

# Beginners Café Master

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# 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
  - ...

**Academic Advising Informatics**

**Closing Student Management IN**

The Student Management IN will be closed from 19th August 2024 up to and including 06th September 2024. During this time, all e-mails to the academic advising, the secretaries of the examination board and the administrator contacts will be deleted and all consultation hours will be cancelled. We are also not available by phone. In the meantime, to get information on your own, you can look at the information on this website and the tips for successful studies.

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):

- 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 Informatics](#). Misplaced students may get email in the course.

**Information events in summer semester 2024**

Information event	Date and Time
Orientation Program for first-year students (Bachelor / Master / general information)	
Let's talk about - first bachelor year @in.tum (for BSc-students in 2. subject-related semester - german)	online May 22, 2024, 10:15 - 11:45 am Interims I lecture hall 2 12
Let's talk about Courses & Exams @in.tum	online June 5, 2024, 10:15 - 11:45 am Interims I lecture hall 2 12
Let's talk about Final Thesis @in.tum	online June 12, 2024, 10:15 - 11:45 am Interims I lecture hall 2 12
Let's talk about Guided Research @in.tum	online June 19, 2024, 10:15 - 11:45 am Interims I lecture hall 2 12
Let's talk about Interdisciplinary Project (IDP) @in.tum	Please note the change of date: online July 10, 10:15 - 11:45 am Interims I lecture hall 2 12

**Further events**

Talk TUM&E | Language Café  
Information in TUM&E App!

Information events in winter semester 2023/24

**How to contact the Academic Advisors**

Please send all emails to the academic advisors from one of your TUM-email addresses!

You can always reach us by email ([study-advising@in.tum.de](mailto:study-advising@in.tum.de)). If you would like to attend a consultation (in person, virtual), or by phone, you can do so during our office hours without making an appointment. Contact information is in the right sidebar (or mobile at the bottom of the page). Every consultation is confidential!

Please be aware that our academic advisors have no access to your official study records. Therefore, we ask you to bring a printout of your study record to our consultation hours and to use the information as a basis for our advice. We will not be able to help you if you do not bring your study record.

**Right Sidebar:**

- Katharina Rieke**  
Academic Advising Informatics  
Office: 00.07.04012  
email: [study-advising@in.tum.de](mailto:study-advising@in.tum.de)  
consultation hours
- Dr. Sandra Kandler**  
Academic Advising Informatics  
Office: 00.07.03912  
email: [study-advising@in.tum.de](mailto:study-advising@in.tum.de)  
consultation hours
- Imme Proske**  
Academic Advising Informatics  
Contact for chronically ill and disabled students  
Office: 01.08.03912  
Email: [study-advising@in.tum.de](mailto:study-advising@in.tum.de)  
consultation hours
- Vivija Čeprikalo-Simic**

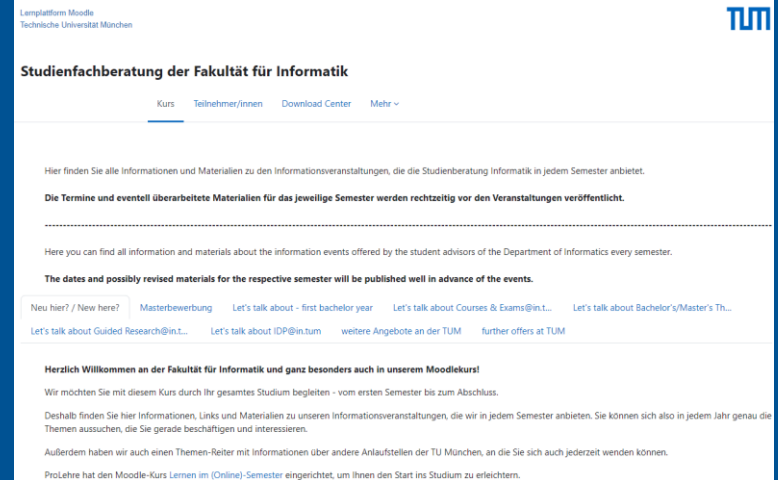
# Moodle Course of the Academic Advisors

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 ▾

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.**

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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](#) | [Let's talk about - first bachelor year](#) | [Let's talk about Courses & Exams@in.tum.de](#) | [Let's talk about Bachelor's/Master's Thesis](#)

[Let's talk about Guided Research@in.tum.de](#) | [Let's talk about IDP@in.tum.de](#) | [weitere Angebote an der TUM](#) | [further offers at TUM](#)

**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.

# 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

The screenshot shows a website page with a dark blue header and a white main content area. The header includes the TUM logo and the text 'TUM School of Computation, Information and Technology, Technical University of Munich'. The main content area is divided into a left sidebar with a navigation menu and a main content area. The navigation menu includes links for Home, Studies, Before your Studies, Degree Programs, During your Studies, Start of Studies, Student Advising, Mathematics, Informatics, Academic Advising, Tips for Successful Studies, International Student Advising, Barter-Free Education, Electrical and Computer Engineering, Examination Matters & Modules, Support Electives, Thesis & Completing your Studies, Graduation Ceremony, International, Research, and School. The main content area is titled 'Tips for Successful Studies' and contains a list of links to various resources, including 'Study Structure - General Overview', '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', 'Hardship Applications', 'Personal problems not directly related to studies', 'Internships', 'Rankings', 'Individual confirmation of my study progress', and 'End of Studies'. On the right side of the page, there are three contact cards for Katharina Rieke, Dr. Sandra Krenner, and Imme Proiske, each with a profile picture, name, title, and contact information.

