

How TU Study

Introduction for new students at fakulty IV

info@freitagsrunde.org

April 2026



Questions?

- ▶ Too fast? Too much?
- ▶ Slides are published at [docs.freitagrunde.org/E-Woche/...](https://docs.freitagrunde.org/E-Woche/)
- ▶ Faculty IV website for the introductory events¹
- ▶ Consultation at student advisory²
- ▶ Freitagrunde MAR 0.005 (each friday at 16:15)

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

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

Teaching Platforms



Moses



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)³**
 - ▶ General Study and Examination Regulations
 - ▶ Read the table of contents
 - ▶ Recommendation: § 50 - 77

³https://www.static.tu.berlin/fileadmin/www/10000000/Studiengaenge/StuPOs/AllgStuPO_en.pdf

Live Demo

Useful tools

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

Keep in mind

- ▶ You only need to register for **exams** not for lectures
(Exception: Limitation of participants)
- ▶ Enrolling in an ISIS course has no consequences

Who to ask?

- ▶ Student Advisory at Fak. IV⁴
- ▶ General Student Advisory⁵
- ▶ AStA Advisory⁶
- ▶ Freitagsrunde (MAR 0.005)⁷

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

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

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

⁷info@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 element
(see AllgStuPO §63 Paragraph 5 for more details)

„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*

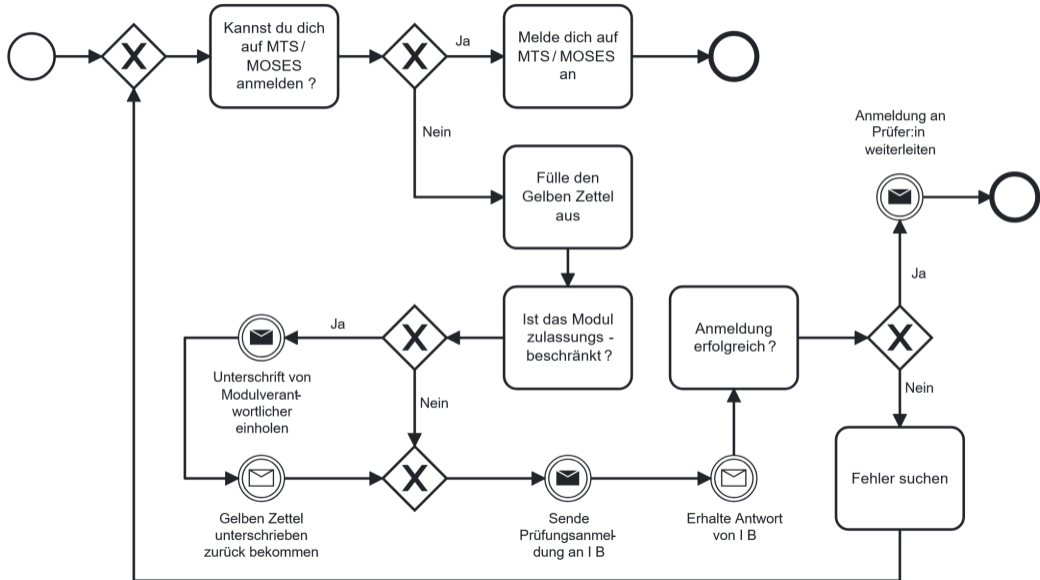
*Letztmögliche Prüfungsversuche sind gem. § 33 BerIHG von mindestens zwei prüfungsberechtigten Personen abzunehmen.

Fach / Modul:

Fach / Modul mit Genehmigung - nur wenn laut Modulbeschreibung erforderlich



Flowchart Exam Registration



Sick Note

- ▶ Notify the examiner **AND** the Examination Office 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 (particularly relevant for Portfolio-examinations)

Withdrawing from an examination

Reasons for a withdrawal **may** be:

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

Examination Board (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)
- ▶ You **have the right to make copies of examination files**
[Link]

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 Collection⁸



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!

⁸<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 (Rückmeldung)



- ▶ Without penalty: until **18.07.2026** (last day of lecture time)
- ▶ With penalty: until **30.09.2026** (last day of semester)

⁹<https://www.tu.berlin/studierendensekretariat/themen-a-z/rueckmeldung>

Program for This Week



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

Until Next Week You Need to Figure Out...

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