

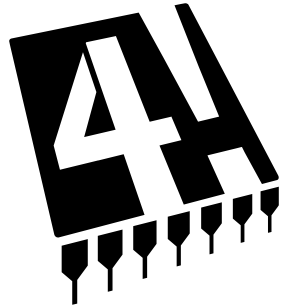
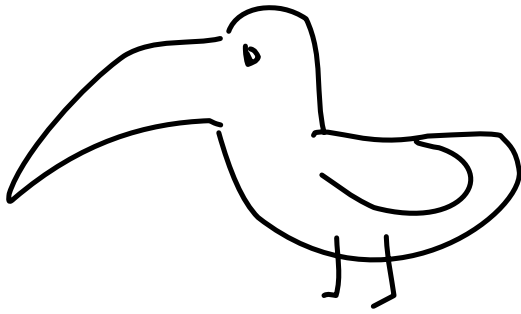


**DON'T
PANIC!**

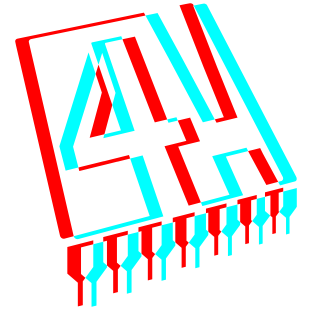
HowTU Study 2024

Introductory Event for Students at
Faculty IV





Freitagsrunde



info@freitagrunde.org

Where to Find These Slides?



- with our long short link
<https://docs.freitagrunde.org/E-Woche/2024/Sommer/>
- on our document repository
docs.freitagrunde.org
- on the faculty website
for the [introductory events](#)



tl;dr

Too long, didn't read

Website Relaunch



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



Room shortage

- the university "lost" some buildings
- you may have modules at odd times
- some strange rules "access to a building only in daylight"



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

teacher-local websites



<https://www.tu.berlin/eecs/einrichtungen/professuren-fachgebiete>

Padlet



https://padlet.com/Luis_Meier/faculty-iv-introduction-days-for-master-students-smhqjpenlv1so74w



Live Demo

Moses (Alternativ)



tu.eno.pw

ISIS (Helper)



isis.online

[Isis-dl](#)



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



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
 - ...

Counseling centers



- Academic Advising Service
- Student Advisory Service
- (FreitagSRUNDE)

TU EECS Master Pub Eve

Wed, 10.04., 7pm
@ Cafe Shila

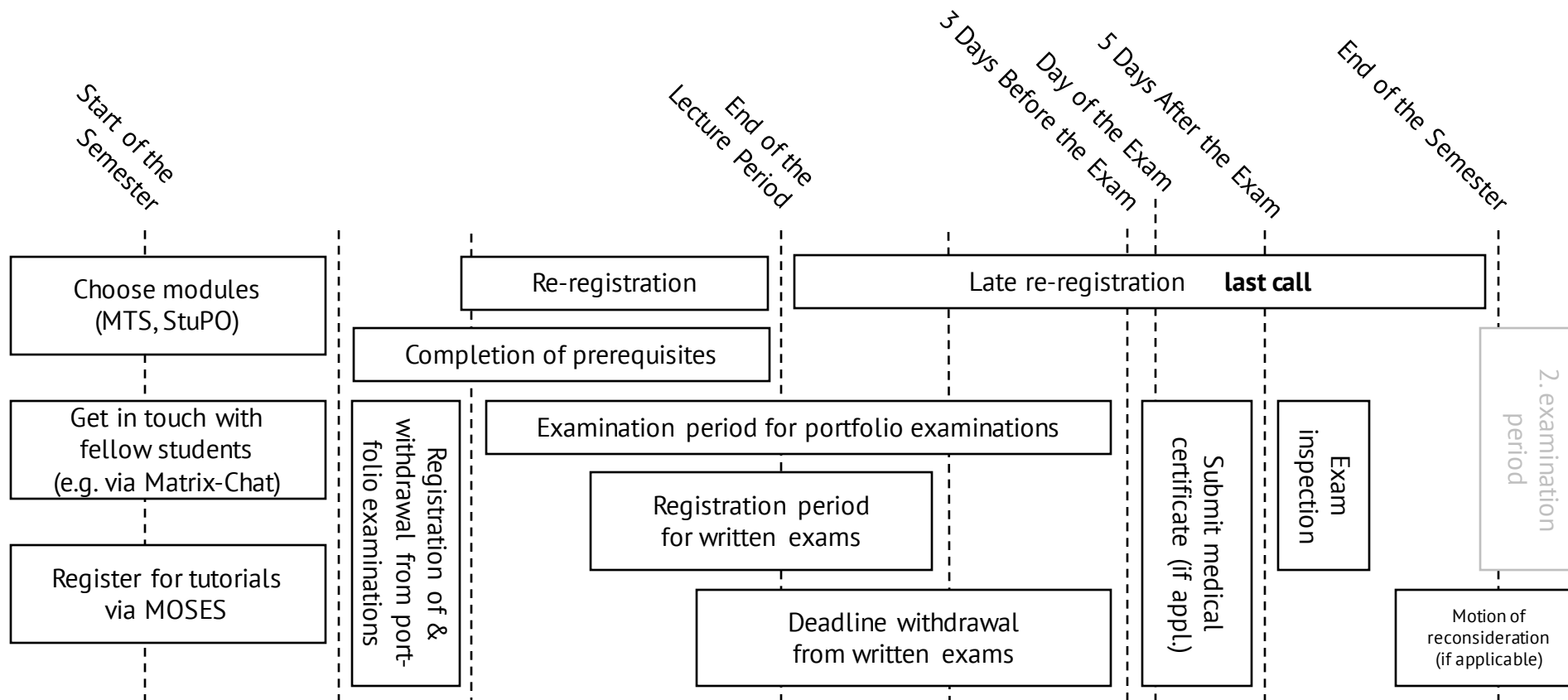
drink drinks!

find friends!

