

Dagmar Schacht / Johannes Göbel

Informatics Academic Office

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

Study Program related issues

Responsible for all study programs in Informatics

E.g. module registrations, examinations, sick notes...

STiNE Account, Transcripts, BAföG forms (no BAföG counselling!)

Where? – Informatikum, Building A

CampusCenter

University related / general issues

Responsible for all students

E.g. part-time study, academic leave, withdrawal from program...

Semester fee/contribution, semester ticket...

Where? – Alsterterrasse 1

Your contacts in the Academic Office

Your contact for all questions regarding exams:

- **N.N.** – please use studienbuero.inf@uni-hamburg.de for requests

Your study coordinator:

- **N.N.**

Your academic advisor:

- **DSAI team**

Your program manager / Head of Examination Board:

Prof. Dr. Timo Germann

The e-mail address for **questions** related to the program and **study counselling**:

dsai-info.inf@uni-hamburg.de

Office hours

- **Academic Office:**

Monday 10-11 a.m., 1-3 p.m. → Informatikum, Building A, top floor

Tuesday 10-12 a.m., 1-3 p.m.

Wednesday 10-12 a.m., 1-3 p.m.

Thursday 10-12 a.m., 1-3 p.m.

- **Note: The team member may have different office hours, see <https://www.inf.uni-hamburg.de/en/studies/orga/stb.html>**

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

Questions? Check Your Program Website!

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

OU WiSe 24/25

Course Program and Curriculum MSc Data Science and Artificial Intelligence

Start 2024

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)
3. FS	Project DSAI (9 LP)	Advanced Topics DSAI (12 LP)		Domain Knowledge (9 LP)
4. FS	Finale Module (Master's Thesis 30 LP)			

Examination and Subject-Specific Regulations

- [Subject-Specific Regulations](#) (includes Module Table, original German Version)
- Subject-Specific Regulations (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

Application Process

Please read: [about Application](#)

Contact: [DSAI-Team](#)

[DSAI - Structure](#)

[DSAI-Course Catalog](#)

[Master Informatik Lehramt](#)

[Lehramtsstudiengänge](#)

[Weitere Studiengänge](#)

[International studieren](#)

[Promotion](#)

[Ausgezeichnete Lehre](#)

YOUR CONTACT PERSONS

You can direct your queries via e-mail at any time to:
[DSAI-Team](#)
studienbuero.inf@uni-hamburg.de.

Program Manager:

[Prof. Dr. Timo Gerkmann](#)

Head of Examinations Board:

[Prof. Dr. Timo Gerkmann](#)

Please note that applications to the Examinations

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)				

... 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](#)



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

Name: MIN - Studienbüro Informatik TESTSTUDENT on: 07.10.2016 on: 11:17

Contact form

Here you can enter a support request.

Data to be transmitted	
Name	<input type="text" value="TESTSTUDENT"/>
First name	<input type="text" value="MIN - Studienbüro Info"/>
Mailaddress (public)	<input type="text"/>
Matriculation no	<input type="text" value="6605323"/>
Username	<input type="text" value="BAP2990"/>
UHH identification	<input type="text"/>
Studies: Bioinformatik (M.Sc.)	
Name of course of study	<input type="text" value="Bioinformatik"/>
Name of the exam regulations	<input type="text" value="Bioinformatik (M.Sc.)"/>
final dregree	<input type="text" value="Master of Science"/>
Electives	<input type="text"/>
Fachsemester (Fall 2016)	<input type="text" value="0"/>
Hochschulsemester (Fall 2016)	<input type="text" value="5"/>
Fachsemester (Fall)	<input type="text" value="0"/>
Hochschulsemester (Fall)	<input type="text" value="0"/>

 Send

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:
 - Until Thu, 10.10.2024, 4 pm
- Correction period (“first come, first served”):
 - Only for leftover capacity!
 - Therefore: Always register within the first period if possible, since you might find capacity filled in the modules of your choice during in the correction period!

STiNE troubleshooting

- If you lost your log-in details, you can obtain your user name or reset your password via www.bv.uni-hamburg.de
- If you lost your iTAN-List, you can have a new one issued via a contact form request in STiNE
- 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 Wilnf SSE MCI CIS LA
M.Sc.: Inf Wilnf 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)	Course title	If more than one group is offered:			Exam round	
				If registering for the exam is desired:				
				Group-No with Priority	1	2		3
Example	R	InfM-BAI	64-454	Lecture Bio-Inspired Artificial Intelligence	-	-	-	<input checked="" type="radio"/> 1. <input type="radio"/> 2.
	R	InfM-BAI	64-455	Seminar Bio-Inspired Artificial Intelligence	2	1	-	<input type="radio"/> 1. <input type="radio"/> 2.
								<input type="radio"/> 1. <input type="radio"/> 2.
								<input type="radio"/> 1. <input type="radio"/> 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!



Meldung von Prüfungsunfähigkeit für Modulprüfungen
Notification on inability to participate in module exams

Angaben zum/zur Studierenden • Student details			
Name • Family name:			
Vorname • First name:			
Matrikel-Nr • Student-ID:		Tel.-Nr.:	
E-Mail • E-mail:			
Studiengang • Programme:	B.Sc. <input type="radio"/> Inf <input type="radio"/> Wilnf <input type="radio"/> SSE <input type="radio"/> MCI <input type="radio"/> CiS		
	M.Sc. <input type="radio"/> Inf <input type="radio"/> Wilnf <input type="radio"/> ITMC <input type="radio"/> BioInf <input type="radio"/> IAS		
	<input type="radio"/> Andere • Others, e.g. ERASMUS:		

