

# Master Computer Science

## Information from the Examination Office

SoSe 2021

# Examination Office Computer Science

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Office hours: Tue. and Thu. **09:00 - 12:00\***

<https://pruefungsamt.eti.uni-siegen.de/index.html.en?lang=en>



\* Currently, there are no office hours!

## Corona Exceptions

- In the following: indicated by ‘footnotes’
- In general:
  - personal submission of forms / documents can be replaced by email and/or submission by mail
  - personal appointments are not possible at this time!

# Examination Office, Examiner, Examination Board

- **Examination Office**
  - Organizes the exams. Please note that **registrations for examinations cannot be accepted by lecturers and that they cannot decide on registrations**
- **Examiners (professors and lecturers)**
  - Carry out the exams
  - Define the grades
- **Examination Board (elected professors, staff and student members)**
  - Decides on applications and disputes

# Tasks of the Examination Office

- **Advising students on exam matters**
- **Organization of examinations**
  - Deadline check
  - Registration for free trials and last attempts
  - Processing of mentor approvals
  - Registration / acceptance of Master theses
  - Processing of deregistrations / sick certificates

## Registration for written exams

- Online in [unisono](#) during the registration period
- Fixed registration period for written exams!
  - Usually ending about 3 weeks before the end of lectures.
  - **Exact deadline: [see web page!](#)**
  - Last chance in case of technical problems: personal registration\* in the examination office **the next working day!**

\* Currently, please use email!

## Registration for oral exams

- Register online in [unisono](#)
- Then arrange a date with the examiner
- **At least seven days before** the examination date, better well ahead

# Cancellation of Exams

- Sanctionless cancellation is (only) possible via [unisono](#) until one week\* before the exam
  - Applies both to written exams and oral exams

\* Despite Corona!
- Withdrawal due to illness
  - [Cancellation form](#) from the Examination Office with presentation of a medical certificate **within 5 working days** by post (date of postmark) or personally\* at the Examination Office (office hours)

\* Currently, only via mail.

## Free Trials

- Within the first four semesters\* of your Master studies, you can improve up to three examinations
  - \* For students, who are enrolled in SoSe 2020 and/or WiSe 2020/21, the individual regular study period is extended is extended by one or two semesters, respectively
  - Written exams must be repeated at the next offer
  - Oral exams must be repeated within 6 months
  - Details: see [„Einheitliche Regelungen“ § 27](#)
- You need to register **in person**\* in the examination office
  - within the usual deadline
  - \* [Currently, please use email and the form on the web site!](#)

# Repeating Exams

- You can repeat a failed exam up to two times\*
  - Not counting free trials
  - For the third (and last) try you have to register at the Examination Office.
- \* In case of examinations from the WiSe 20/21 that have been ultimately failed due to the corona situation, you have the possibility to take another attempt on the next regular examination date. This must be formally requested from the examination board.  
It is not clear whether there will be a similar regulation for the SoSe 21.
- The last try is always an oral exam, unless you really want to repeat a written exam in written form

## Mentor's Approval

- Mentor = Professor responsible for a specialization area (VC: Prof. Kolb, ES: Prof. Obermaisser)
- You must coordinate your choice of modules with the mentor
- Submit the **Mentor's approval** to the examination office as soon as possible\*  
**Fixed Deadline: see web page!** \* Currently, email submission via the mentor is possible
- Without a submitted mentor's approval, you **cannot** register for examinations!

## Registration for Course Achievements

- All **course achievements** (e.g. seminar, project group, practical courses), including **prerequisites** for the examination (e.g. successful completion of homework) must be registered via [unisono](#).
  - Independent of the registration for the course!
  - Registration deadlines are set by the lecturers, but preferably you should register as early as possible.
- In the case of missing prerequisites for an examination, [unisono](#) just admits you **conditionally**.
  - The examination may only be taken if the prerequisite achievements have been carried out by then.

## Seminars and Project Groups

- Have a look at the “Planner of Studies with module plan” in [unisono](#) to find offers.
- If there is no suitable offer for a project group:
  - find three or more fellow students to work with
  - directly approach one of the professors
- Don’t forget to register for the course achievement!