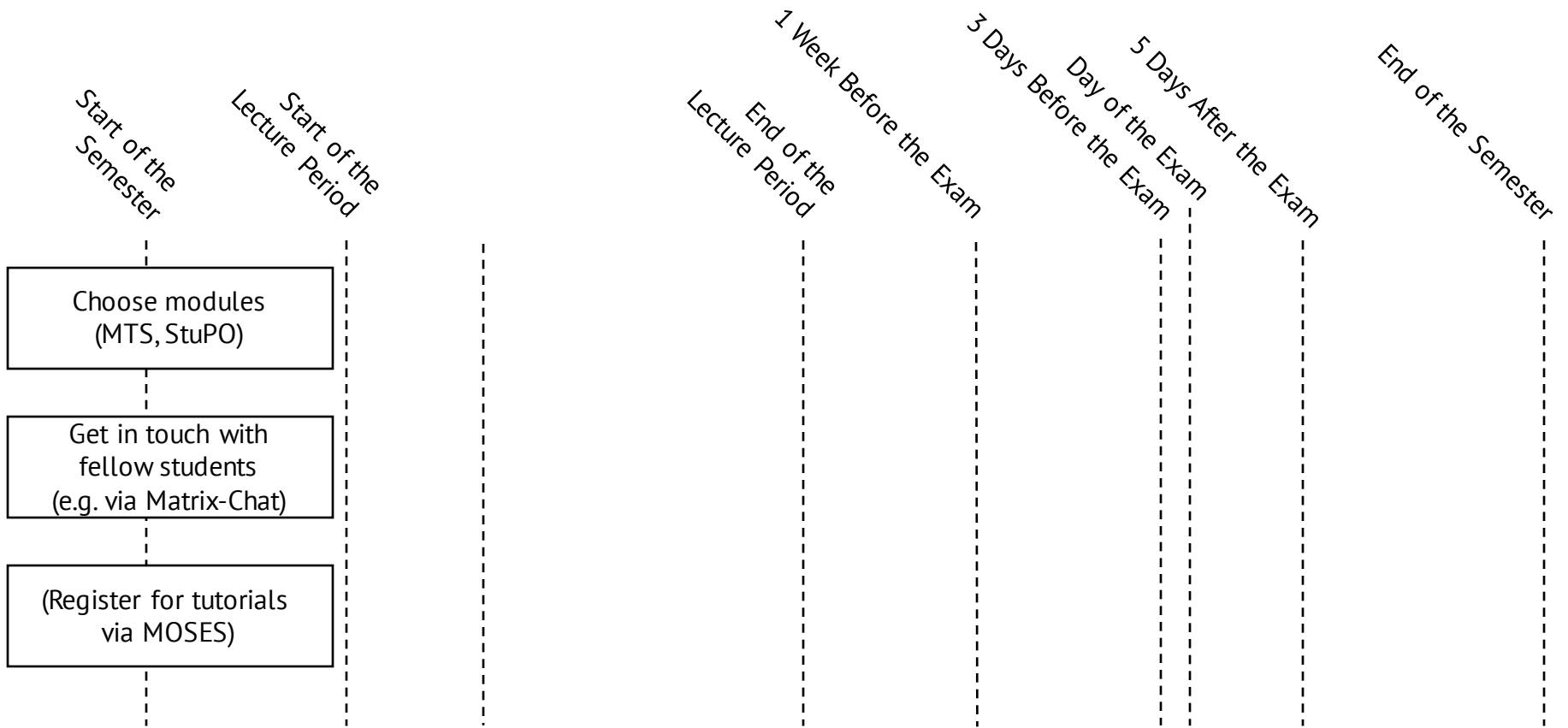


Navigating through the Semester

Example Walk through the Semester



Start of the Semester



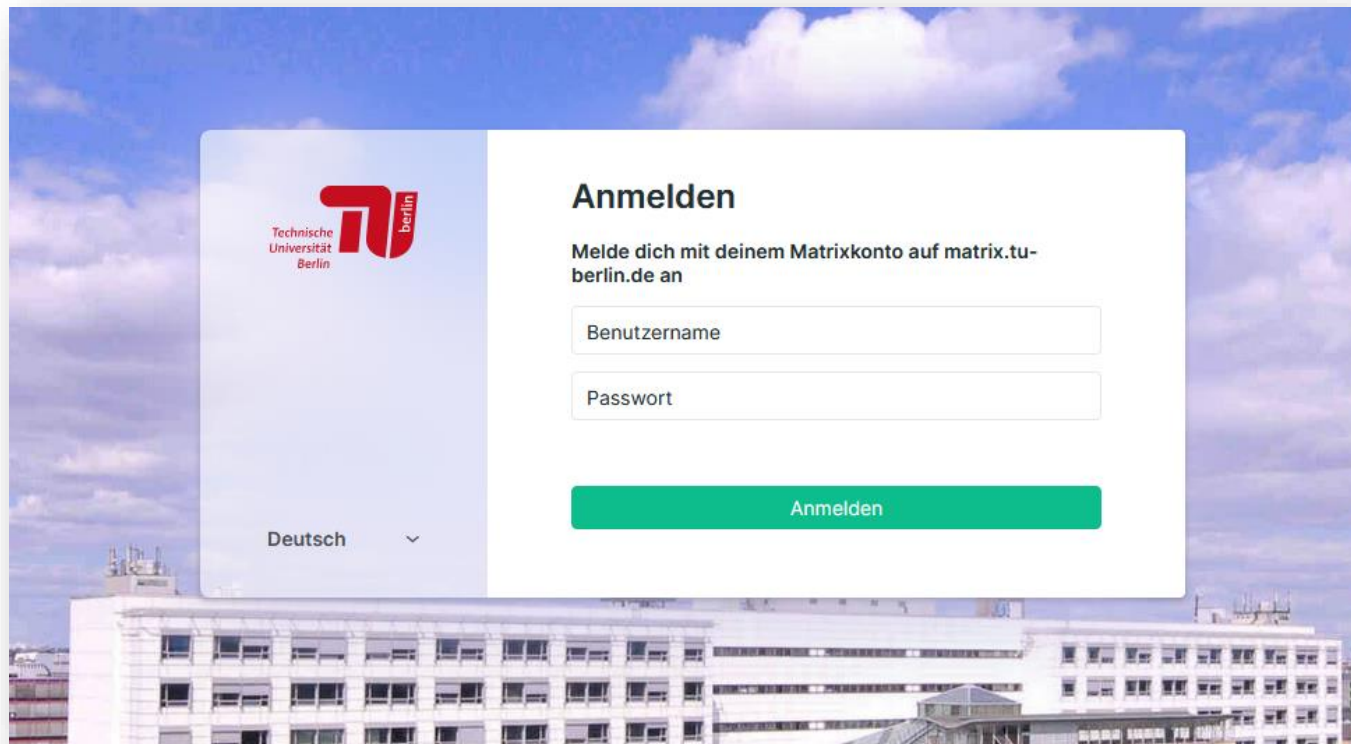


Email

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