# 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 (Fachschaff)

**Presentation of the Examination Regulations (FPSO)**

The screenshot shows the website for the Orientation Program Informatics Master's. The page title is "Orientation Program Informatics Master's". The main content area includes a list of 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, and M.Sc. Computational Science and Engineering. Below this, there is a section for the "Program for winter semester 2024/25" with a list of events: "Café with the Student Advisors (October 1 and 10, 2024)", "SET - Study Introduction Days (from October 10, 2024)", "Presentation of the Examination Regulations (October 14, 2024)", "Examination Regulations (APSO and FPSO)", "Important Links", "Information events held by the academic advisors throughout the course of study", and "Learning German". On the right side, there are two profiles: "Dr. Sandra - Kemler" (Academic Advising Informatics) and "Lena Krone" (International Student Advisor). The footer of the page lists "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 displays the website for the TUM School of Computation, Information and Technology. It features a navigation menu on the left and a main content area with several sections:

- Closing Student Management III:** A notice regarding the end of the Student Management III program on September 30, 2024.
- Organizing your Studies and Advice:** A section with sub-sections for Informatics Study Programs, Academic Advising, and Barrier-Free Education.
- International Student Advising:** A section for international students.
- Studying Abroad:** A section for students interested in studying abroad.
- Your Contacts for Examination Matters:** A section detailing who is in charge of various examination matters, including:
  - Examination Board
  - Secretary of the Examination Board
  - Program Coordinators
- Examination Matters of Bachelor's Programs:** A list of contact persons for Bachelor's programs in Informatics, Informatics Systems Engineering, Informatics Systems (Informatics/Informatics), and Informatics.
- Examination Matters of Master's Programs:** A list of contact persons for Master's programs in Informatics, Informatics Systems Engineering, Informatics Systems (Informatics/Informatics), Informatics, Informatics Computing, Informatics Systems Engineering and Informatics, Informatics, Logistics, Intelligence, and Informatics Systems and Engineering.

Each contact person is accompanied by a small profile picture and their name.

# 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

The screenshot shows the TUM School of Computation, Information and Technology website. The page title is 'Transfer of credits from previous studies'. It includes a navigation menu on the left with options like 'Home', 'Studies', 'Degree Programs', 'Start of Studies', 'Student Advising', 'Examination Matters & Modules', 'Mathematics', 'Informatics', 'Transfer of Credits', 'Practical Courses & Seminars Courses', 'Electrical and Computer Engineering', 'Support Electives', 'Thesis & Completing your Studies', 'Graduation Ceremony', 'International', 'Research', and 'School'. The main content area has the following sections:

- Transfer of credits from previous studies**
  - What are previous achievements?**

Previous achievements are examination achievements, usually modules, which you have completed before you were enrolled in your current degree program at TUM (informatics (in preliminary studies) and which you would like to have recognized for the current degree program.

This page does not cover examinations that you completed as part of your mobility abroad while you were already enrolled in our degree program. You can find information on these recognitions under [Recognition of credits from abroad](#).
  - When can I submit an application for recognition of previous studies?**

If you have already completed modules from a **previous degree program** (at another university or at TUM) that correspond to modules in your curriculum at TUM, you can submit an application for recognition.

Please note the following important points:

    - You must submit your application for recognition in the **first year of study** (1st or 2nd semester) (see Deadlines).
    - You can only submit **one application for recognition** (see Deadlines).
    - Processing can take **up to 6 months** (see Processing).
    - You must be **enrolled** in the degree program at TUM in which you wish to have modules recognized.\*

Recognition of credits from the Bachelor's program for the Master's program:

    - Electives** in the Master's program can only be recognized through **additional credits** from the Bachelor's program (additional credits are listed separately in the transfer of records at the end).
    - Compulsory subjects** in the Master's degree can also be recognized through credits already used in the Bachelor's degree.

\*As the recognition procedure is very time-consuming, applications for recognition cannot be checked before enrollment. For legal reasons, recognition is only possible after enrollment.
  - When do I not have to submit an application for recognition of previous studies?**

An application for recognition is generally required for transfers between degree programs. In the following cases, no application for recognition of previous studies is necessary or possible:

    - You are completing a **double degree program** (see possible studies).
    - You have credits from a semester abroad during your TUM studies (see recognition of credits from abroad).
    - You took TUM language courses during your current degree program for the support elective area and the allocation in TUMonline needs to be adjusted (see TUM language courses).
    - You are taking courses at the VUB (Virtual University of Bavaria)
      - 1. Which are anchored in your degree program
      - 2. For which it is possible to register for participation in TUMonline

On the right side of the page, there is a profile for 'Christiane Brunge', Academic Advising Informatics, with contact information: Office: 00 09 034 05, email: fbrunge@informatik.tum.de, and consultation hours.

# 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!

The screenshot shows a webpage from the TUM School of Computation, Information and Technology. The page is titled "Information for students with disabilities or chronic illnesses". It features a navigation menu on the left with categories like Home, Studies, Before your 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, Graduation Ceremony, International, Research, and School. The main content area includes sections for "Information for Students" with a list of links like "Points of Contact", "Compensating for Disadvantages in Studies", "Funding opportunities: Barrier-Free from bachelor's to doctorate", and "Barrier-free access". There is also a section for "Information for University Teaching Staff" which contains text about special requirements and a link to a booklet. The right sidebar contains contact information for Imme Proske, the Departmental Contact for Chronically Ill and Disabled Students, including office location, phone, email, and consultation hours. It also lists the "TUM university-wide service office" and the "Study Advising Team: Studying with Special Needs".



# 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 much information on the websites
- Always include the department / Professional Profile as well in searches
  - e.g. TUM Informatics support electives
  - e.g. TUM Informatics barrier-free

Good luck with the start of the new semester!