

Welcome

to the University of Siegen!

Winter term 2024/25
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Information from the Examinations Offices for Electrical Engineering and Computer Science

Freshman orientation
Winter Term 2024/25

Examination Office Electrical Engineering

Nadine Heuckmann

Hölderlin-Campus

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Office hours: **Tue + Thur 09:30 –11**

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



Examination Office Computer Science

Andrea Baule, M. A.

Hölderlin-Campus

Room: H-E 211

Phone: 0271–740–3113

Email: pruefungsamt-inf@uni-siegen.de

Office hours: **Tue. 14 –16, Wed. 9 – 11:30**

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



Examination Office, Examiner, Examination Board

Examination Office

- Organizes the exams.

Examiners (professors and lecturers)

- Carry out the exams
- Define the grades
- Cannot accept registrations for examinations and cannot decide on registrations!

Examination Board (elected professors, staff and student members)

- Decides on applications and disputes

Tasks of the Examination Office ETI

Advising students on exam matters

- Preparation of certificates
- Handling hardship cases

Organization of examinations

- Deadline check
- Registration for free trials and last attempts
- Registration / acceptance of Master theses
- Processing of deregistrations / sick notes

Registration for written exams

Online in unisono during the registration period

Fixed registration period for written exams:

- Start of registration: see web page / newsletter
- **Deadline: 14 days before the respective exam!**
 - Exam dates: see unisono!
- Last chance in case of technical problems: registration via email or in person in the examination office **the next working day!**
- **Please note that there may be different deadlines for registering for exams organised by other departments! Please inform yourself about this in good time.**

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** (exact time!!!)

- Applies both to written exams and oral exams

Withdrawal due to illness

- Cancellation form from the Examinations Office with presentation of a medical certificate **within 3 working days** by post (date of postmark) or by e-mail as a scan (PDF) to the Examinations Office (not to the lecturer!).

Free Trials

Within the first four semesters of your Master studies, you can improve up to three examinations

- Written exams must be repeated at the next offer
- Oral exams must be repeated within 6 months
- Details: see Examination Regulations FPO-M Computer Science and FPO-M Electrical Engineering, § 10a.

You need to register using the provided form via email or in person in the examination office **In compliance with the usual deadlines!**

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.

The last try is always an oral exam, unless you really want to repeat a written exam in written form

Registration for Course Achievements

All course achievements (e.g. seminar, project work, 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 deadline for study achievements: **before you submit your first (partial) achievement!**
- You cannot submit any achievements without prior registration!

No admission to an examination will be granted if a prerequisite for the examination is missing!

Choosing an Elective Module

Choice of compulsory elective modules

- The binding enrolment of a module in unisono takes place through the registration for an examination
- This choice cannot be cancelled once the first attempt has been made! If necessary, deregister the examination performance beforehand!

Seminars (Scientific Working) and Project Work

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 work: directly approach one of the professors.

Don't forget to register for the course achievement and examination!

Structure of examination regulations - All subject related semesters		Actions
▼ PO - Master Computer Science Embedded Systems (2021-1)		
▼ 4INFMA-K1 - Compulsory Subject - rec. S. 1 - 3 - 30.0 Credits		
▼ 4INFMA003 - Project Work - rec. S. 3 - Compulsory - 15.0 Credits		
▼ 4INFMA003-VG1 - Project Work - rec. S. 3 - Compulsory		
▶ 43VSA0105V - Projektgruppe Computer Vision - Project group - rec. S. 3 - Core elective		
▶ 43CGM1113V - Projektgruppe Computergraphik - Project group - rec. S. 3		
▶ 43EMS0093V - Projektgruppe Embedded Systems/ Project group Embedded Systems - Project group - rec. S. 3 - Core elective (1 of 2)		Apply
▶ 43ISG3401V - Projektgruppe Intelligente Systeme - Project group - rec. S. 3 - Core elective (1 of 2)		Apply

Master Theses

Find a topic with your “favorite” professor

Fill in the registration form and let the examiner submit it to the examination office vial e-mail (pdf)

- with start date determined by the examiner and the signatures of student and examiner

Time to completion: 26 weeks processing time

Submission of the bound work (2 printed and bound copies with bound-in declaration of independence + 1 x CD/DVD/stick)

- in person or by post (date of postmark counts)
- if necessary to meet the deadline, **additionally** in advance by e-mail (as PDF)
- no form requirements of the examination office (but of the examiners!)

Communication with the Examination Office

In person (during office hours)

- Consultation
- Submission of theses (outside office hours an appointment is necessary!)

By phone

- Consultation

By e-mail

- Registration of free attempts for examinations (using the form, deadline!)
- Making applications (e.g. hardship application)
- Consultation

By post (letterbox in front of the Examinations Office for Computer Science)

Frequently Asked Questions / Problems

I cannot register in unisono!

- The unisono registration is only activated during the exam registration period.
- A prerequisite for the exam (course achievement) is still missing.

I did not register in time in unisono!

- Unfortunately, we cannot register anybody after the deadline. We need a reliable number of participants 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.
- Unawareness is no reason for exceptions

Information and Resources

- Subject Examination Regulations FPO-M Master Computer Science and MPO-M Electrical Engineering
- General Examination Regulations Master
- Study programme brochure Master of Computer Science
- Homepage of the Examination Office ETI
- If applicable, homepage of the examination offices of other departments / faculties
(important for examinations offered by other departments or faculties and which have a different registration deadline - here especially Faculty V!)
- Homepage of the chairs

**Here's to good cooperation and
much success in your studies!**