.freitagrunde.org/Matrix>

International Week 2024

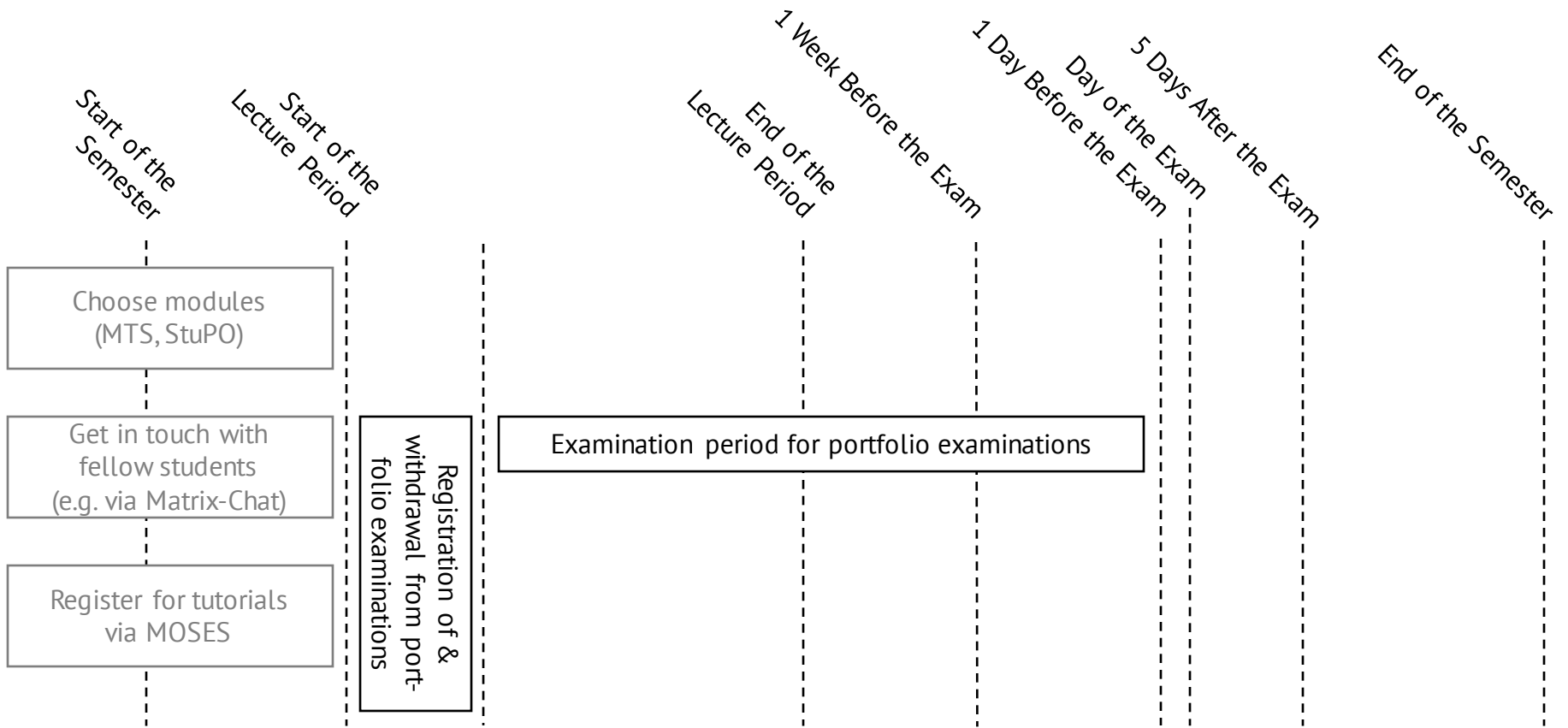


Faculty information events about studying abroad:
Tuesday, April 23, 2024 - Start : 4:15 pm
via Zoom (Link TBA)