Angaben zu den betroffenen Prüfungen • Exams affected			
Ich melde mich hiermit krankheitsbedingt für die folgende(n) Prüfung(en) prüfungsunfähig: Herewith I report being unable to participate in the following exam(s) due to illness:			
Datum der Prüfung Exam Date	Modulnummer Module Nr.	Prüfung (Modultitel) Exam (Modul title)	Prüfer/in (Name) Examiner (Name)

Die ärztliche Bescheinigung über Ihre Prüfungsunfähigkeit muss spätestens 10 Tage nach Beginn der Krankheit (Krankheitsbeginn gemäß Bescheinigung) per E-Mail im Studienbüro Informatik eingereicht werden. **Bescheinigung bitte scannen und mit diesem Formular per E-Mail senden an: studienbuero.inf@uni-hamburg.de.** Wenn Ihnen möglich, fügen Sie dabei Formular und Bescheinigung in **eine PDF-Datei** zusammen. Bitte bewahren Sie Ihre Original-Bescheinigung für mögliche Rückfragen auf!

The document that certifies your inability to participate in exams, issued by your doctor, has to be

Notification of illness

◀ Your personal data

◀ Your program

◀ Exams 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

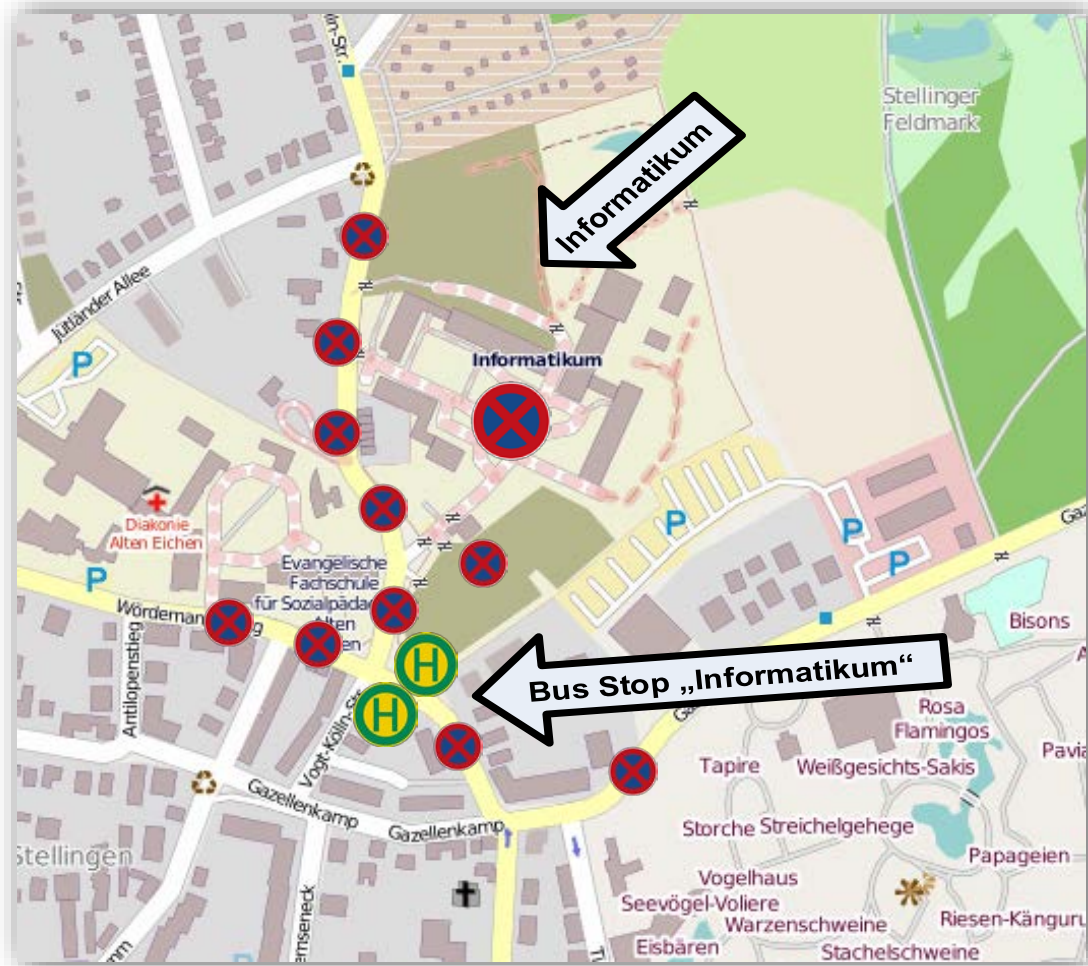
- Purpose: **Workload** reduced from 30 ECTS to 15 ECTS per semester
 - Advantage: Adjustment of regular study time. You have more than 6 semesters to study. Together with your program advisor you agree on an adjusted study plan.
 - Disadvantage: Can have effects on BAföG, grants, child benefits, visa 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“

181

281



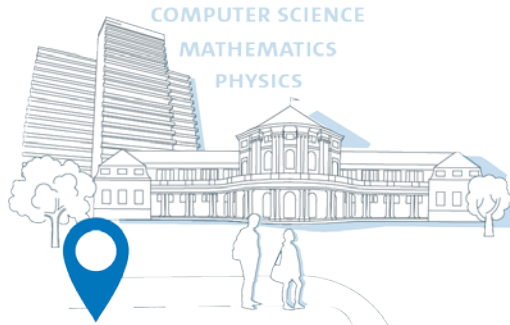
Other issues...

- 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 advise

- 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 (Fachschaft)...
- 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



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

For teacher training:
Work shadowing and reflection

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



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



Contact for all matters relating to MIN För Hamburg

Franziska Werner-Saidi

Project Coordinator
Dept. of International Affairs

Tel: +49 40 42838-3495

Email: min-foer-hamburg@uni-hamburg.de

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

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

Further Questions?