

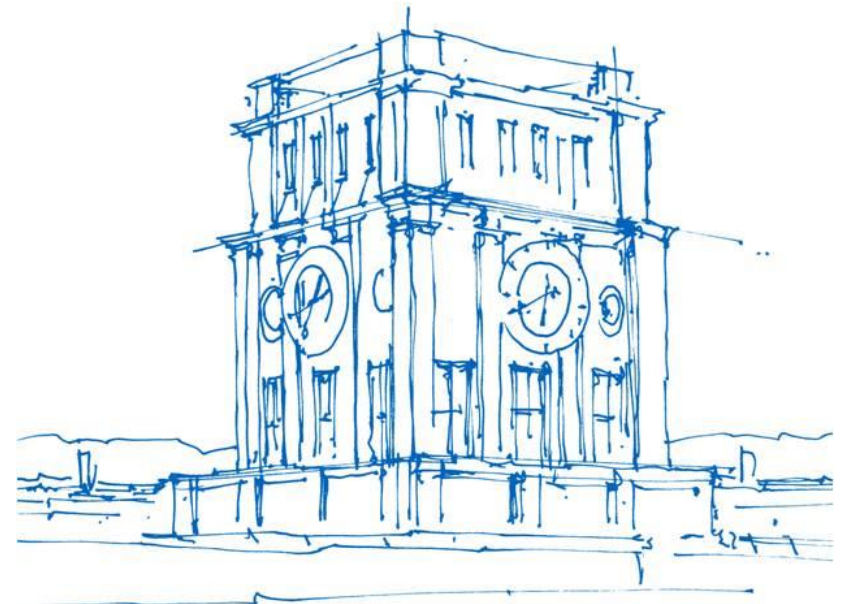
# Beginners Café Master

Dr. Sandra Kemler, Imme Proske und Vivija Čepkalo-Simić

Technische Universität München

School of Computation, Information and Technology - Informatik

October 5 and 11, 2023



*Uhrenturm der TUM*

# Academic Advising

 [cit.tum.de/en/cit/academic-advising-informatics](https://cit.tum.de/en/cit/academic-advising-informatics)

Open consultation hours  
(on-site and virtual)

Contact us with any questions or problems!

Information events – Let's talk about:

- Courses & Exams
- IDP
- Guided Research
- Thesis
- ...

TUM School of Computation, Information and Technology  
Technical University of Munich

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- Studies –
- Before your Studies +
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- Academic Advising
- Tips for Successful Studies +
- International Student Advising +
- Barrier-Free Education
- Electrical and Computer Engineering
- Examination Matters & Modules +
- Support Electives
- Thesis & Completing your Studies +
- International +
- Research +
- School +

## Academic Advising Informatics

The Academic Advising Informatics is available for all students of the Professional Profile Informatics and the Master's Program Data Engineering and Analytics and covers topics including (but not limited to):

**Academic Student Advising:**

- Transferring credits to and between TUM Informatics programs
- Examination regulations
- Individual study plans due to leave of absence or Master's Informatics part-time program
- Support for disabled or chronically ill students
- Repeating exams and catching up after falling behind the regular program schedule

Don't forget to check out our [Tips for Successful Studies!](#)

### Moodle Course of the Academic Advisors Informatics

Recordings of past events, as well as presentation slides and further information can be found in the **Moodle-Kurs der Studienfachberatung Informatik** [↗](#). Matriculated students may self-enroll in the course.

#### Information events in summer semester 2023

Information event	Date and Time
Orientation Program for first-year students ( <a href="#">Bachelor</a> / <a href="#">Master</a> / <a href="#">general Information</a> )	
Let's talk about Courses & Exams @in.tum	onsite June 7, 2023, 10:15 - 11:45 <a href="#">Interims I lecture hall 2</a> <a href="#">↗</a>
Let's talk about IDP & Application Project @in.tum	onsite June 21, 2023, 10:15 - 11:45 <a href="#">Interims I lecture hall 2</a> <a href="#">↗</a>
Let's talk about Final Thesis @in.tum	onsite May 10, 2023, 10:15 - 11:45 <a href="#">Interims I lecture hall 2</a> <a href="#">↗</a>
Let's talk about Guided Research @in.tum	onsite June 14, 2023, 11:00 - 12:00 <a href="#">Interims I lecture hall 2</a> <a href="#">↗</a>