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



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**



Yellow Sheet

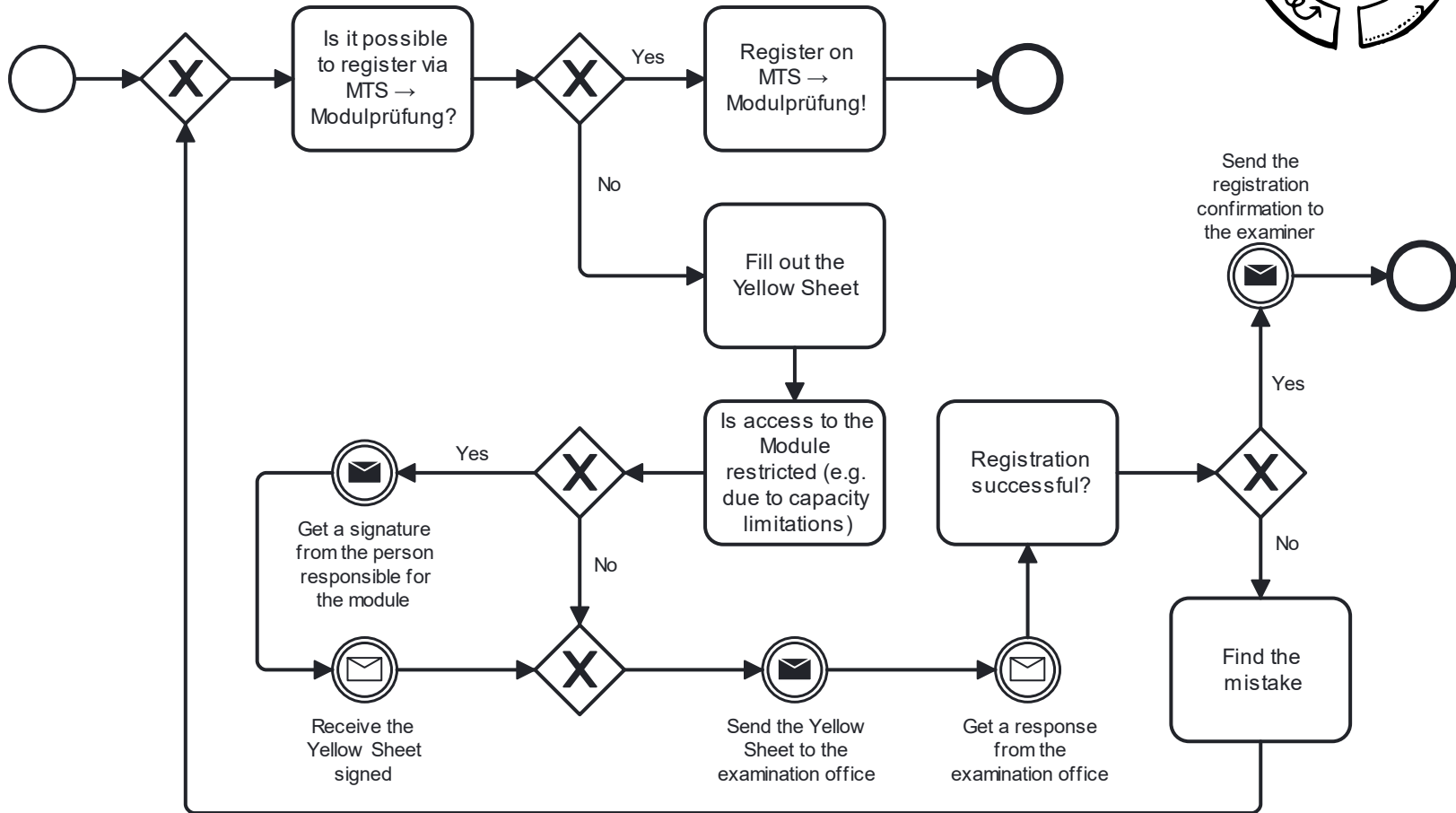
Ausfüllbares Formular. Bitte beide Seiten jeweils einseitig drucken.

<h2>Anmeldung zur Prüfung</h2> <p>► Abschluss: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Vordiplom <input type="checkbox"/> Hauptdiplom</p>	
<p>im Studiengang / ggf. Studienrichtung Course of study / discipline</p> <p><input type="checkbox"/> Frau / Mrs / Ms <input type="checkbox"/> Herr / Mr</p> <p>..... Name / Family name</p> <p>..... Vorname / First name</p> <p>..... Tel.</p> <p>..... E-Mail</p>	<p>Matrikel-Nummer Matriculation number</p> <p><input type="checkbox"/> 1. Fach/Modulprüfung 1st Examination</p> <p><input type="checkbox"/> 1. Wiederholung 1st Repeat</p> <p><input type="checkbox"/> 2. Wiederholung 2nd Repeat*</p> <p>Letztmögliche Prüfung § 33 BerIHG von mindestens zwei berechtigten Personen</p>
<p>Fach / Modul (Subject):</p> <p><input type="checkbox"/> Pflichtmodul <input type="checkbox"/> Wahlpflichtmodul</p> <p><input type="checkbox"/> Kernmodul ___/___ <input type="checkbox"/> Profilmodul ___/___</p> <p><input type="checkbox"/> Anwendungsfach <input type="checkbox"/> Nebenfach</p> <p><input type="checkbox"/> Schwerpunktmodul <input type="checkbox"/> Ergänzungsmodul</p> <p><input type="checkbox"/></p>	<p>Fach / Modul mit Genehmigung Modulbeschreibung erforderlich Subject with permission - if required by module description:</p> <p><input type="checkbox"/> Freie Wahl / Wahlmodul</p> <p><input type="checkbox"/> Zusatzmodul (gemäß § 37 AllgStuPO)</p>
<p>Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt Available capacity and conditions precedent fulfilled</p>	

