

# How TU Studium

Introduction for new students at fakulty IV

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# Questions?

- ▶ Too fast? Too much?
- ▶ Slides are published at [docs.freitagrunde.org/E-Woche/2025/Sommer](https://docs.freitagrunde.org/E-Woche/2025/Sommer)
- ▶ <https://uniabc.freitagrunde.org/>
- ▶ Faculty IV website for the introductory events<sup>1</sup>
- ▶ Consultation at student advisory<sup>2</sup>

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<sup>1</sup><https://www.tu.berlin/en/eecs/academics-teaching/advising/start-of-semester/program-introduction-days-sose-master>

<sup>2</sup><https://www.tu.berlin/en/eecs/academics-teaching/advising/student-advisory-service>

# Teaching Platforms



## **Course announcements**

ISIS is the name of our moodle instance

Course material slides, Videos etc.

Homework and Quizzes

Q & A Forum



## **Exam (de)registration**

Module description and module catalogue

Room directory

Recognition of prerequisites

(tutorial registration)

# Other Systems

- ▶ E-Mails
  - ▶ Read them daily (really!)
  - ▶ Do not forward your e-mails, won't be able to send mails and mails might end up in spam
- ▶ tuPORT
  - ▶ **Certificate of Registration**
  - ▶ Periods of Study (Studienverlaufsbescheinigung)
  - ▶ (Re)registration
  - ▶ Request to the examination board and student administration
- ▶ QISPOS
  - ▶ Transcript of records

# BEW-Account

- ▶ If your matriculation is not completed...
  - ▶ Login: BEW\_0...
  - ▶ Password: as usual
- ▶ Will work on ISIS, MOSES and TUPort

# Study and Examination Regulations

- ▶ **Studien- und Prüfungsordnung (StuPO)**
  - ▶ Ruleset specific to your study program
  - ▶ Read the readable version
  - ▶ Some are only in german
  - ▶ Recommendation: § 5 - **Organization of Studies**
- ▶ **Allgemeine Studien- und Prüfungsordnung (AllgStuPO)<sup>3</sup>**
  - ▶ General Study and Examination Regulations
  - ▶ Read the table of contents
  - ▶ Recommendation: § 50 - 71

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<sup>3</sup>[https://www.static.tu.berlin/fileadmin/www/10000000/Studiengaenge/StuPOs/AllgStuPO\\_en.pdf](https://www.static.tu.berlin/fileadmin/www/10000000/Studiengaenge/StuPOs/AllgStuPO_en.pdf)



Live Demo

# Useful tools

- ▶ <https://tu.eno.pw>
- ▶ <https://github.com/Emily3403/isisdl>
- ▶ <https://www.tu.berlin/en/eecs/institutions/professors-chairs>
- ▶ <https://docs.freitagsrunde.org/Klausuren>

# Keep in mind

- ▶ You only need to register for **exams** not for lectures
- ▶ Enrolling in an ISIS course has no consequences

# Who to ask?

- ▶ Student Advisory at Fak. IV<sup>4</sup>
- ▶ General Student Advisory<sup>5</sup>
- ▶ AStA Advisory<sup>6</sup>
- ▶ Freitagsrunde (MAR 0.005)<sup>7</sup>

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<sup>4</sup><https://isis.tu-berlin.de/course/view.php?id=26884>

<sup>5</sup><https://www.tu-berlin/studienberatung>

<sup>6</sup><https://asta.tu-berlin.de/en/advising/>

<sup>7</sup>[info@freitagsrunde.org](mailto:info@freitagsrunde.org)

# Types of examinations

- ▶ Written examinations
- ▶ Oral examinations
- ▶ **Portfolio assessment**

# Portfolio assessment

- ▶ Consists of several different types of examination elements
  - ▶ e.g. homework, tests, presentation
  - ▶ each give points for a total of 100
- ▶ Registration can be very early, always before the first element
- ▶ **Deregistration** until 3 days **before** the first

# „Gelber Zettel“

Von der\*dem Kandidat\*in deutlich in **DRUCKBUCHSTABEN** auszufüllen

## Anmeldung zur Prüfung

► Abschluss: ☐ Bachelor ☐ Master

im Studiengang / ggf. Studienrichtung

Matrikel-Nummer

Name

Vorname

Tel.