- Master Informatik (2012)

-  ABMO - Core Courses in Computer Science - 75.0 Credits

•  [8900 - Master Thesis](#) - compulsory - 30.0 Credits

-  [20 - Project Group](#) - compulsory - 20.0 Credits

+  [8900\\_S - Project Group](#) - compulsory - 20.0 Credits (1 of 4)

 Apply

-  [20-VG1 - Projektgruppe Veranstaltungsgruppe\\_1](#) - compulsory

•  [43WBS9303V - Gamification in der Wissenspflege Plattform- Wissenspflege](#) - Project group

•  [43ELS0800V - AMOR \(Autonomous Mobile Outdoor Robot.\)](#) - Project group

•  [43CGM1113V - Projektgruppe Computergraphik](#) - Project group

-  [43CGM1113V - Projektgruppe Computergraphik](#) - Project group

•  1. parallelgroup Project Group Computer Graphics

Monday, 10/07/2019 - 01/31/2020 from 16:00 to 18:00 Weekly

Lecturer: [Univ.-Prof. Dr.-Ing. Kolb, Andreas](#) [Dr.-Ing. Lambers, Martin](#)

•  [43EMS0001V - Projektgruppe Embedded Systems/ Project group Embedded Systems](#) - Event - core elective

-  [10 - Computer Science Seminar](#) - compulsory - 5.0 Credits

-  Seminar (Master Informatik) - compulsory

-  [43CGM1117V - Seminar Computergraphik](#) - Seminar

•  1. parallelgroup Seminar Computer Graphics

Monday, 10/07/2019 - 01/31/2020 from 14:00 to 16:00 Weekly

Lecturer: [Dr.-Ing. Lambers, Martin](#)

# Master Theses

- Find a topic with your „favorite“ professor
- Familiarize yourself with the topic
- Fill in the [registration form](#), esp. the start date and the signatures, and submit it to the examination office\*
  - \* Currently, email via the professor is possible! You also have to send the signed original form to the examination office via regular mail.
- Time to completion: 6 months
- Submit the thesis (two copies with glue binding + CD/DVD + declaration that you have written your work independently) to the examination office in person\*
  - \* Currently submission is possible via email **and(!)** regular mail!

## Communication with the Examination Office

- **In person (during office hours)\***
    - Registration for free trials / last attempts (deadline!)
    - Submission of Master's theses
    - Consultation
  - **By phone / e-mail**
    - Minor questions
  - **By mail (letterboxes in entrance area H-F)**
    - Submission of **signed** mentor approvals
- \* Currently no meetings in person are allowed!

## Frequently Asked Questions / Problems

- I cannot register in unisono!
  - The unisono registration is only activated during the exam registration period.
  - The mentor approval has not yet been issued.
- I did not register in time in unisono!
  - Unfortunately, we cannot register anybody after the deadline. We need reliable figures for room bookings at a certain time. If we were to make an exception, we would have to allow all latecomers within the framework of equal treatment. This in turn would make room bookings obsolete and lead to chaos.

## Frequently Asked Questions / Problems

- Can't you make an exception?
  - The Examination Offices are bound by the regulations. In certain individual cases (hardship cases) exceptions are possible. In these cases, written applications to the examination board are necessary.
- But I did not know that!
  - You are obliged to inform yourself independently and on an ongoing basis about the requirements of the examination regulations as well as the implementing regulations and, in particular, dates and deadlines. This also applies to announcements, notices etc. of the Examination Office on our homepage or on the bulletin board.
  - Unfortunately, lack of knowledge is no reason for exceptions.

## Information and Resources

- [Examination regulations 2012/13](#)
- [Uniform rules for examinations 2013](#)
- Bulletin board of the Examination Office
- [Home page](#) of the Examination Office
- [Home pages of the professors' chairs](#)

Looking forward to good cooperation

**A LOT OF SUCCESS IN YOUR STUDIES  
AND STAY HEALTHY!**