B. Hanssen

Presentation Academic Office Faculty Informatics
Topics

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 **study counselling** (e.g. for academic leave, part-time study, etc.)
- ... 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
• Registrations for modules, examinations, sick notes
• STiNE Account, Transcripts
• BAföG-Formulars (not counselling!)
• Please respect the office hours

CampusCenter
• University related issues
• Responsible for all students
• Applications (e.g. part-time study, academic leave, etc.)
• Semester fee/contribution, semester ticket, student’s identity card
• Change of address
• Where? - Alsterterrasse 1
Your contacts in the Academic Office

Your contact for all questions regarding exams:

- Anna Leffler

Your study coordinator:

- Björn Hanssen

Your academic advisor:

- Dr. Annika Peters

Your program manager / Head of Examination Board: Prof. Dr. Stefan Wermter

The e-mail address for questions: studienbuero@informatik.uni-hamburg.de
Office hours (normally)

- **Academic Office:**
  - Tuesday 10-12 a.m., 1-3 p.m. → Informatikum, House A, 2. Floor
  - Wednesday 10-12 a.m., 1-3 p.m.
  - Thursday 10-12 a.m., 1-4 p.m.

- **Björn Hanssen:**
  - Tuesday 10-12 a.m. → Room, A-309
  - Wednesday 10-12 a.m
Further contacts

Academic Advisor / Study Coordinator

- Advice for study plan
- Help with focus and extension choice
- Help with requests of crediting of courses
- Help with requests to the examination Board
- Please respect the office hours
Questions? Check Your Website!

MSC INTELLIGENT ADAPTIVE SYSTEMS

Intelligent systems and robots are expected to become an integral part of our daily lives. In order to be accepted by, and interact efficiently and naturally with humans, they have to adapt to changing environments as well as the users they interact with. Intelligent systems are not only expected to automatically acquire and manage knowledge through a variety of sensors but also to learn and optimise their behaviour over time. This International Master's programme aims to provide students with the ability to create these intelligent adaptive systems and to prepare them for a future market, where intelligent behaviour is considered the standard for computer systems.

Course Program and Curriculum MSc Intelligent Adaptive Systems

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Studies
- Academic Office
- Master Intelligent Adaptive Systems
- Prospective students
- Bachelor's programs

Master's programs
- MSc Informatics
- MSc Information Systems
- MSc Bioinformatics
- MSc IT Management and Consulting
- MSc Intelligent Adaptive Systems
... and what does „STiNE“ do?

**STiNE – Study-Infonet**

- 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? → Support-Form
**Contact form**

Here you can enter a support request.

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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

For first-term students

- Registration period:
  - Informatics: *Mon, 26.10.2020, 9 am - Thu, 29.10.2020, 4 pm*

Correction period (unsold seat lottery): Greyhound

- Informatics: *Mon, 02.11.20, 9 am - Thu, 19.11.2020, 1 pm*
- Only allocation of unsold seats!

→ Always register within the 1st period, since you might not get any seat in the 2nd period or only to study activities no one wanted to attend.
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
  - Exams: In winter semester 20/21 due to Corona vrsl. Registrations across the university until November / December, cancellations possible at short notice - we will inform you, pay attention to our emails!
  - Oral exams: In writing using the form, special registration phases, see [https://www.inf.uni-hamburg.de/studies/orga/dates.html](https://www.inf.uni-hamburg.de/studies/orga/dates.html)
Deadlines

- The standard **period of study is 4 semesters**
  - BAFöG is still possible 2 semesters longer via the final grant (pure loan)
  - After **double the standard period of study plus 2 semesters**, i.e. **10 semesters**, de-registration is possible

- This can also lead to de-registration:
  - 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 ("pure trial regulation")
Modules with "manual" registration

- For the registration of
  - base.camp
  - Master Thesis

We have a separate form in each case to name the desired topic and to obtain the signatures of the proposed reviewers.
Registration and change of exam dates

- **Informatics:**
  - For **written exams**: In STiNE, up to 3 days before the exam date
  - For **oral exams**: written, using the form (individual registration period in the academic office: [https://www.inf.uni-hamburg.de/de/studies/orga/dates.html](https://www.inf.uni-hamburg.de/de/studies/orga/dates.html))

- **Other departments:**
  - Check the registration and change periods before the exam period!

