

Dagmar Schacht / Johannes Göbel

Informatics Academic Office

An aerial photograph of a university campus. A wide, light-colored paved path winds through the scene. To the left of the path is a green lawn with several benches and a few people walking. To the right is a larger green area with a large, mature tree and a smaller tree with yellow autumn foliage. In the background, more trees and a building are visible. The sky is clear and blue. The overall atmosphere is peaceful and academic.

Informatik-Campus („Informatikum“) in Stellingen



**MIN Campus from April 2026
Bundesstraße/Sedanstraße**

Agenda

1. Tasks of the Studienbüro
(Academic Office)
2. Your contacts in the Academic Office
3. Opening hours
4. Further contacts
5. What to do if there are problems with
STiNE registration
6. Exams and exam re-takes
7. Crediting of courses
8. Part-time study
9. Other issues
10. Personal hints

Tasks of the Academic Office. We are there, ...

- ... if you need to hand in **documents to the examinations board** (applications, crediting of courses from a previous program, etc.)
- ... if there are **problems with registration in STiNE**
- ... for **certificates regarding your course**, that are not covered within STiNE (Transcript of Records, final certificate, etc.)
- ... to find a **contact person** for specific issues or problems

Academic Office or CampusCenter?

Academic Office	CampusCenter
Study Program related issues	University related / general issues
Responsible for all study programs in Informatics	Responsible for all students
E.g. module registrations, examinations, sick notes...	E.g. part-time study, academic leave, withdrawal from program...
STiNE Account, Transcripts, BAföG forms (no BAföG counseling!)	Semester fee/contribution, semester ticket...
Where? – Informatikum, Building A	Where? – Alsterterrasse 1

Your contacts in the Academic Office

Your contact for all questions regarding exams:

- **N.N.**

Your study coordinator:

- **N.N.**

Please use studienbuero.inf@uni-hamburg.de for requests.

Academic Office - Office hours

Please note that the office hours of individual team members may vary, see:
<https://www.inf.uni-hamburg.de/en/studies/orga/stb.html>.

	On-site Informatikum, Building A, 2nd floor	By phone (phone numbers, see Team list)
Monday	10:00 – 11:00 and 13:00 – 15:00	8:45 – 16:00
Tuesday	10:00 – 12:00 and 13:00 – 15:00	8:45 – 16:00
Wednesday	10:00 – 12:00 and 13:00 – 15:00	8:45 – 16:00
Thursday	10:00 – 12:00 and 13:00 – 15:00	8:45 – 16:00
Friday	closed (but available by phone)	9:00 – 14:00

You can reach us by email: studienbuero.inf@uni-hamburg.de

Further contacts

Academic Advising: DSAI Team

- Advice for study plan
- Help with required electives and domain choice
- Help with requests of crediting of courses
- Help with requests to the examination Board
- Academic Advisor: **Dr. Martin Jälmby**
- Program manager / Head of Examination Board: **Prof. Dr. Timo Germann**

Email for **questions** related to the program and **study counseling**:
dsai-info.inf@uni-hamburg.de

Questions? Check Your Program Website!

<https://www.inf.uni-hamburg.de/en/studies/master/dsai.html>

🏠 UHH → MIN → Department of Informatics → Studies → Master's programs →

MASTER DATA SCIENCE AND ARTIFICIAL INTELLIGENCE

PROGRAM

APPLICATION

FAQ

Questions? Check Your Program Website!

<https://www.inf.uni-hamburg.de/en/studies/master/dsai.html>

+ Background and Motivation

+ Course Program and Curriculum

+ Application and Admission

+ Frequently Asked Questions

+ Course Catalog

MSc IT Management and Consulting

MSc Intelligent Adaptive Systems

Master Data Science and Artificial Intelligence

DSAI - Curriculum Details

MSc Teaching Informatics

Informatics/Bioinformatics in other academic programs

Questions? Check Your Program Website!