E-Mail

☐ 1. Fach/Modulprüfung

☐ 1. Wiederholung

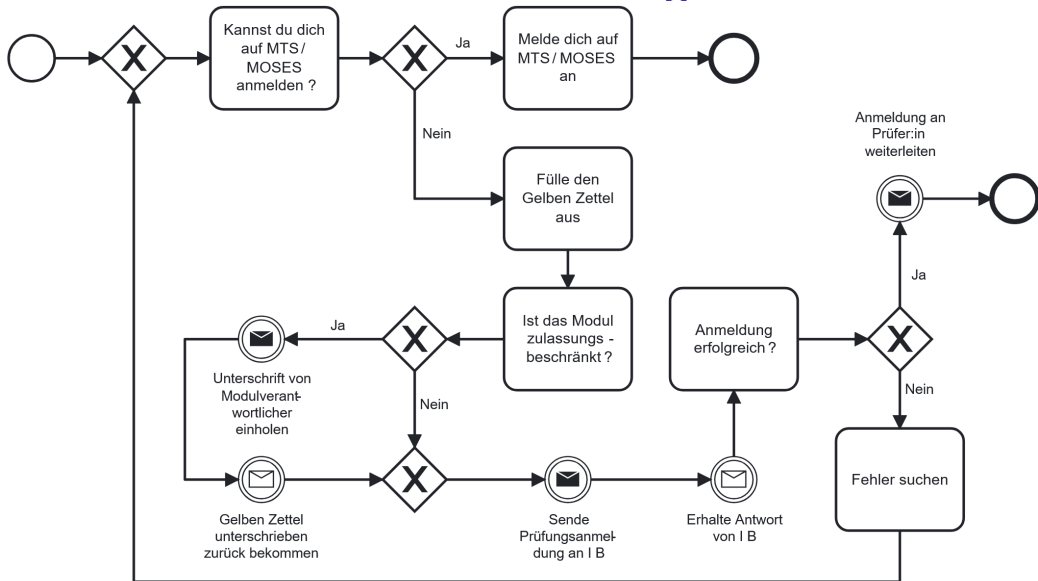
☐ 2. Wiederholung\*

\*Letztmögliche Prüfungsversuche sind gem.  
§ 33 BerlHG von mindestens zwei prüfungs-  
berechtigten Personen abzunehmen.

Fach / Modul:

Fach / Modul mit Genehmigung - nur wenn laut  
Modulbeschreibung erforderlich

# Flowchart Exam Registration





# Sick Note

- ▶ Notify the examiner before the exam
- ▶ Hand in a sick note within **5 Days** at the Prüfungsamt
- ▶ You are still registered for an examination, you will have to take the exam at a later date

**CAREFUL:** Withdrawing from the examination  $\neq$  being sick

# Withdrawing from an examination

Reasons for a withdrawal **may** be:

- ▶ Court date
- ▶ Birth
- ▶ The wedding of a close relative
- ▶ Death

Prüfungsausschuss decides on validity

# Inspection

- ▶ Look through the graded exam and check whether the correction is in order
- ▶ Understand and avoid repeat mistakes
- ▶ If there are any problems: check the reconsideration procedure
- ▶ **Tip:** Always attend! (If you are unable to give someone else permission to go in your place)

# Repeating Module Examinations

- ▶ 3 tries, last one oral exam (can be changed by a motion to the Prüfungsausschuss)
- ▶ Fourth try after consultation with student advisory
- ▶ Has to take place within 6 weeks after the third try

# Replacing Modules

- ▶ (Compulsory)electives may be replaced
- ▶ Requires you to have failed the exam once
- ▶ Motion for replacement has to be brought before registering for the replacement

# Exam Collection<sup>8</sup>



## 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!

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<sup>8</sup><https://docs.freitagsrunde.org/Klausuren/>

# Compensation of Disadvantages

Compensate individual obstacles that make it objectively difficult for you to pursue your studies:

- ▶ chronic illness
- ▶ disabilities
- ▶ children
- ▶ pregnancy
- ▶ taking care of family
- ▶ ...

# Re-Registration



- ▶ Without penalty: until **17.09.2025**
- ▶ With penalty: until **30.09.2025**



# Space Shortage

- ▶ The university "lost" some buildings
- ▶ Some modules will take place at odd times
- ▶ The university tries to minimize disruptions

# Program for This Week



[https://padlet.com/Luis\\_Meier/faculty-iv-introduction-days-for-master-students-smhqjpenlv1so74w](https://padlet.com/Luis_Meier/faculty-iv-introduction-days-for-master-students-smhqjpenlv1so74w)

# Until Next Week You Need to Figure Out...

- ▶ How to use ISIS and MOSES
- ▶ When and where your lectures take place



- 👋 Lerne deine Uni und deine Kommiliton\*innen innerhalb einer kleinen Gruppe kennen!
- 💡 Erhalte Tipps von erfahrenen Studierenden!
- 🚀 Starte gut vorbereitet in dein Studium!

**Melde dich JETZT an!**

