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

OE WiSe 23/24
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*

OE WiSe 23/24
Your contacts in the Academic Office

Your contact for all questions regarding exams:
- Anna Leffler

Your study coordinator:
- N.N. (deputy: Johannes Göbel and Dagmar Schacht)

Your academic advisor:
- Dr. Dennis Becker

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

The e-mail address for questions: studienbuero.inf@uni-hamburg.de

OE WiSe 23/24
Office hours

- **Academic Office Opening Hours:**
  
  Tuesday 10-12 a.m., 1-3 p.m. → Informatikum, House A, 2nd Floor

  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](https://www.inf.uni-hamburg.de/en/studies/orga/stb.html)
Further contacts

Academic Advisior / 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 Program Website!

https://www.inf.uni-hamburg.de/studies/master/ias.html
... 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

OE WiSe 23/24
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....

OE WiSe 23/24
STiNE Registration periods

Registration period did end on Thu, 12.10.2023, 4 pm

Correction period ("first came, first served")
Mon, 16.10.23, 9 am - Thu, 26.10.2023, 1 pm
  ▪ 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 Registration for modules, lectures, and exams

- **If you lost** your log-in details, you can obtain your user name or reset your password via [www.bv.uni-hamburg.de](http://www.bv.uni-hamburg.de)
- **If you lost** your iTAN-List, you can have a new one issued via a support request in STiNE
- For further questions/issus, you can also e-mail the STiNELine at stineline@rrz.uni-hamburg.de
Registration for Modules / Lectures

Programme: B.Sc. ○ Inf ○ WilnF ○ SSE ○ MCI ○ CIS ○ LA

M.Sc. ○ Inf ○ WilnF ○ ITMC ○ BiolnF ○ 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, MB1-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

Example

If registering for the exam is desired:
If more than one group is offered: Group-No with Priority

<table>
<thead>
<tr>
<th>Group-No with Priority</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Exam round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group No 1</td>
<td></td>
<td></td>
<td></td>
<td>1.</td>
</tr>
<tr>
<td>Group No 2</td>
<td></td>
<td></td>
<td></td>
<td>2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course title</th>
<th>Group-No with Priority</th>
<th>Exam round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Bio-Inspired Artificial Intelligence</td>
<td>64-454</td>
<td>1. 2.</td>
</tr>
<tr>
<td>Seminar Bio-Inspired Artificial Intelligence</td>
<td>64-455</td>
<td>1. 2.</td>
</tr>
</tbody>
</table>

Module status, number, course code, title, group priority, exam (if 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

- **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](https://www.inf.uni-hamburg.de/studies/orga/dates.html)

- Other departments may use different schedules for (de)registration
Module with "manual" registration

- For the registration of
  - Independent Study
    (3 or 6 credits each, may be taken more than once, up to 12 Credits total, of which up to 6 credits in Focus option and the rest as Extension)
  - Master Thesis

  We provide a separate form to name the desired topic and to obtain the signatures of the proposed reviewers.

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Exam Re-takes

- Maximum of 4 tries (3 re-takes) for each module.
  - Failing a exam four times means withdrawal from the program!
  - This applies to any module! Regardless, if mandatory, focus option or extension option!
  - Final thesis only 1 re-take!

- If you fail twice or even trice in a required elective module, we recommend to change the module.

- If you do not wish to attend a registered exam, de-register before the deadline. In case of illness (and therefore unable to de-register before the deadline), hand in a doctor’s notice to the Academic Office within 10 days after issuing otherwise the exam will be counted as failed attempt
### Notification of illness

#### Your personal data

- Name • Family name: 
- Vorname • First name: 
- Matrikel-Nr • Student ID: 
- E-Mail • E-mail: 

#### Your program

- B.Sc. 
- M.Sc. 
- Inf 
- Wilnf 
- SSE 
- MCI 
- CIS 
- ITMC 
- BiolInf 
- IAS

#### Exams affected

<table>
<thead>
<tr>
<th>Datum der Prüfung</th>
<th>Modulnummer</th>
<th>Prüfung (Modulstitel)</th>
<th>Prüfer/in (Name)</th>
</tr>
</thead>
<tbody>
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</table>

The medical certificate that certifies your inability to participate in exams, issued by your doctor, must be submitted to the Academic Office Informatics no later than 10 days after the beginning of illness. Please scan the document that certifies your inability to participate in exams and send it to studienbuero.inf@uni-hamburg.de together with this form.
Study Deadlines

- The standard **period of study is 4 semesters**
  - BAFöG is still possible 2 semesters longer via the final grant (pure loan)
  - After **twice 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 previous courses

Process

- **Step 1:** Decide which modules you want to be credited
  If there are questions, contact the program advisor Dr. Dennis Becker

- **Step 2:** Complete the request for credit recognition **STiNE**...

- **Step 3:** ..and inform the Academic Office, quiting 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

OE WiSe 23/24
Part-time study

Requirements

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

CampusCenter has to approve your request for part-time studies

OE WiSe 23/24
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

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More Information

Recommendation:
Use bike oder public transport!
Bus stop „Informatikum“

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Some more advise

- 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
- Use your …@studium.uni-hamburg.de mail
  - Stand means of communication in the department
  - Not to read the mail that you receive through …@studium.uni-hamburg.de from us may lead to bigger problems in the course of your study (registration periods missed etc.)
- Lecture2Go: Please attend the lectures, otherwise we risk loosing the lecture2go-option!
- Consult websites of the Academic Office and of M.Sc. IAS for information

OE WiSe 23/24
Even more advice

- If you want to study seriously, 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!
  - Dennis Becker, Academic office, Center for Academic Advising, Psychological Counseling, Office for Studying with Impairments...
Thank you for your attention!
Best wishes for your studies!

Further Questions?