<https://www.inf.uni-hamburg.de/en/studies/master/dsai.html>

— Course Program and Curriculum

+ Program Overview

— Regulations and Further Documents

Examination and Subject-Specific Provisions

- [Subject-Specific Provisions](#) (includes Module Table, original German Version)
- [Subject-Specific Provisions](#) (English Version - to follow)
- [Examination Regulations](#)
- [Module Handbook](#) (Original German Version); [Module Handbook](#) (Draft - English version - not legally binding)
- [General Information for Students](#) (in German) including Evaluation of Theses
- [Presentation of the Academic Office \(Orientation Unit\)](#)

Curriculum – „Tetris“

<https://www.inf.uni-hamburg.de/en/studies/master/dsai/dsai-curriculum.html>

1. FS	Foundations of Data Analytics (FDA, 6 LP)	Epistemology, Ethics and Privacy (EEP, 6 LP)	Fundamentals DSAI (9 LP)	Domain Knowledge (9 LP)	
2. FS	Seminar DSAI (3 LP)	Fundamentals DSAI (15 LP)		Advanced Topics DSAI (6 LP)	Domain Knowledge (6 LP)
3. FS	Project DSAI (9 LP)		Advanced Topics DSAI (12 LP)		Domain Knowledge (9 LP)
4. FS	Finale Module (Master's Thesis 30 LP)				

— DSAI Domains

In the domain area (Domain Knowledge in Data Science and Artificial Intelligence) DSAI (24 ECTS), courses from at least two application domains with at least 6 ECTS per domain must be selected. Students can choose to study either in depth (specialized and courses from a few application domains) or in breadth (many application domains, with a typical 6 ECTS per module, courses from up to four application domains can be selected). Students also have the opportunity to choose up to 6 ECST from the courses offered by Universität Hamburg within the framework of the 24 ECTS. However, they can also fill the entire 24 ECTS with application domains. The selectable modules are determined in agreement with the departments of the MIN faculty.

- + Biology
- + Chemistry
- + Earth System Sciences
- + Informatics
- + Mathematics
- + Physics

... and what does „STiNE“ (Study-Infonet) do?

- Account of your study results
- Overview of module registration
- Overview of course registration
- Overview of exams and exam dates!
- Overview of week schedule
- Tool for Registration for modules/courses/exams

Help needed? → Contact form



UHH → Studying

STUDIES

Note:

The menu item "Achievements" has been renamed to "Performance".

Here you will find functions related to your studies:

In the "Courses" section, you will find functions related to your courses.

Under "Exams," you will find your upcoming exams, the results of your exams.

In "Study Management," you can submit new applications or view your current applications.

Courses and modules[Register for courses and modules](#)[Open courses](#)[Registration status](#)[Modules](#)[Courses](#)[Electives](#)**Exams**[Register for exams](#)[Exams](#)[Study results](#)[Course results](#)[Exam results](#)**Study management**[Applications](#)[Regulations](#)[Documents](#)**Contact form**

STiNE Registration for modules, lectures, and exams

- Please take care that you **fully register** for:
 - Module
 - Lecture(s)
 - Exam(s)
- Please have a close look on **deadlines for registration and de-registration**:
The Academic Office sends out e-mails on a regular basis!
Please read them....

STiNE Registration periods

- Registration period for first semester students:
 - Until Thu, 09.10.2025, 4 pm
- Correction period (“first come, first served”): Mo 13.10.2025, 9 am to 23.10.2025, 1 pm
 - Only for leftover capacity!
 - Therefore: **In the following semesters always register within the first registration period,** since you might find capacity filled in the modules of your choice during the correction period!

STiNE troubleshooting

- If you lost your log-in details, you can obtain your user name or reset your password via www.account.uni-hamburg.de
- **Two-factor („2FA“)** registered?
 - **Two-faktor authentication** see:
<https://www.rrz.uni-hamburg.de/en/kennung-authentifizierung/2fa.html>
 - Recommendation: Set up your smartphone with QR scan function as a second factor.
- For further questions/issues, you can also e-mail the STiNEline at stineline@rrz.uni-hamburg.de



Module registration form

Registration for Modules / Lectures

Programme **B.Sc.:** ☐ Inf ☐ WilInf ☐ SSE ☐ MCI ☐ CIS ☐ LA
M.Sc.: ☐ Inf ☐ WilInf ☐ ITMC ☐ BioInf ☐ IAS ☐ LA
☐ Other (ERASMUS/minor etc.) _____

Semester: ☐ Winter 20 ____ / ____ ☐ Summer 20 ____

Family Name:	First Name:
Student-ID (Matrikel-Nr.):	Tel.-Nr.:
E-Mail:	

The **classification** of the module as defined by the subject-specific provisions of your programme:

R for required courses (Pflicht), **RE** for required elective course (Wahlpflicht) or **E** for elective courses (Wahl).

