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 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 (...after back to normal...)

- **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 Program Website!

https://www.inf.uni-hamburg.de/studies/master/ias
... 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? → Support-Form
### Contact form

Here you can enter a support request.

#### Data to be transmitted

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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

- Registration period:
  - Informatics: until Thu, 07.10.2021, 4 pm

- Correction period (“unsold seat lottery” + de-registration):
  - Informatics: Mon, 11.10.2021, 9 am - Thu, 21.10.2021, 1 pm
  - Only seats not claimed in 1st period!

- **Always** register within the 1st period, since you might not get admitted in the 2nd period, especially in “popular” modules
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
  - Written Exams: Registration until 7 days prior to the exam,
    De-Registration until 3 days prior to the exam.
  - Oral exams: Special registration phases,
    see 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, removal from program is possible
- Other conditions that can lead to your removal from the program:
  - Four semesters in a row without earning credit points (by completing at least one 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")
„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 have *separate forms* to name the desired topic and to obtain the signatures of the proposed reviewers.
STiNE Registration for modules, lectures, and exams

- If your STiNE account does NOT work or log-in details lost:
  - Reset your password via https://bv.uni-hamburg.de

- Your iTAN list is invalid or lost:
  - Log in into STiNE, Support request “Problem with iTAN”

- Problems with modules registration in STiNE
  - Log into STiNE and send request through support form

For further questions about your account, e-mail the STiNELine at stineline@rrz.uni-hamburg.de
Re-taking exams

- Maximum of 4 tries (3 re-takes) for each module. → Master thesis only 1 re-take!
- If you fail twice or trice 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
Academic Office -> Forms -> Notification of Illness

- 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.
Crediting of courses

Process:

- Step 1: Decide which modules you want to be credited
- Step 2: Complete the approval application via STiNE
- Step 3: Submit Transcript of Records or Certificates and module descriptions. Receive summary of your request (PDF) that you need to sign
- Step 4: Wait for decision of the Head Examination Board

→ If there are questions: Ask the program advisor Dr. Annika Peters
Coronavirus containment regulations

- Class attendance require proof of a **vaccination, recovery or (recent) negative coronavirus test** (“3G” rule)

- **Campus Pass** as digital or paper-based proof of your “3G” status
  - Registration centers at main campus (throughout the semester) and five other locations (until Oct 29th) including the Informatikum
  - Further information and appointments: [https://www.uni-hamburg.de/en/campus-pass.html](https://www.uni-hamburg.de/en/campus-pass.html)

- **Masks** must be worn inside all university buildings...
  - ...also during classes, except speaker(s)
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

- 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 **university e-mails**. Not reading it will undoubtedly lead to bigger problems in the course of your study.

- Please attend the lectures (digital or live)!

- Use **websites of the Academic Office and of M.Sc. IAS** for information.
More Information

Recommendation: Use bike oder Train/Bus!
Bus Stop „Informatikum“

181  281
Personal advice

- If you seriously want to study, then do it from **now on**! Our statistics 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 help offered!
  Annika Peters, Björn Hanssen, disability services, counselling services, ...
Thank you! Stay safe!

Further Questions?