Welcome to Stuttgart!
Outline

- Who is who?
- INFOTECH: History, Targets
- INFOTECH: Facts and Figures
- Program Structure
- What Regulates the M.Sc.Program INFOTECH?
- Useful Hints
- Services & Processes of INFOTECH Office at a Glance
- Perspectives for INFOTECH Students
- Save the date!
Who is Who?

Organizational structure

- Dean of the faculty: **Prof. M. Berroth**
  - Highest representative of the faculty

- Dean of the study program: **Prof. S. ten Brink**
  - Head of the study commission, responsible for all regulatory changes, concepts, etc...

- Head of the examinations commission: **Prof. S. Simon**
  - Responsible for all decisions regarding exams, change of program, major, ...

- Head of the admissions commission: **Prof. S. Simon**
  - Responsible for all decisions regarding admission
  - Secretariat office: **Mr. Schweizer**
INFOTECH: History, Targets


- Target: satisfy the needs of the Information Society for highly qualified engineers in the field of Information Technology by means of a unique and successful blend of **Computer Science AND Electrical Engineering**

- Ever-growing plurality of subjects within Information Technology is reflected in 4 specializations:
  - Communication Engineering and Media Technology
  - Embedded Systems
  - Micro- and Optoelectronics
  - Computer Hardware/Software Engineering

- Non-technical courses are added in order to strengthen the graduates competences for technical AND managerial industry positions.
INFOTECH: Facts, Figures
Statistics Application PY18

- Admission-restricted: 805 applicants for 80 seats in PY18, from 56 countries, 349 different universities
INFOTECH: Facts, Figures

Statistics Enrollment PY18

- Currently 211 active students\(^1\), + approx. 59\(^2\) students
- International: 11\(^2\) nations in PY18

\(^1\) per 15-May-2018
\(^2\) per 09-Oct-2018
Definition of Credit Points (CP): CPs depict the amount of work required by each course = **30 hours of work**

Credit points are acquired by passing examinations.

An examination is passed if following grades are achieved:
- Very Good (numerical 1.0 to 1.5)
- Good (numerical 1.6 to 2.5)
- Satisfactory (numerical 2.6 to 3.5)
- Sufficient (numerical 3.6 to 4.0)
- Passed (non-numerical)

Registration of examination is prerequisite for participation in the examination
Program Structure: Components

- Specifically selected Basic Modules has been communicated on behalf of the examination committee.
- Selection relies on a priority-sorted list of sub-modules for the major and the content of the Bachelor curriculum and assures covering of relevant basic knowledge in the field of Information Technology.
- Major-specific pre-defined catalogue/list for core and supplementary elective modules.
- Same catalogue/list for all majors for Lab, Seminar and Non-Technical modules.
- For Seminar/Lab check offerings of the institutes black board and internet.
- Seminars/Labs must be registered twice: on C@mpus and with the institutes (limited offer, first come first served).
- Master Thesis is a practical or theoretical work “that proves the candidate’s ability to solve a problem from the Information Technology field” within a limited duration of 6 months.
- Topics for Master thesis are issued by the institutes.
- Literature research + work + report and presentation → 30 CP.
- Master thesis is graded by two examiners. First examiner must be an INFOTECH full examiner.
- List of examiner with status (full, appointed to specific lecture/lab/seminar) can be found on [http://www.uni-stuttgart.de/infotech/about_us/lectures/index.html](http://www.uni-stuttgart.de/infotech/about_us/lectures/index.html)
Program Structure: Macrostructure

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<th>2. Term (Summer)</th>
<th>3. Term (Winter)</th>
<th>4. Term (Summer)</th>
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<td>Core Module 3 6 CP</td>
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<td>3 CP</td>
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<td>Non-Technical 6 CP</td>
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<td><strong>Sum 30 CP</strong></td>
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</table>

Total Count for Credit Points: 120 CP
What Regulates the M. Sc. Degree in INFOTECH?
The Study and Examination Regulation (SER) 2014:

- [https://www.uni-stuttgart.de/infotech/pdf/official_docs/ITecPO_2014_BiLingual.pdf](https://www.uni-stuttgart.de/infotech/pdf/official_docs/ITecPO_2014_BiLingual.pdf)
- Legally binding is the German version
- “I did not know that …” is not an argument!
  
