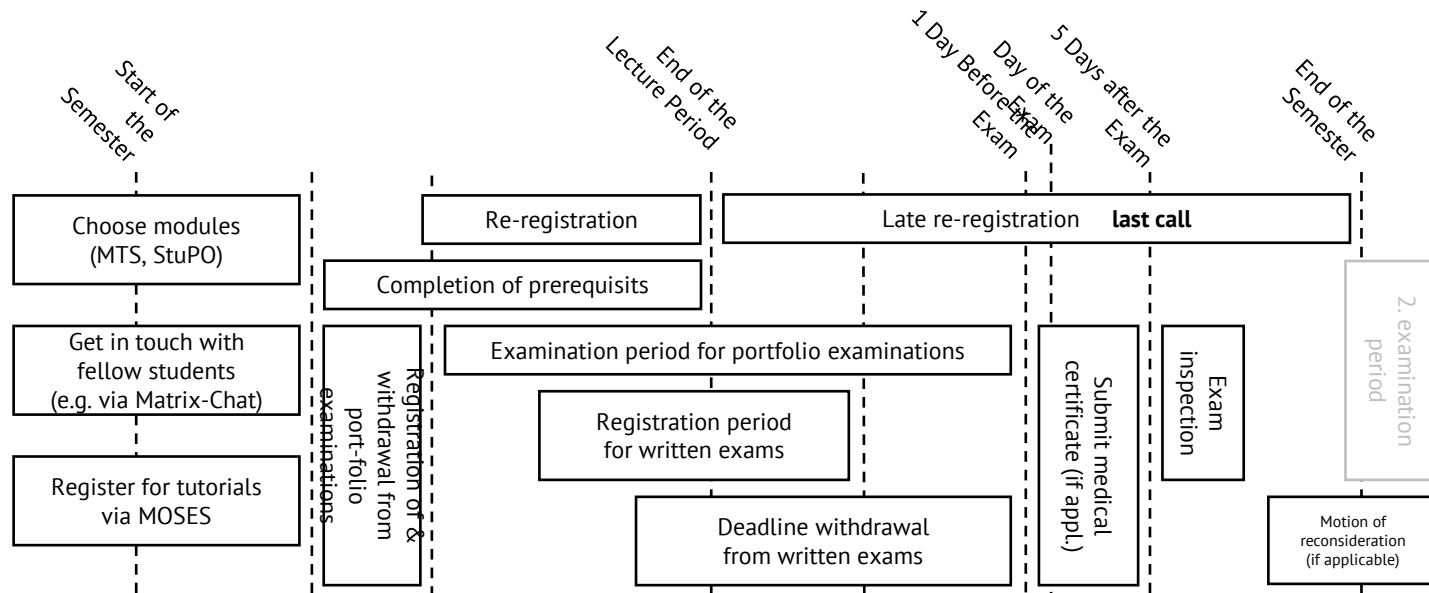


[Shut Up And Take My Money!](#) still from the science fiction animated sitcom *Futurama* from 20th Television, episode *Attack of the Killer App* (2010).

- without penalty fee: until **17.02.2024**
- with penalty fee: until **31.03.2024**



And then it all starts again





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 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.

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
 - ...



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



Campus tour for Master students, 09.10

12 am (directly after *How TU Study*)

Degree-specific introductions 10.10 and 11.10

„Studieren is(s)t mehr“ Friday 13.10

Get to know the TU Campus, Campustour

[Padlet upcoming events](#)



Welcome to Faculty IV
Enjoy your Time



The week(s) to come



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[Padlet upcoming events](#)