**Further events**


TalkTUM[!:] Language Café  
[Information in TUMi App](#) [↗](#)

#### Information events in winter semester 2022/23

**TUM School of Computation, Information and Technology**  
Technical University of Munich  
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**Vivija Čepirkalo-Simić** 




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**Imme Proske** 



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[consultation hours](#)

# Moodle Course of the Academic Advisors

Course at:  
[moodle.tum.de](https://moodle.tum.de)

Alternative link to the course  
 at:  
[cit.tum.de/en/cit/academic-advising-informatics](https://cit.tum.de/en/cit/academic-advising-informatics)

Lernplattform Moodle  
 Technische Universität München

## Studienfachberatung der Fakultät für Informatik

Kurs Teilnehmer/innen Download Center Mehr ▾

### Informationsveranstaltungen der Studienberatung Informatik

Hier finden Sie alle Informationen und Materialien zu den Informationsveranstaltungen, die die Studienberatung Informatik in jedem Semester anbietet.

**Die Termine und eventuell überarbeitete Materialien für das jeweilige Semester werden rechtzeitig vor den Veranstaltungen veröffentlicht.**

Here you can find all information and materials about the information events offered by the student advisors of the Department of Informatics every semester.

**The dates and possibly revised materials for the respective semester will be published well in advance of the events.**

[Neu hier? / New here?](#)
[Masterbewerbung](#)
[Informationsveranstaltung für Bachelorstudierende im ersten Studienjahr](#)
[Let's talk about Bachelor's/Master's Thesis@in.tum](#)
[Let's talk about Guided Research@in.tum](#)
[Let's talk about Courses & Exams@in.tum](#)
[Let's talk about IDP & Application Project@in.tum](#)
[weitere Angebote an der TUM](#)
[further offers at TUM](#)

#### Neu hier? / New here?

**Herzlich Willkommen an der Fakultät für Informatik und ganz besonders auch in unserem Moodlekurs!**

Wir möchten Sie mit diesem Kurs durch Ihr gesamtes Studium begleiten - vom ersten Semester bis zum Abschluss.

Deshalb finden Sie hier Informationen, Links und Materialien zu unseren Informationsveranstaltungen, die wir in jedem Semester anbieten. Sie können sich also in jedem Jahr genau die Themen aussuchen, die Sie gerade beschäftigen und interessieren.

Außerdem haben wir auch einen Themen-Reiter mit Informationen über andere Anlaufstellen der TU München, an die Sie sich auch jederzeit wenden können.

ProLehre hat den Moodle-Kurs [Lernen im \(Online\)-Semester](#) eingerichtet, um Ihnen den Start ins Studium zu erleichtern.

Alles Gute Für Ihr Studium!  
 Die Studienberaterinnen der Informatik

#### Welcome to the Department of Informatics and especially to our moodle course!

We would like to accompany you with this course through your entire studies - from the first semester to graduation.

Here you will find information, links and materials about our information events, which we offer every semester. This means that each year you can choose exactly the topics you are interested in and occupied with.

We also have a topic tab with information about other contact points at the TU München, which you can also contact at any time.

All the best for your studies!  
 The student advisors of Informatics

# Tips for Successful Studies

 [cit.tum.de/en/cit/tips-informatics](https://cit.tum.de/en/cit/tips-informatics)

Structure of the study program, ECTS

Tips for the entire study life

Study progress control / ECTS limits

Problems and contact persons

TUM School of Computation, Information and Technology  
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## Tips for Successful Studies

Here you find useful tips from the academic advising team, that may already answer your questions or can be useful in general.

### Study Structure – General Overview

The structure and classification of courses at TUM will likely differ from the system in place at your home university. In Germany, you enroll for a broad range of courses each semester, classified by type: lecture, seminar, etc. Read each course description carefully to find out how many credits you will get for the course and how much time you need to complete the course. 1 ECTS has a workload of 30 hours. The usual number of ECTS per semester is 30 ECTS. Some of the most common course types are listed below.