The **module number** is an acronym for the title of the module, in most cases referring to the German title, e.g. *Image Processing* is *Bildverarbeitung* in German, module number InfM-BV.
The pattern of Informatics module numbers is **InfB-XXX**, **InfM-XXX**, **MBI-XX** or **ITMC-XXX**.

Informatics **course codes** are **64-XXX** or **67-XXX**.

If unsure about module numbers or course codes, please refer to the STiNE course catalogue at <http://www.stine.uni-hamburg.de> ► English ► Course catalogue

Module status	Module number	Course code (LV-Code)	If registering for the exam is desired:							
			If more than one group is offered:				Group-No with Priority			Exam round
			Course title	1	2	3				
Example	R	InfM-BAI	64-454	Lecture Bio-Inspired Artificial Intelligence	-	-	-	⊗ 1. ○ 2.		
	R	InfM-BAI	64-455	Seminar Bio-Inspired Artificial Intelligence	2	1	-	○ 1. ○ 2.		
								○ 1. ○ 2.		
								○ 1. ○ 2.		

- ◀ Your program
- ◀ Current Semester
- ◀ Your personal data

Module status, number, course code, title, group priority, optional:
◀ exam (if exam registration desired)

Registration and re-registration of exam dates

- You have to **register explicitly** for all exams.
 - No participation in the exam without registration!
 - You also have to register yourself for the second, third and fourth exam dates!
If you fail an exam, you will **not be automatically** re-registered!
- Exam registrations in Informatics and other departments of the MIN faculty
 - **Written exams**: Deadline for registration (and de-registrations) 3 days prior to the exam date
 - **Oral exams**: See information emailed to you:
Registration typically a few weeks before the exams. De-registration until 3 days prior to the exam date.
 - Exams dates: see <https://www.inf.uni-hamburg.de/studies/orga/dates.html>
- Other departments may use different schedules for (de)registration

Master Thesis registration

- For the registration of your **Master Thesis** we use a **PDF forms** in which you name the desired topic and to obtain the signatures of the proposed reviewers.

Exam Re-takes

- Maximum of **4** tries (3 re-takes) for each module.
 - Failing an exam four times means withdrawal from the program!
 - This applies to any module! Regardless, if mandatory, required electives or domain!
 - Final thesis only 1 re-take!
- If you fail twice or thrice in a required elective module, we recommend to **change** this module
- If you do not wish to attend a registered exam, then **de-register** this exam before the deadline!
 - In case of illness, hand in a **doctor's notice** within 10 days after issuing
 - Otherwise, missing a registered exam will be counted as failed attempt!

Prüfung 3 / Exam 3

Datum / Date

tt.mm.jjjj



Modulnummer /
Module Number

Prüfung (Modultitel) /
Exam (Module Title)

Prüfer:in /
Examiner

Bescheinigung /
Medical Attestation *



Dateien auswählen

Keine Dateien ausgewählt.

Hinweise /
Comments

3 + 9 = *

Datenschutz *

☐ Ich bin damit einverstanden, dass die Universität Hamburg, hier: Studienbüro Informatik / Academic Office Informatics, meine Daten zu folgendem Zweck bzw. folgenden Zwecken verarbeitet: Verbuchung einer Prüfungsunfähigkeit. Die Daten werden 365 Tage nach Abschluss der Bearbeitung gelöscht. Meine Einwilligung kann ich jederzeit mit Wirkung für die Zukunft gegenüber [Studienbüro Informatik / Academic Office Informatics](#) widerrufen. Die bisherige Verarbeitung bleibt von einem Widerruf unberührt.