IT-Services and Software

Tools for Online (Team-)Work



tubcloud.tu-berlin.de



git.tu-berlin.de



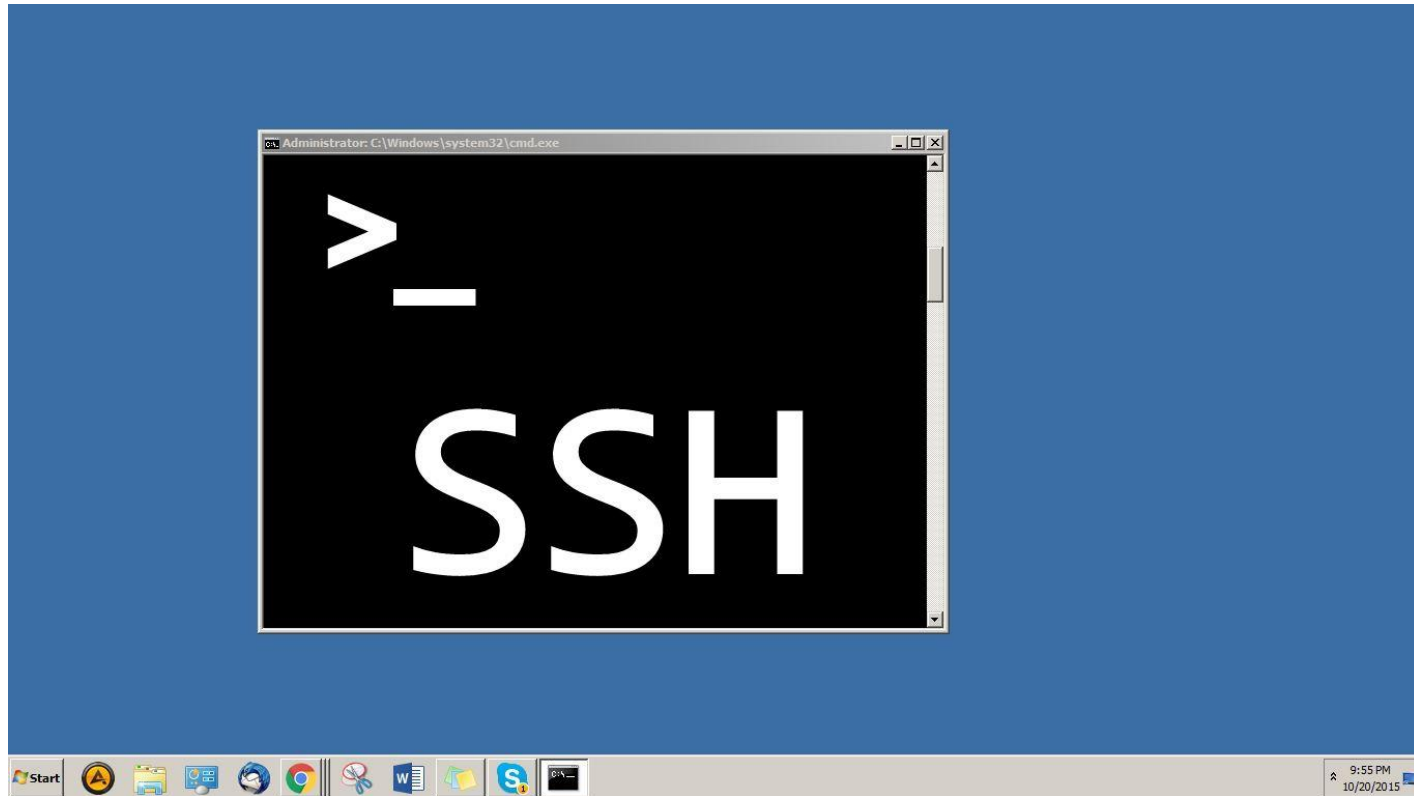
overleaf.com



Collabora Office

[Collabora Office via tubcloud](#)

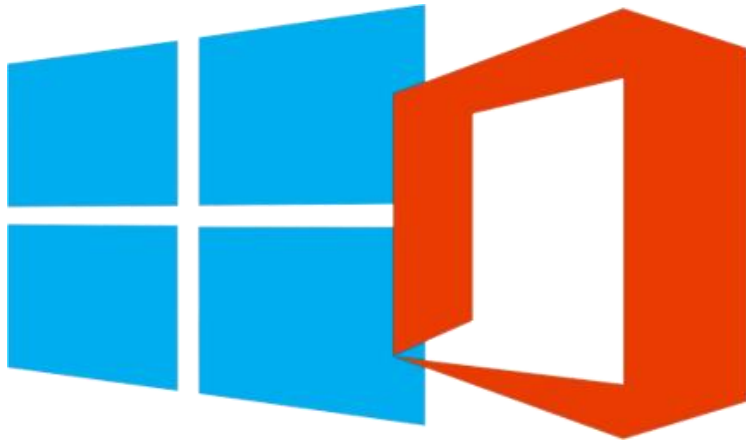
Remote Access



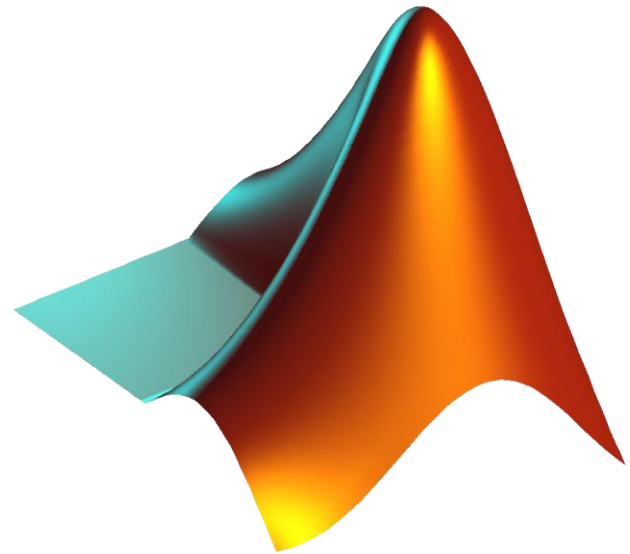
[SSH gate of TU Berlin](#)

[Additional information by the Freitagsrunde](#)

Software



[Microsoft-Lizenzen](#)