- **In general:**
  - You have to register yourself for the 2nd, 3rd and 4th attempt!
  - You are **not** automatically re-registered if you have failed an exam!
Anmeldeformular für Module der Informatik

Studiengang auswählen

Betreffendes Semester eintragen

Persönliche Informationen eintragen

Anzumeldende Veranstaltungen mit Verpflichtungsgrad, Modul-Nummer, LV-Nummer angeben
Informatik ➔ Academic Office ➔ Forms ➔ Registration Form

- Select program
- Enter respective semester
- Enter personal information (Name, Student-ID number, E-Mail address, etc.)
- Enter the study activity you want to register to
STiNE Registration for modules, lectures, and exams

- If your STiNE account does NOT work or you can’t find your log-in details anymore, you can get new log-in details (TAN-List) when you show your passport from Monday to Friday 9 am – 8 pm at the Regional Computing Center, Schlüterstr. 70, Room 121.

For further questions about your account, you can also e-mail STiNELine: stineline@rrz.uni-hamburg.de
STiNE Registration for modules, lectures, and exams

If there are problems with registration in STiNE...

- ... check whether you fulfill the requirements (maybe look in subject specific regulations and module handbook)
- ... log into STiNE and send request through support form
- Holds for all modules, lectures and exams (also modules from other departments!)
Exam Re-takes

- Re-take regulations are in place for all modules.
- Maximum of 4 tries (3 re-takes) for each module.
  → Final thesis only 1 re-take!
- If you fail three times in a required elective module, we recommend to change.
- You have to explicitly register for all exams
  → no exam without prior registration
- If you do not wish to attend an exam, de-register before the deadline
  → otherwise it will be counted as failed attempt
- In case of illness, hand in a doctor’s notice immediately to the Academic Office
  → otherwise it will be counted as failed attempt
Informatik -> Academic Office -> Forms -> sick note

Select program
Enter personal information (Name, Student-ID number, E-mail address, etc.)
Enter exam (date, module number, lecturer)
Attach doctor’s note!
Crediting of previous courses

- You can request crediting of courses, if...
  - ... these courses correspond to modules that exist in your Master’s program
  - ... you hand in the form before you finally pass / do not pass the corresponding module

- The first contact person for crediting is the program advisor.
- → The examinations board decides on the approval of the request.

Information-Meeting via ZOOM:
Mo 02.11.20, 19 Uhr
Meeting-ID: 97540720156
Kenncode: 01315902
Crediting of courses

Process:

- **Step 1:** Decide which modules you want to be credited
- **Step 2:** Complete the approval application via STiNE
- **Step 3:** Appointment with academic advisor, bring along:
  - Transcript of Records or Certificate (Original and Copy) or similar, as well as "module descriptions"
- **Step 4:** Wait for decision of the Head Examination Board
- **→** If there are questions: Ask the program advisor Dr. Annika Peters
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

- First contact is Annika Peters as the program advisor. The CampusCenter decides on approval.
- **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, health insurance, child benefits or visa agreements.
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 the mail that you receive through ...@informatik.uni-hamburg.de. Not reading it will undoubtedly lead to bigger problems in the course of your study.
- Lecture2Go: Please attend the lectures, otherwise we risk loosing the lecture2go-option!
- Use websites of the Academic Office and of M.Sc. IAS for information.
More Information

Recommendation: Use bike oder Bus+Tram! Bus Stop „Informatikum“
Personal hints

- If you seriously want to study, then do it from **now on**! The statistic shows that the success starting from the 1st semester onwards decides how you are going to finish in the end.
- Don’t forget about exam attempts and re-takes!
- Search for study groups, represent yourselves in the student representative committee and other governing committees.
- Use the help that is offered!
  Annika Peters, Björn Hanssen, disability services, counselling services, ...
Thank you! Stay safe!

Further Questions?