Hier finden Sie [weitere Informationen zur Datenverarbeitung](#).

ABSENDEN

Webformular notification of illness

◀ Your personal data

◀ Doctor's note
scan or photo

◀ Exam(s) missed due to illness

Deadlines

- The standard **period of study is 4 semesters**
 - BAFöG is possible for an additional “flexibility semester” once per academic career...
 - ...plus up to 2 semesters via the final grant (pure loan)
 - After **double the standard period of study plus 2 semesters**, i.e. **10 semesters**, the university may withdraw you
- Withdrawal
 - Failing the same module’s exam four times
 - Four semesters in a row without earning credit points by completing a module
 - Compulsory study advice if the standard period of study is exceeded by more than two semesters, i.e. before the 7th semester
- There are **no deadlines** for the individual **modules**

Crediting of previous courses

- You can request crediting of courses, if...
 - ... these courses correspond to modules that exist in your Master's program
 - ... you have not yet conducted the exam of the corresponding module (and have no binding exam registration)

Crediting of courses

Process:

- Step 1: **Decide** which modules you want to be credited
If there are questions, contact the DSAI team.
- Step 2: Complete the request for credit recognition in **STiNE...**
- Step 3: ..and inform the Academic Office, citing your request number.
Apart from your signature a PDF summary of your request (that you will receive by reply), you need a Transcript of Records (or similar proof of your previous studies) and module descriptions (“module handbook”, “syllabus” or similar)
- Step 4: **Wait for decision** of the Head Examination Board

Part-time study

- **There is the chance of part-time study, ...**
- ... regular *professional work* of more than 15h per week
(Proof: e.g. Certificate of employer)
- ... necessary *care* for children (below age 18) or other family member in need of care
(Proof: e.g. birth certificate, etc.)
- ... *disability or other chronic disease* that affect the ability to study such that full-time study is impossible (Proof: e.g. medical certificate)

Part-time study

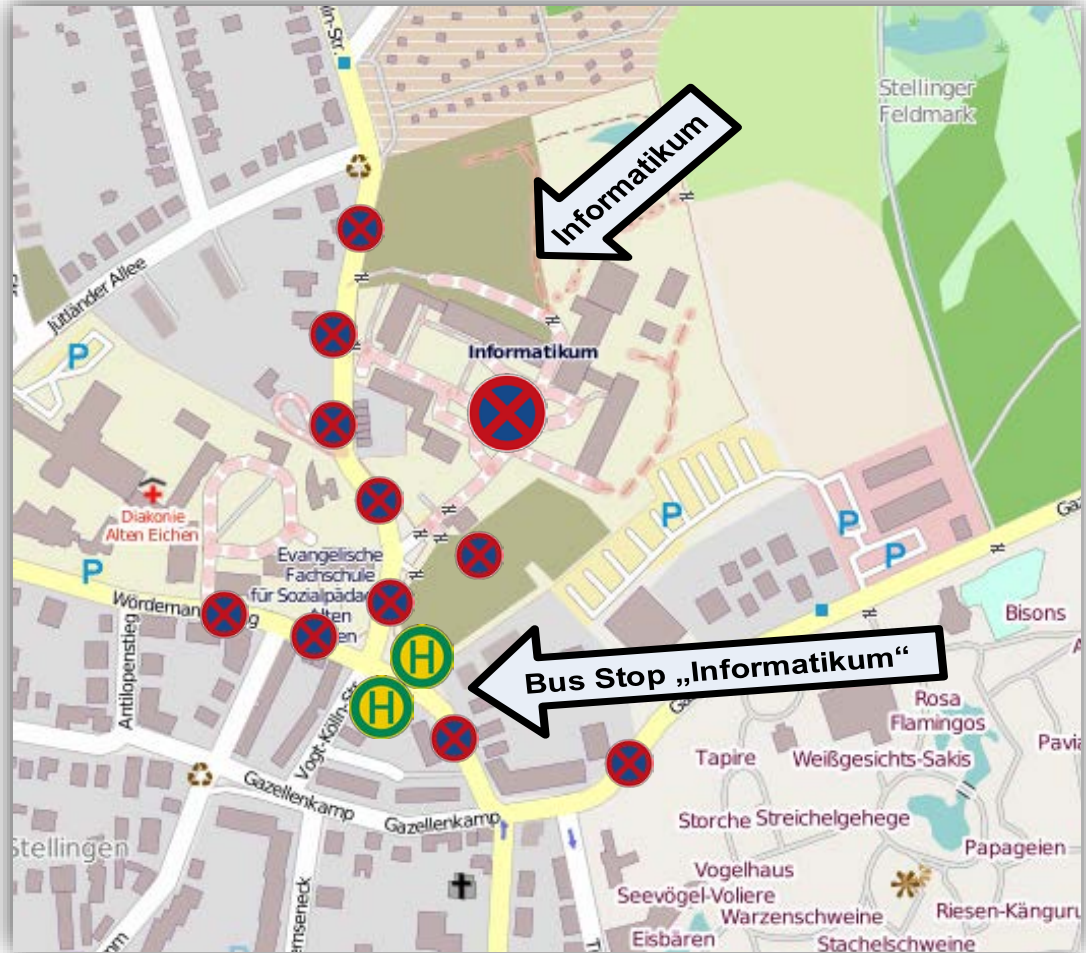
- Purpose: **Workload** reduced from 30 ECTS to 15 ECTS per semester
 - Advantage: Adjustment of regular study time. You have more than 6 semesters to study. Together with your program advisor you agree on an adjusted study plan.
 - Disadvantage: Can have effects on BAföG, grants, child benefits, visa agreements...
- Note: Final thesis has to be conducted in full time (6 months, approx. 40 hours per week), even if you are a part-time student

