



Universität Hamburg

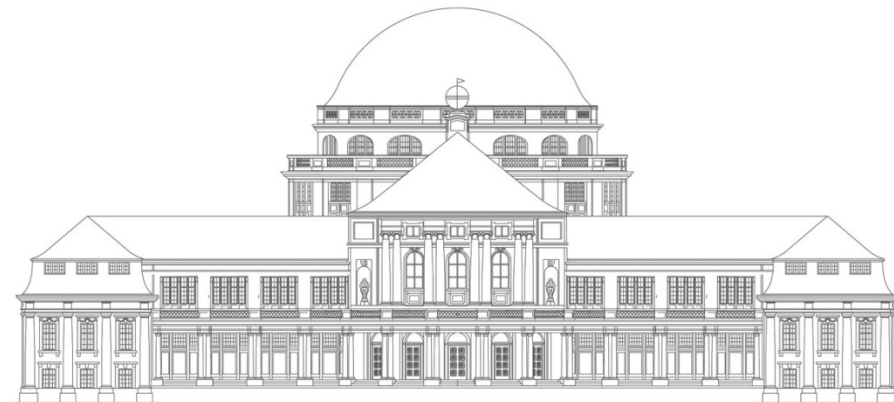
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT

FÜR MATHEMATIK, INFORMATIK
UND NATURWISSENSCHAFTEN

Welcome to the Department of Informatics!

Academic Office (Studienbüro) 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



Your contacts in the Academic Office

Your contact for all questions regarding exams:

Anna Leffler

Your study coordinator:

Björn Hanssen

Your academic advisor:

Dr. Sascha Griffiths

Your program manager / Head of Examination Board:

Prof. Dr. Stefan Wermter

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



Office hours

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.	

Questions? Check Your Website!

[ÜBER DEN FACHBEREICH](#)
[STUDIUM](#)
[FORSCHUNG](#)
[PERSONEN](#)
[EINRICHTUNGEN](#)
[SERVICE](#)

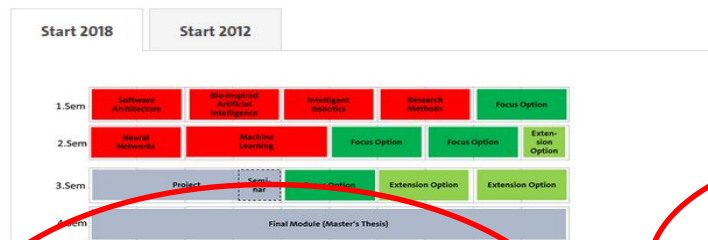


[UHH](#) → [MIN-Fakultät](#) → [Fachbereich Informatik](#) → [Studium](#) → [Masterstudiengänge](#) → [Master Intelligent Adaptive Systems](#)

MASTER 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 program aims to provide students with the ability to create these intelligent adaptive systems and to prepare them for a future market, where intelligent behavior is considered the standard for computer systems.

Course Program and Curriculum MSc Intelligent Adaptive Systems



Examination and Subject-Specific Regulations

- Subject-Specific Regulations (includes Module Table, original German Version)
- Subject-Specific Regulations (English Version) *available soon*
- Examination Regulations, valid since WiSe 2012/13 (original German Version)
- Examination Regulations, valid since WiSe 2012/13 (English Version)
- Module Handbook (Original German Version)
- General Information for Students (in German) including Evaluation of Theses
- Presentation of the Academic Office (Orientation Unit) *available in October 2018*

FAQs

Everything you always wanted to know ...

Studium

[Studienbüro](#)

[Studieninteressierte](#)

[Erstsemester-Orientierungseinheit](#)

[Bachelorstudiengänge](#)

[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](#)

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**

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*

... 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	
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"/>

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, 08.10.2018, 9 am - Thu, 11.10.2017, 4 pm*
- Between 11.10. and 12.10.2018 allocation of seats through STiNE

Correction period (unsold seat lottery):

- Informatics: *Mon, 15.10.17, 9 am - Thu, 25.10.2017, 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.

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](mailto: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!)

Informatik -> Academic Office-> Forms-> Registration Form



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

Fakultät für Mathematik, Informatik
und Naturwissenschaften
Fachbereich Informatik
Studienbüro

Registration for Modules / Lectures

Programme: M.Sc. IAS Others (Erasmus, etc.) _____

Semester: Summer 20____ Winter 20__/___

Family Name:	First Name:
Student-ID (Matrikel-Nr.):	
Tel.-Nr.:	E-Mail:

Module number, lecture title and code can be found in STiNE or in the full course catalogue (KVV) (<http://www.stine.uni-hamburg.de/>)

Core / Focus / Extension	Module-Nr.	LV-Code	Lecture Title	Group number	Exam round

← 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

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>)

Other departments:

- Check the registration and change periods before the exam period!

In general:

- You have to register yourself for the 2nd and 3rd attempt !
You are **not** automatically re-registered if you have failed an exam!

Exam Re-takes

Re-take regulations are in place for all modules.

- Maximum of **3** tries (2 re-takes) for each module.
 - Final thesis only 1 re-take!
- If you fail twice 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



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG



Fakultät für Mathematik, Informatik
und Naturwissenschaften

Department of Informatics
Academic Office

Notification of Illness for Module Exams

Programme M.Sc. IAS Others (Erasmus, etc.) _____

Student	
Family Name:	First Name:
Student-ID (Matrikel-Nr.):	
E-mail:	

Herewith I report sick for the following exam(s):

Exam date	Module Nr.	Exam (Module Title)	Lecturer/Examiner (Name)

Doctor's note and this form must be submitted to the Academic Office Informatics as soon as possible and no later than 10 days after the date of conformation in the doctor's note.

Doctor's note (attach original here):

← 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: 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. Sascha Griffiths

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 Sascha Griffiths 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 ...@studium.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

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!
Sascha Griffiths, Björn Hansen, disability services, counselling services, ...



Thank you!

Further Questions?



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR MATHEMATIK, INFORMATIK
UND NATURWISSENSCHAFTEN

M.Sc. Intelligent Adaptive Systems



Academic Office Informatics

<http://www.inf.uni-hamburg.de/de/studies/master/ias.html>

Course Program and Curriculum MSc Intelligent Adaptive Systems

