

Dagma Schacht / Johannes Göbel

Informatics Academic Office

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:

- **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

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>

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?

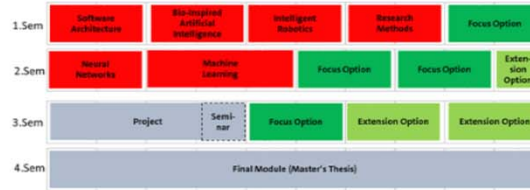
Check Your Program
Website!

[https://www.inf.uni-hamburg.de/
studies/master/ias.html](https://www.inf.uni-hamburg.de/studies/master/ias.html)

Course Program and Curriculum MSc Intelligent Adaptive Systems

Start 2018 and later

2012-2017



Examination and Subject-Specific Regulations

- [Subject-Specific Regulations](#) (includes Module Table, original German Version)
- [Subject-Specific Regulations](#) (English Version)
- [Examination Regulations](#)
- [Module Handbook](#) (Original German Version)
- [General Information for Students](#) (in German) including Evaluation of Theses
- [Presentation of the Academic Office \(Orientation Unit\)](#)

Application Process

Please read: [Wiki about Application](#)

Please read: <https://www.master-intelligent-adaptive-systems.com/>

Contact: ias-team@informatik.uni-hamburg.de

Masterstudiengänge

Master Informatik

Master Wirtschaftsinformatik

Master Bioinformatik

Master IT-Management und -Consulting

Master Intelligent Adaptive Systems

Application procedure, requirements, deadlines

IAS-Course Catalog

IAS-Forms

Master Informatik Lehramt

Lehramtsstudiengänge

Weitere Studiengänge

[International studieren](#)

Promotion

... 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

[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

▶ 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

 Send

Name

First name

Mailaddress (public)

Matriculation no

Username

UHH identification

Studies: Bioinformatik (M.Sc.)

Name of course of study

Name of the exam regulations

final degree

Electives

Fachsemester (Fall 2016)

Hochschulsemester (Fall 2016)

Fachsemester (Fall)

Hochschulsemester (Fall)

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 did end on Thu, 12.10.2023, 4 pm

Correction period (“first come, 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
- **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

Module registration form

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**, **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 registering for the exam is desired:			Exam round	
				If more than one group is offered:				
				Group-No with Priority	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, 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>
- Other departments may use different schedules for (de)registration

Modules 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.

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 three 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

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"/> 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 submitted to the Academic Office Informatics no later than 10 days after begin of illness (begin as confirmed in your doctor's document). **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.**

Notification of illness

◀ Your personal data

◀ Your program

◀ Exams missed due to illness

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, quoting 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

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

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...**

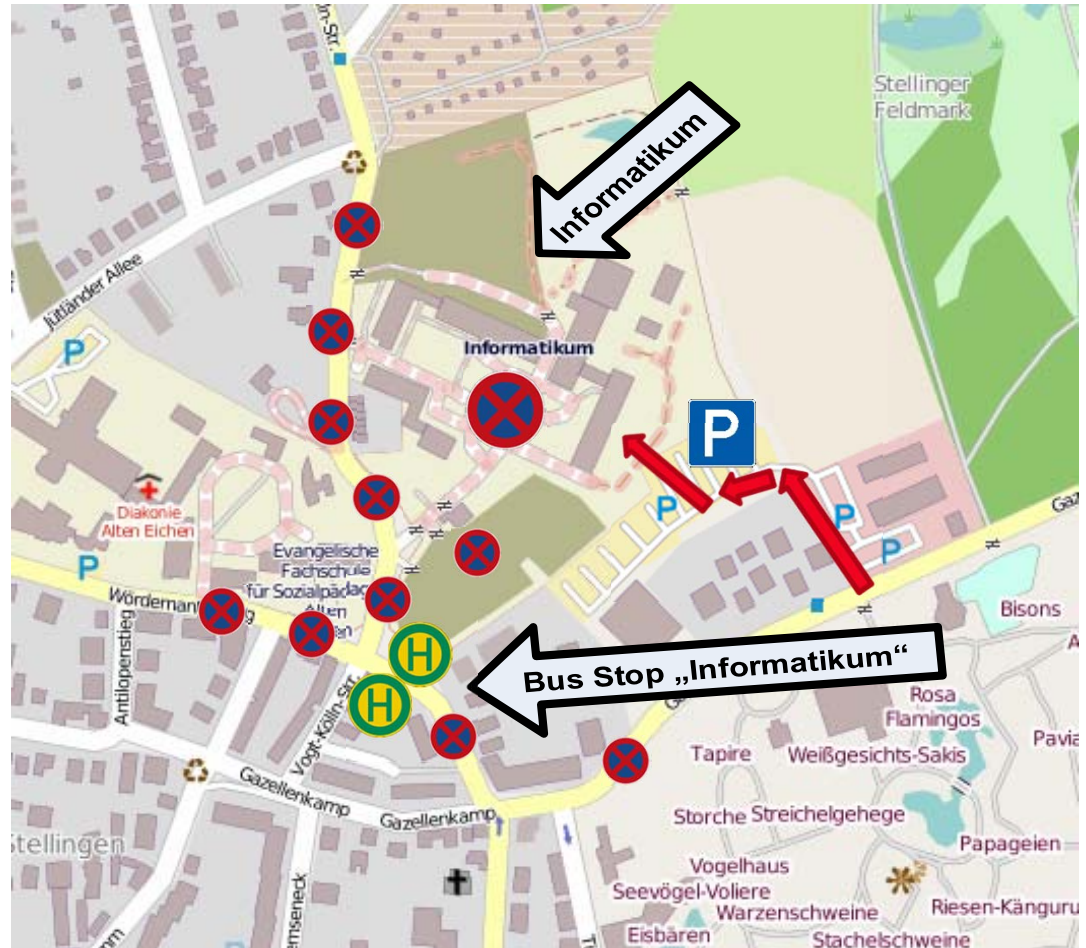
- Note: **Final thesis** has to be conducted in full time (6 months, approx. 40 hours per week), even if you are a part-time student

More Information

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

181

281



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

Even more advise

- If you want to study seriously, then do it from **the start!**
- Keep you exam registations and re-takes in mind!
- Connect to each other!
Study groups, student representative committee (Fachschaft)...
- Use the help that is offered!
Dennis Becker, Adademic office, Center for Academic Advising,
Psychological Counseling, Office for Studying with Impairments...

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

Further Questions?