More Information

Recommendation:
Use bike or public transport!
Bus Stop „Informatikum“

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Other issues...

- Use the **forwarding function in STiNE** for your e-mails. Otherwise you might miss announcements of lecturers on e.g. room and date changes that are sent through STiNE
- Read your **university e-mail**, usually first.lastname@studium.uni-hamburg.de.
 - Stand means of communication in the department
 - Not to read the mail may lead to bigger problems in the course of your study (registration periods missed etc.)
- Please attend the lectures, otherwise we risk losing hybrid/digital options!
- Use **websites of the Academic Office** and of **M.Sc. DSAI** for information

Even more advice

- If you seriously want to study, then do it from **the start!**
- Keep your exam registrations and re-takes in mind!
- Connect to each other!
Study groups, student representative committee (Fachschaftsrat)...
- Use the help that is offered!
DSAI team, Academic office, Center for Academic Advising,
Psychological Counseling,
Office for Studying with Disabilities and Chronic Illnesses...

MIN För Hamburg (STEM studies for International Students: Promotion for the Hamburg labor market)



Preparation Module:
FIT to Hamburg
including online tutorials on
enrollment, visa and arrival

PIASTA



Module 1:
FIT into your studies
e.g. through reflection phases on
the course of studies, specialized
language courses or interdisciplinary
networking opportunities

Module 2:
Fit for the job market
e.g. through the acquisition of
transversal skills, an overview
of the Hamburg job market or
job-specific language courses

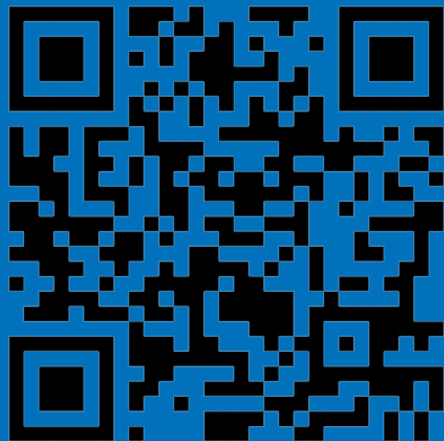


Module 3:
FIT for networking
e.g. through mentoring,
networking events and
international alumni talks

For teacher training:
Work shadowing and
reflection



The current semester program and registration for the newsletter on the website!



Contact for all matters relating to MIN För Hamburg

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Website: www.uni-hamburg.de/min-foer-hamburg



Thank you for your attention!
Best wishes for your studies!

Further Questions?