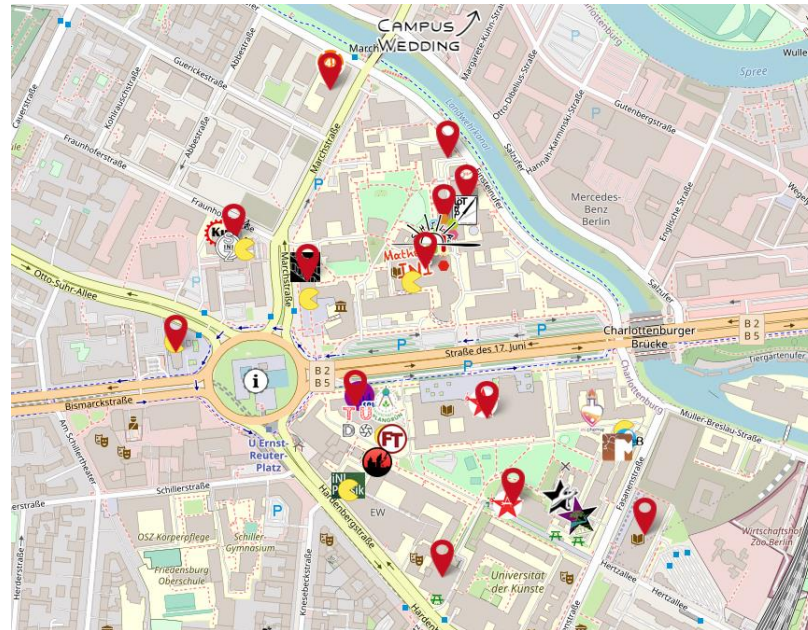


[Mathworks/Matlab](#)



The Campus

Campusmap



<https://campusmap.freitagssrunde.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/recurrent 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](https://tuberlinsport.de)



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
- [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



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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.

Meme: [Condescending Wonka](#) / [Creepy Wonka](#) still from the musical fantasy film *Willy Wonka & the Chocolate Factory* from Paramount Pictures (1971).

• Can lead to Exmatriculation!

Read your Study and Examination Regulations



Table of Contents

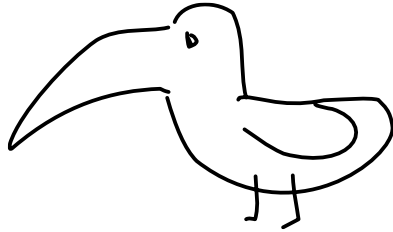
I.	General Regulation
Section 1	Scope of application
Section 2	Entry into force
II.	General Objectives
Section 3	Qualifications framework
Section 4	Internationalization
Section 5	Good scientific practice
III.	Quality Assurance
Section 6	Academic advising
Section 7	Mentoring program
Section 8	Dean of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

Outline

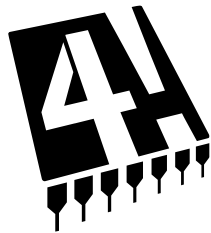
I. General Section
Section 1 – Scope of Application
Section 2 – Entry Into Force / Expiry
II. Objectives and Organization of Studies
Section 3 – Qualification Objectives, Course Contents and Professional Fields of Activity
Section 4 – Course Start, Standard Period of Study and Required Coursework
Section 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
Section 10 – Types of Examination and Enrollment for Examination
IV. Annex



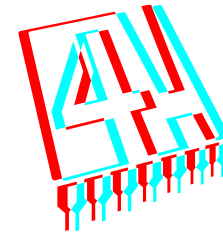
Final Word



FREITAGSRUNDE
~~GRATIS_FREUNDE~~



Freitagsrunde



Freitagsrunde



- www.freitagsrunde.org
- [fOpen](#)
- [MATRIX](#)

 [@freitagsrundeTU](https://twitter.com/freitagsrundeTU)

 [@freitagsfrunde](https://www.instagram.com/freitagsfrunde)

 [/freitagsrunde.tu](https://www.facebook.com/freitagsrunde.tu)



Intro-Week Booklet Online



Deutsch English Deutsch & English Suche / Search Inhaltsverzeichnis / Index

In Bearbeitung!

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The week(s) to come



Faculty IV - Electrical Engineering and Computer Science

About Us

Faculty Institutions

Research

Academics & Teaching

Department of Studies and Teaching

Degree Programs

Counseling & Student Services

Informationsmaterial

Quality Improvement Measures

Job Offers

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.



© Felix Noack

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** Introduction Week FAK IV (exact dates to follow)
- **April 04** Welcome by the Dean's Office of Faculty IV
- **April 19** Start of lectures Summer Semester 2022

Early April: Introduction Week at Faculty IV

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

Quick Access:

Go to:

Auxiliary Functions

☐ maximize aux. functions

This site uses Matomo for anonymized webanalysis. Visit [Data Privacy](#) for more information and opt-out options.

Campus-Plan



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

<https://dz.freitagrunde.org/?id=introweek>





Welcome to Faculty IV
Enjoy your Time