<b>Vorlesung</b> ("V")	Lecture	Course taught by a lecturer, often with many students in a large lecture hall. Examined by written or oral exam, sometimes accompanied by exercises and homework.
<b>Übung</b> ("Ü")	Exercise	Practical exercise, accompanies lectures.
<b>Seminar or Master-Seminar</b> ("S")	Seminar	Advanced seminar for advanced bachelor-level or master-level students; advanced scientific methods.
<b>Praktikum</b> ("P")	Practical Course	Practical training in a subject area, including group work and presentations
<b>Kolloquium</b> ("K")	Kolloquium/Discussion	Scientific talks by guest lecturers; no credits


### German Academic Culture

- Before the first lecture
- Medical Care in Germany
- Studying with Children
- Mentoring and Support Programs
- Learning Workshops
- Language Courses
- Exams
- Student Code of Conduct
- Academic progress and length of studies
- Applications for prolongation / suspension
- Personal problems not directly related to studies
- Internships
- Rankings
- Individual confirmation of my study progress
- End of Studies

**TUM School of Computation, Information and Technology**


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**Imme Proske**



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consultation hours

# Orientation Program

[www.cit.tum.de/en/cit/studies/students/start-of-studies/orientation-program-informatics-master/](http://www.cit.tum.de/en/cit/studies/students/start-of-studies/orientation-program-informatics-master/)

SET – Study Introduction Days  
(Fachschaft)

Presentation of the  
Examination Regulations (FPSO)

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The screenshot shows the website for the Orientation Program Informatics Master's. The page is titled "Orientation Program Informatics Master's" and is part of the TUM School of Computation, Information and Technology. The navigation menu on the left includes: Home, Studies, Before your Studies, Degree Programs, During your Studies, Start of Studies, Preparatory & Vacation Courses, Vorprogramm, Informatik Bachelor, Orientation Program Informatics Master (selected), Student Advising, Examination Matters & Modules, Support Electives, Thesis & Completing your Studies, International, Research, and School.

The main content area includes:

- Orientation Program Informatics Master's** for the study programs:
  - M.Sc. Informatics
  - M.Sc. Informatics: Games Engineering
  - M.Sc. Information Systems
  - M.Sc. Data Engineering and Analytics
  - M.Sc. Robotics, Cognition, Intelligence
  - M.Sc. Computational Science and Engineering
- In the events of the Orientation Program you will get all important information for your start of studies. You can also register for your lectures and tutorials after the events, and we will discuss any questions you may have about your start of studies there.
- Program for winter semester 2023/24**: A list of central offerings of TUM can be found on the page Start of Studies. Dates, times and links can change at short notice, check the program again shortly before the events!
- Café with the Student Advisors (October 5 and 11, 2023)**: In a relaxed atmosphere, our student advisors Sandra Kemler, Imme Proske, Vivija Simić and Lena Krone will answer all upcoming questions about your studies and give you tips for successful studying. So feel free to bring a coffee or tea. In advance, please take a look at the "Important Links" further down this page. We won't go through all the pages with you, but will answer your questions about them and address the most important points for starting your studies! **No registration is required.** The beginners' café takes place once virtually and once on campus. The same contents will be discussed on both dates, you only need to attend once. If it is possible for you, we would be pleased to welcome you at the second date - in presence.
  - Thursday, October 5, 2023, 2 pm (CEST) via Zoom**: Link will be announced here
  - or –
  - Wednesday, October 11, 2023, 1:30 pm (CEST): Interrime I Lecture Hall 1**: Maps | NavigaTUM
- SET - Study Introduction Days (from October 12, 2023)**: In April, the Study Introductory Days (SET) of the Student Council (Fachschaft) will take place. In numerous events you will be welcomed by the deans, get an introduction to the university IT and the opportunity to get to know other freshmen. More information, dates and links can be found on the [student council's page](#).
- Presentation of the Examination Regulations (October 16, 2023)**
- Examination Regulations (APSO and FPSO)**
- Important Links**
- Information events held by the academic advisors throughout the course of study**
- Learning German**

The right sidebar features:

