

# Master Computer Science

## Information from the Examination Office

WiSe 2022/23

# Examination Office Computer Science

Andrea Baule, M. A.

Hölderlin Campus

Room: H-E 211

Phone: 0271-740-3113

Email: [pruefungsamt-inf@uni-siegen.de](mailto:pruefungsamt-inf@uni-siegen.de)

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

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



# Examination Office Electrical Engineering

Nadine Heuckmann

Hölderlin Campus

Room: H-E 212

Phone: 0271-740-4409

Email: [pruefungsamt-et@uni-siegen.de](mailto:pruefungsamt-et@uni-siegen.de)

Office hours: **Mon + Thur 9:00 - 10:30**

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



# 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
  - 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!
  - 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!**

## 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
- Withdrawal due to illness
  - [Cancellation form](#) from the Examination Office with presentation of a medical certificate **within 3 working days** by post (date of postmark) or personally at the Examination Office (office hours)



## 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 2021](#), § 10a.\*
- You need to register using [the provided form](#) via email or in person in the examination office
  - within the usual deadline

**\*Note: this presentation only covers the new examination regulations**

## 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 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](#) may not admit you or may just admit you **conditionally**.
  - In the latter case, the examination may only be taken if the prerequisite achievements have been carried out by then.















## Choosing an Elective Module

- By registering for an examination or course achievement of this module in [unisono](#).
- The choice can no longer be undone, if the first attempt has been made.
  - if necessary, unregister the course achievement in time!

## Seminars and Project Work (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 work:
  - directly approach one of the professors
- Don’t forget to register for the course achievement!

## Structure of examination regulations - All subject related semesters

-  PO - (vorläufig) Master Computer Science Complex and Intelligent Software Systems (2021-1)
  -  4INFMA-K1 - Mandatory courses - 30.0 Credits
    - +  [4INFMA001 - Wissenschaftliches Arbeiten](#) - Compulsory - 9.0 Credits
    - +  [4INFMA002 - Cutting Edge Research](#) - Compulsory - 6.0 Credits
    -  [4INFMA003 - Projektarbeit](#) - Compulsory - 15.0 Credits
      -  [4INFMA003-VG1 - Projektarbeit](#) - Compulsory
        - +  [43VSA0105V - Projektgruppe Computer Vision](#) - Project group - Core elective
        -  [43CGM1113V - Projektgruppe Computergraphik](#) - Project group
          -  1. parallelgroup Projektgruppe Computergraphik, presence  
Monday, 10/11/2021 - 01/28/2022 from 16:00 to 18:00 Weekly  
Lecturer: [Dr.-Ing. Lambers, Martin](#)
- +  [43EMS0001V - Projektgruppe Embedded Systems/ Project group Embedded Systems](#) - Project group
- +  [43ISG3401V - Projektgruppe Intelligente Systeme](#) - Project group - Core elective
-  [4INFMA003-SL1 - Studienleistung Projektarbeit](#) - Compulsory - 9.0 Credits
-  [4INFMA003-P1 - Prüfungsleistung Projektarbeit](#) - Compulsory - 6.0 Credits
-  [4INFMA004 - Masterarbeit Computer Science](#) - Compulsory - 30.0 Credits

## 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 let the examiner submit it to the examination office via email
- Time to completion: 26 weeks (~ 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 or via email and(!) regular mail

## Communication with the Examination Office

- **In person (during office hours) / via email**
  - Registration for free trials / last attempts (deadline!)
  - Submission of Master's theses
  - Consultation
- **By phone / email**
  - Minor questions
- **By mail (letterboxes corridor H-A opposite H-A 4104/2)**



## Frequently Asked Questions / Problems

- I cannot register in unisono!
  - The unisono registration is only activated during the exam registration period.
  - A prerequisite (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 or on the bulletin board.
  - Unfortunately, lack of knowledge is no reason for exceptions.

# Information and Resources

- [Examination regulations 2021](#)
  - [Partial unofficial translation into English](#)
  - [General Examination Regulations](#)
- 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**