Von der Kandidatin bzw. dem Kandidaten deutlich in DRUCKBUCHSTABEN auszufüllen

<h2>Anmeldung zur Prüfung</h2> <p>► Abschluss: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Vordiplom <input type="checkbox"/> Hauptdiplom</p>	
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<p>Fach / Modul (Subject):</p> <p><input type="checkbox"/> Pflichtmodul <input type="checkbox"/> Wahlpflichtmodul</p> <p><input type="checkbox"/> Kernmodul ___/___ <input type="checkbox"/> Profilmodul ___/___</p> <p><input type="checkbox"/> Anwendungsfach <input type="checkbox"/> Nebenfach</p> <p><input type="checkbox"/> Schwerpunktmodul <input type="checkbox"/> Ergänzungsmodul</p> <p><input type="checkbox"/></p>	<p>Fach / Modul mit Genehmigung - nur wenn laut Modulbeschreibung erforderlich Subject with permission - if required by module description:</p> <p><input type="checkbox"/> Freie Wahl / Wahlmodul / FÜS</p> <p><input type="checkbox"/> Zusatzmodul (gemäß § 37 AllgStuPO)</p> <p><small>Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt Available capacity and conditions precedent fulfilled</small></p>

Registration

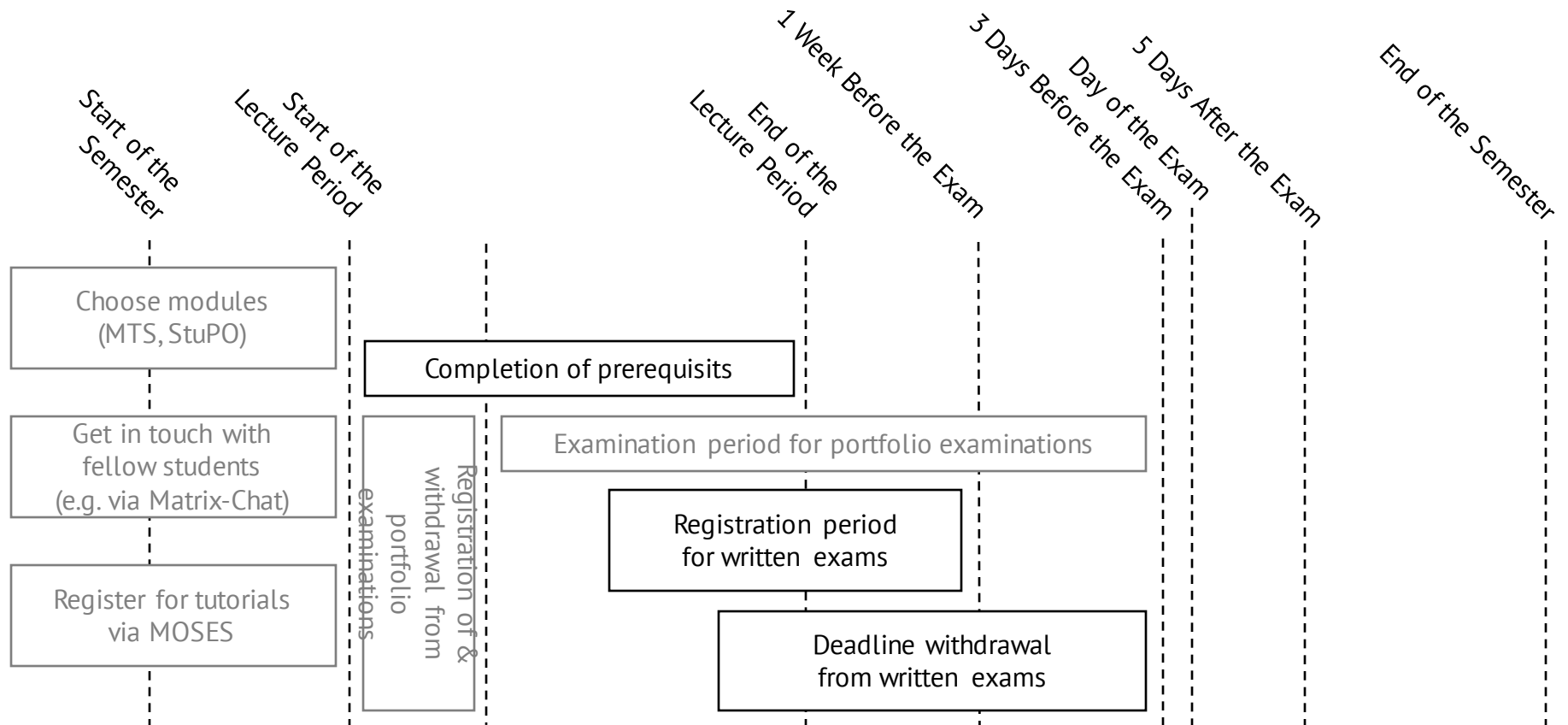




Once the lectures
end



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



Klausurensammlung der Freitagsgrunde

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.](#)

