



**DON'T
PANIC!**

HowTU Study 2024

Introductory Event for Students at
Faculty IV



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 at our room in MAR 0.005 or on [Matrix](#)





tl;dr

Too long, didn't read





Room shortage

- some buildings are not usable at the time
- you may have modules at odd times





Websites

- Some websites lack translation into English
- Links are sometimes broken (sometimes worth a try to access via web archives)
- Especially contact information are missing on some of the English or German sites





Who says so?

- **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



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

ISIS

Learning Platform

- course material
- homework and sometimes quizzes



Orgasystems



Exchange **E-Mails**

- read regularly, at best daily

tuPORT **Administrative**

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

QISPOS **Study Records**

- Transcript of records





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





Live Demo



Professors & Chairs



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

<https://www.tu.berlin/en/eecs/institutions/professors-chairs>



Moses Alternative



tu.eno.pw





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
 - Student Advisory Service
 - Freitagsrunde





Navigating through the Semester



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**





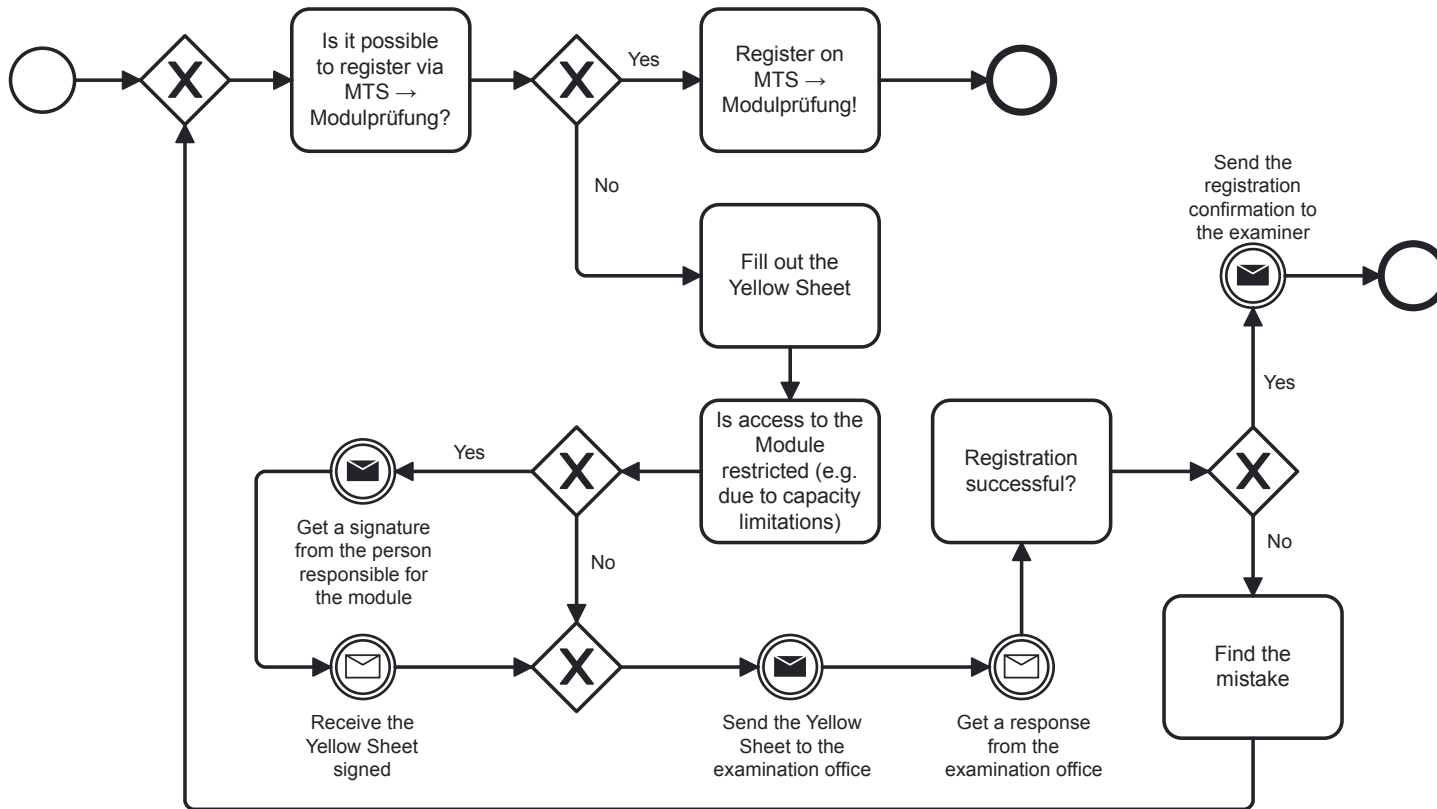
Yellow Sheet

Ausfüllbares Formular: Bitte beide Seiten jeweils einseitig drucken.

Anmeldung zur Prüfung	
<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 subject</p> <p><input type="checkbox"/> 1. Wiederholung / 1st Repeat</p> <p><input type="checkbox"/> 2. Wiederholung* / 2nd Repeat*</p> <p>Letztmögliche Prüfungsversuche sind gem. § 33 BerlHG von mindestens zwei prüfungsberechtigten Personen abzunehmen.</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 - 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>Kapazitäten vorhanden und verpflichtende Voraussetzungen erfüllt Available capacity and conditions precedent fulfilled</p>



Registration



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.freitagrunde.org/Klausuren/>





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 an advisory meeting within 6 weeks
- Three attempts for the thesis (BerlHG)





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





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.





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, or multiple of their 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
 - ...





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 **15.02.2025**
- with penalty fee: until **31.03.2025**



Upcoming this week



https://padlet.com/Luis_Meier/faculty-iv-introduction-week-for-master-students-winter-ojqju243ja7cus0i





Welcome to Faculty IV
Enjoy your Time