- TUM School of Computation, Information and Technology**: Technical University of Munich, Arcisstraße 21, 80333 München
- Dr. Sandra Kemler**: Academic Advising Informatics, Deputy Head of Academic Programs Office Informatik. Office: 00 07 035, email: [study-advising@in.tum.de](mailto:study-advising@in.tum.de), consultation hours.
- Lena Krone**: International Student Advisor (non-academic) Admissions and Applications. Office: 00 09 037, Email: [lkron@in.tum.de](mailto:lkron@in.tum.de), Phone: +49 89-259-17967, consultation hours.
- Central offerings of TUM** →

# Contacts for your Studies



[cit.tum.de/en/cit/contact-studies-informatics/](https://cit.tum.de/en/cit/contact-studies-informatics/)

Study Advisors

Secretary of the Examination Board

Program Coordinators

The screenshot shows the website 'Organizing your Studies and Advice' from the TUM School of Computation, Information and Technology. The page features a navigation menu on the left with categories like 'Home', 'Studies', 'Degree Programs', 'During your Studies', 'Student Advising', 'Mathematics', 'Informatics', 'Academic Advising', 'Tips for Successful Studies', 'International Student Advising', 'Barrier-Free Education', 'Electrical and Computer Engineering', 'Examination Matters & Modules', 'Support Electives', 'Thesis & Completing your Studies', 'International', 'Research', and 'School'. The main content area is titled 'Organizing your Studies and Advice' and includes sections for 'Informatics Study Programs', 'Academic Advising', 'Barrier-Free Education', 'International Student Advising', 'Studying Abroad', and 'Your Contacts for Examination Matters'. The 'Your Contacts for Examination Matters' section lists roles such as Administrative Contact, Secretary of the Examination Board, and Program Coordination. Below this, there are two tables: 'Examination Matters of Bachelor's Programs' and 'Examination Matters of Master's Programs'. The 'Bachelor's Programs' table lists Bachelor Informatics, Bachelor Informatics: Games Engineering, Bachelor Information Systems (Wirtschaftsinformatik), and Bachelor Bioinformatics. The 'Master's Programs' table lists Master Informatics, Master Informatics: Games Engineering, Master Information Systems (Wirtschaftsinformatik), Master Bioinformatics, Master Biomedical Computing, Master Data Engineering and Analytics, Master Robotics, Cognition, Intelligence, and Master Computational Science and Engineering. On the right side of the page, there are profiles for Vivija Cepralo-Samic, Dr. Sandra Kemler, Imme Proiske, and Lena Krone, each with a photo and contact details.

# ECTS Limits / Fundamentals Exams

These and other regulations can be found in the [FPSOs of your study program!](#)

After the second semester, you must have passed at least one exam from a specific area. From which area exactly depends on your study program.

## Credit Limits (APSO)

- 30 ECTS after the 3rd Fachsemester (subject-specific semester)
- 60 ECTS after the 4th Fachsemester
- 90 ECTS after the 5th Fachsemester
- 120 ECTS (finished) after the 7th Fachsemester

# Transfer of Credits



[cit.tum.de/en/cit/recognition-informatics](https://cit.tum.de/en/cit/recognition-informatics)

Recognition from previous studies

Within the first year of study

Only one application can be submitted

Processing time about 6 months

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- Transfer of Credits**
- Practical Courses & Seminar Courses
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Home » Studies » During your Studies » Examination Matters & Modules » Informatics » Transfer of Credits

## Transfer of Credits

### Recognition of Credits for master's students

If you have **previously** completed part or all of a (master's) degree program in Informatics **at another university**, we may be able to recognize your results for a program at TUM. Please be aware of our deadlines. Examinations from bachelor's programs can only be recognized if they were in addition and did not count for your bachelor's degree; therefore we need your certificate and your transcript of records. Please check the relevant TUM academic and examination regulations regarding the structure and content of your program. Already enrolled as a TUM student we expect you to take part in TUM modules.

For TUM internal transfer of credits please refer to the German version of this page.

Please **note** §24 of the General Academic and Examination Regulations: "Students who have failed examinations administered by the Technische Universität München may repeat those examinations only at the Technische Universität München." This means that after registration for an exam at TUM this exam cannot be transferred any more; please plan accordingly.