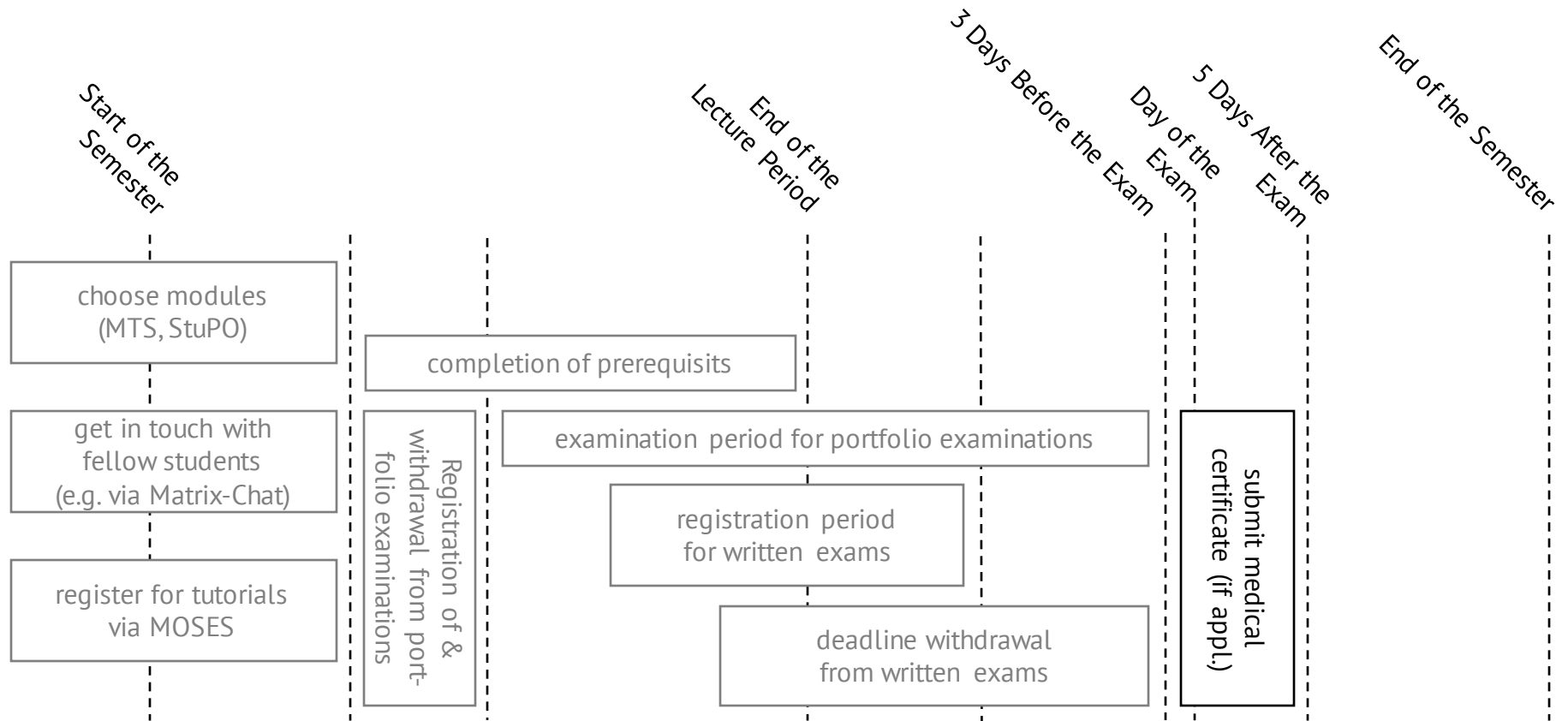
MUSTERLÖSUNGEN KÖNNEN FEHLER ENTHALTEN!

Wir freuen uns über korrigierte Dokumente!

Vielen Dank für eure Hilfe!

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

Deadline for Sick Note





Sick? Doctors Note

- Notification to the examination office and the examiner on the **same day!**
- 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



[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 

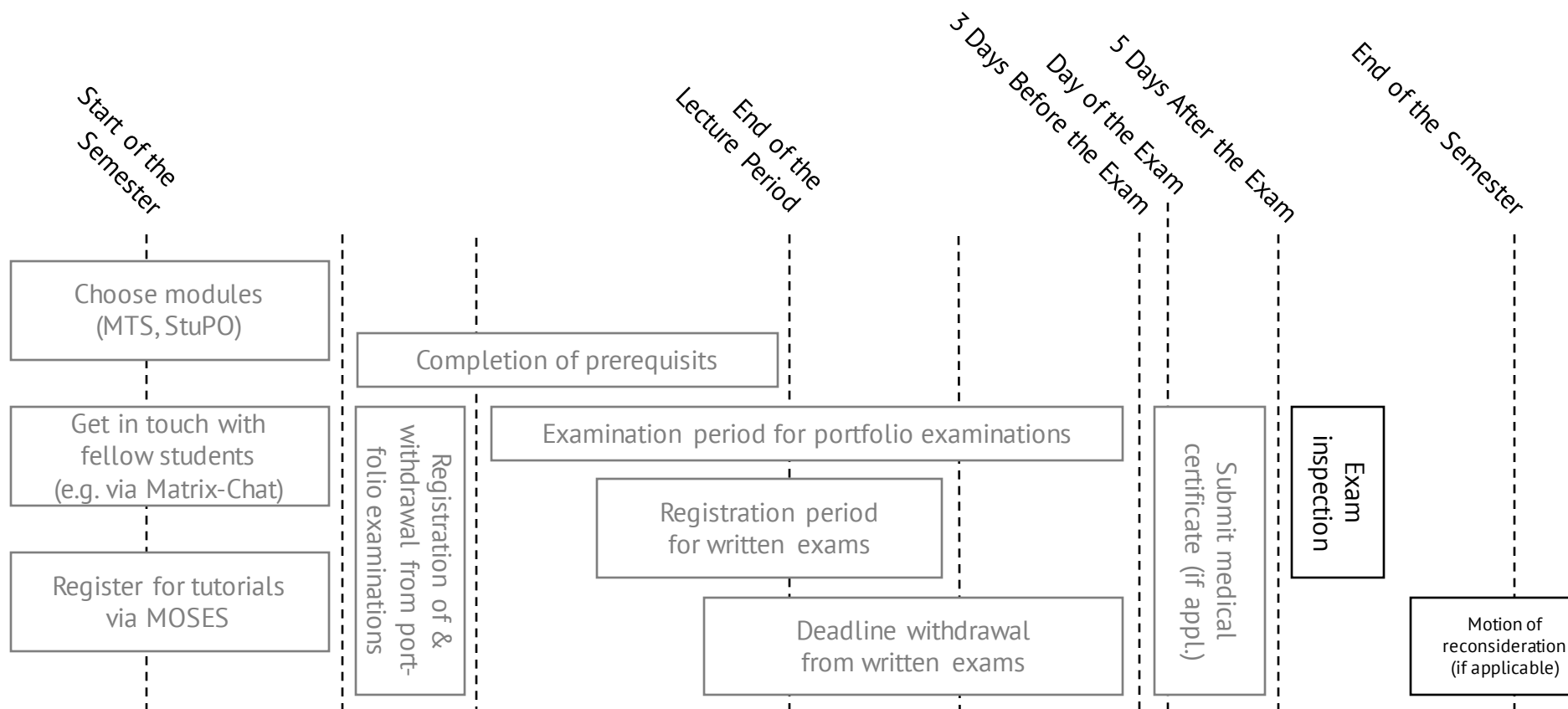
- acknowledged exam

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



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.