Please **note** further §3 (5) of the General Academic and Examination Regulations: "The academic title may be used with the name of the university '(TUM)' to allow identification with the Technische Universität München and its quality standards. The option set out in sentence 1 requires that the major part of the relevant studies were pursued at the Technische Universität München."

The recognition process takes **about 6 months**. The recognitions are entered in your TUMonline grade report. If you do not see them after 6 months please contact us again.

You have been on exchange during your IN.TUM studies and obtained credits. You would like to have them recognized and count toward your master's program at IN.TUM, please refer to the [Recognition of Credits earned abroad](#) page.

### The Recognition Process

Enrollment	⌚
Applying for Recognition of Credits	⌚
Advancement to a Higher Semester	⌚
Deadlines	⌚

**TUM School of Computation, Information and Technology**  
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**Academic Advising Informatics** →  
advice and submission

**Downloads**

Application\_for\_Recognition.xls (1)



# Compensating for disadvantages in studies



[cit.tum.de/en/cit/barrier-free-informatics](https://cit.tum.de/en/cit/barrier-free-informatics)



Please submit applications in good time, as soon as possible!

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International Student Advising

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Examination Matters & Modules

Support Electives

Thesis & Completing your Studies

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Home > Studies > During your Studies > Student Advising > Informatics > Barrier-Free Education

## Information for students with disabilities or chronic illnesses

Disabilities and chronic illnesses are as varied as people themselves, whether it is a physical disability, walking impediment or an organic disorder that is not necessarily visible, mental illness, hearing or sight impairment, or a specific learning disability, such as dyslexia. Regardless of the specific challenges posed to this set of students, whose lives at university are affected to a greater or lesser extent, their individual requirements must be taken into consideration to establish suitable conditions of study.

### Information for Students

- Points of Contact
- Compensating for Disadvantages in Studies
- Funding opportunities: Barrier-Free from bachelor's to doctorate
- Barrier-free access

### Information for University Teaching Staff

Quite often, students with limitations are not perceived as students with special requirements. Particularly disabilities that are not readily visible, such as internal diseases or hearing impairments, can easily be overlooked. Students without visible disabilities are not always able to follow the standard course of study as easily as their non-disabled fellow students. A survey (only available in German) was conducted in the year 2012 on the situation of students with disabilities and chronic illnesses: BEST - survey on studying with disabilities. [The survey reflects experiences students had at German institutions of higher education and universities.](#)

It is important to signal to disabled and chronically ill students that, aside from their legal rights, there is a willingness on the part of the institution to compensate any disadvantages resulting from a disability and to encourage these students to communicate their disability in a confidential meeting with the Departmental Contact for Disabled and Chronically Ill Students.

As a rule, students who are granted reasonable accommodation will approach you in the first lecture week of the semester and present a letter confirming their approval issued by the Examination Board, in order to implement the appropriate measures with your support. A typical request for reasonable accommodation might be, for instance, an extension of the specified time for written exams. Should you have any questions regarding the organizational implementation of reasonable accommodations, please contact the Departmental Contact for Disabled and Chronically Ill Students at any time.

The following booklet (only available in German) provides information and references on specific situations of students with disabilities or chronic illnesses: [References for university teaching staff](#)

Please feel free to contact the Departmental Contact for Disabled and Chronically Ill Students for advice or support.

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**Imme Proske**

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Phone: +49 89 289 17567

[consultation hours](#)

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**TUM university-wide service office**

The Study Advising Team Studying with Special Needs offers supports and advises in all matters

Alain M.G. Kathola  
Verena Weltz-Huber

To arrange an appointment please contact: [Handicap@zv.tum.de](mailto:Handicap@zv.tum.de)

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**Studierendenwerk München**

[Studying with a Disability](#)

# Take-Home-Messages

- Be aware of the credit limits
- Registration for exams is very important
- We are happy to answer your questions and try to help with problems
- There is a lot of information on the websites
- always include the department / Professional Profile as well in searches
  - e.g. TUM Informatics support electives
  - e.g. TUM Informatics barriere free

**Good luck with the start of the new semester!**