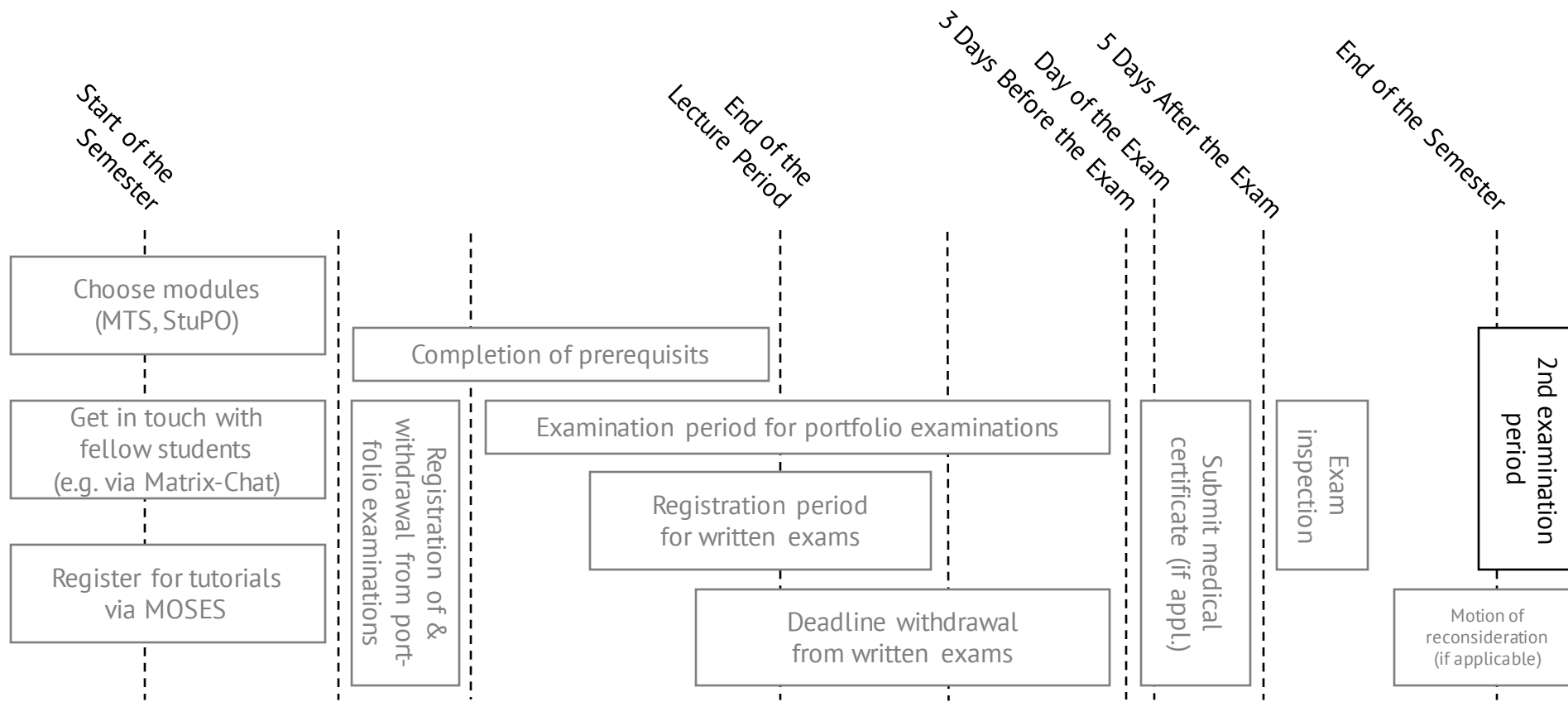
Grades

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

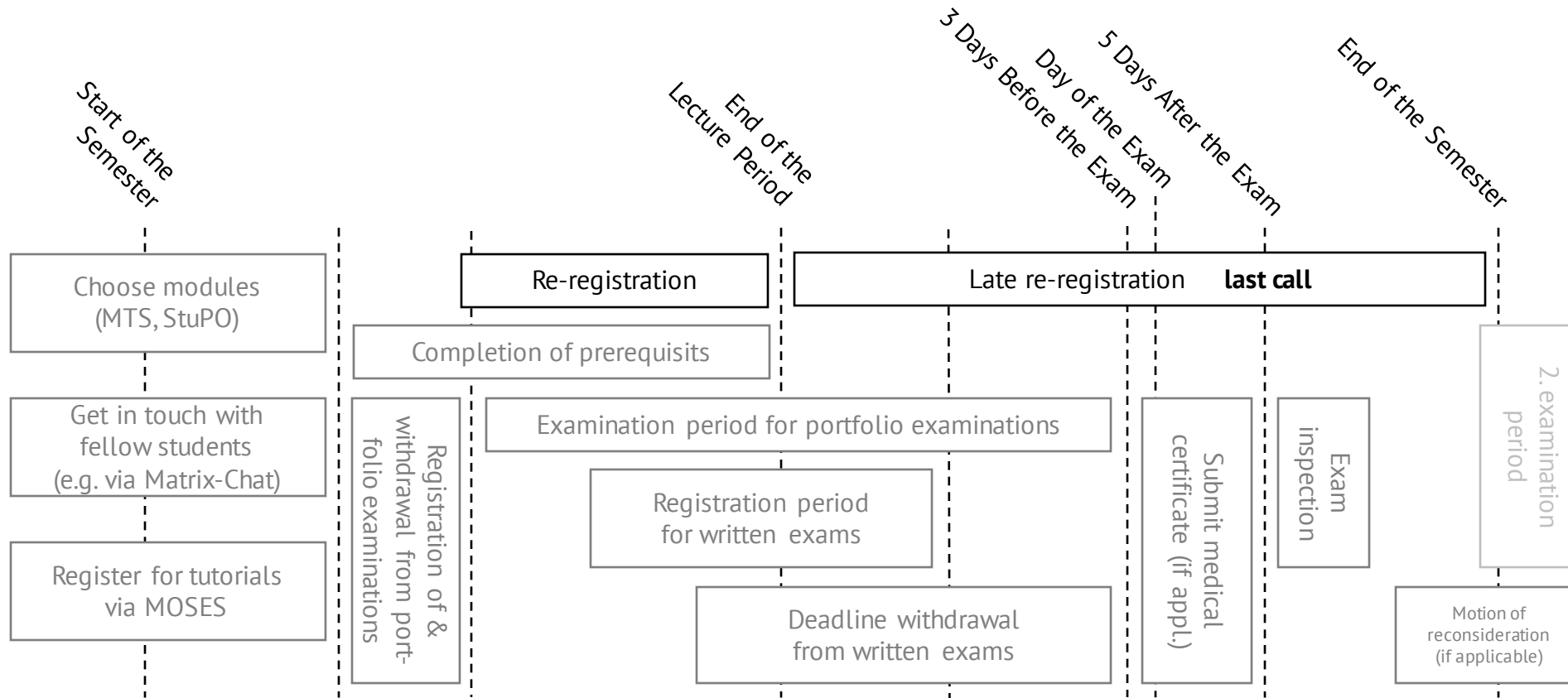
- 2 per semester, you can choose the term in written exams
- Usually the first 3 weeks and the last 3 weeks of the lecture-free time



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 **20.07.2023**
- with penalty fee: until **30.09.2024**

tuPORT



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

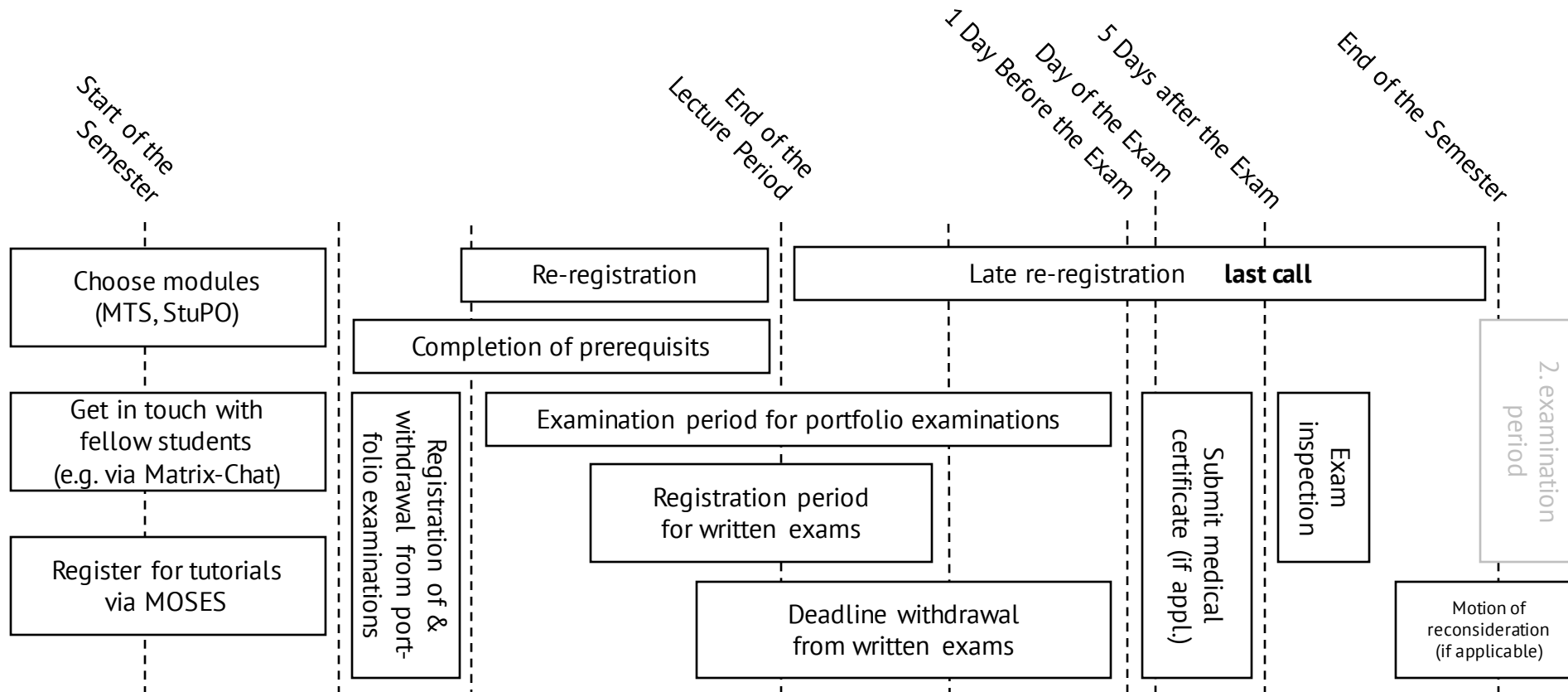
Dokumente hochladen

Zahlungsübersicht

Persönliche Daten

Bescheide und Bescheinigungen

And then it all starts again





Recap

- Get familiar with ISIS and MOSES **THIS** week
- Ask Questions and try to find the right person to answer it

Welcome to Faculty IV
Enjoy your Time