  Ignorantia legis non excusat!
- Read the FAQ
- Respect deadlines!
- In case of doubt, ask for counselling (examiner, central exam office, INFOTECH management, secretariat of exam commission, )
- In case of exceptional requests address the INFOTECH Office (secretariat of the exam commission)
- Check opening hours, otherwise arrange appointment by email

Read your SER!
Useful Hints

- **Up-to-date information about courses, seminars, labs:**
  - Register for courses at C@mpus!!!
  - Institutes’ homepages and blackboards of Faculty 5
  - INFOTECH homepage. List of modules according to your Major, e.g. for Embedded Systems: [http://www.uni-stuttgart.de/infotech-program/cur14/es/index.html](http://www.uni-stuttgart.de/infotech-program/cur14/es/index.html)

- **Module (German: Modul):**
  - Modules are accredited via passing exams and can contain one (or more) course(s) (German: Veranstaltung)(= lectures, exercises, seminars, lab sessions . . .)
  - E.g. 2SWS lecture, 2 SWS exercises, 1 SWS (Semesterwochenstunde) = 45 Min.
Useful Hints

Module Handbook

- Module descriptions can be found in the module handbook (Modulhandbuch) in C@mpus: University of Stuttgart ➔ Course Offer ➔ Master of Science ➔ Information Technology

- Or search for specific module via search ➔ modules
Useful Hints

Personal Time Table

- [http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html](http://www.uni-stuttgart.de/campus/studierende/dokumentation/index.en.html)
- General overview on courses offered in 1st semester: Campus → university of Stuttgart → Course Offer → Master of Science → INFOTECH → Semester plan → 1st Semester
Useful Hints

Modules

- Technical Modules:
  - Core modules, supplementary modules, elective modules
  - Refer to catalogues

- Non-Technical Modules:

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<tr>
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</table>
Useful Hints

Seminars and Labs

- You need to have a „seat“, i.e. working place, supervisor
- Labs = 6 CP
- Seminars = 3 CP
- Please avoid doing more than one lab course during your studies, also not voluntarily! [Seats are limited]
- Labs and Seminars **have to be registered twice: with the Institute offering it within the deadline AND on Campus during the regular exam registration period.**
- For both availability and registration check the lists on the pinboards of the institutes, online-registering systems etc..

**Department of CS:**
- Registration usually online **one semester in advance.** The offer varies from year to year.
- Sign in the course „Informatik Marktplatz“ in ILIAS [https://ilias3.uni-stuttgart.de/goto_Uni_Stuttgart_crs_1230508.html](https://ilias3.uni-stuttgart.de/goto_Uni_Stuttgart_crs_1230508.html)

**Department of EEIT:**
- See institutes' webpages **before** new semester starts
Useful Hints

Master Thesis

- **When to start:**
  - Earliest after acquiring **78 ECTS** and latest after **90 ECTS**. Attention: But you need to stay within the 8 semesters (maximum study time)

- **Which examiner?**
  - One of the two examiners ("supervisors") must be appointed as "Full" INFOTECH Examiners, as found at [www.uni-stuttgart.de/infotech/home/2Home_Contacts_Inst.html](http://www.uni-stuttgart.de/infotech/home/2Home_Contacts_Inst.html)
  - Thesis has to be performed at the faculty 5 (ETIT). Exceptions may be granted by the Examination Commission.

- **How to find a topic and where?**
  - You have to either apply to available topics (Institute Homepages and Blackboards) or make an appointment with research assistant.
  - Doing the Master Thesis in industry might only work sometimes: There is no guarantee you will be able to find one! It is advisable to check with the related professors before making any commitments to external institutions.

- **When do I get my final degree?**
  - Preliminary Certificates available once the examiner confirms that the Thesis will be graded at least 4.0.
  - Issuing of Master degree certificate can take up to one year because of signing process.
  - Graduation ceremony: Either with CS or ETIT department in February of each year
Useful Hints

How can I learn the German Language?

- Department of International Affairs: Intensive courses
  - [https://www.uni-stuttgart.de/en/study/international/german-courses/index.html](https://www.uni-stuttgart.de/en/study/international/german-courses/index.html)

- Language Center (Sprachenzentrum) in city center
  - For advanced German speaker
  - [http://www.sz.uni-stuttgart.de/deutsch/index.en.html](http://www.sz.uni-stuttgart.de/deutsch/index.en.html)

- INFOTECH Specific Courses
  - In this winter semester A1.1, A2.2
  - Course Registration under [https://campus.uni-stuttgart.de/cusonline/wbLv.wbShowLVDetail?pStpSpNr=208927&pSpracheNr=1](https://campus.uni-stuttgart.de/cusonline/wbLv.wbShowLVDetail?pStpSpNr=208927&pSpracheNr=1)
  - A2.2: Thursdays, 18:00-21:15, 25-Oct-2018 until 07-Feb-2019 in PWR47, 4.282
  - Course Registration under [https://campus.uni-stuttgart.de/cusonline/wbLv.wbShowLVDetail?pStpSpNr=212664&pSpracheNr=1](https://campus.uni-stuttgart.de/cusonline/wbLv.wbShowLVDetail?pStpSpNr=212664&pSpracheNr=1)
Useful Hints

How can I find a job?

- Subscribe to mailing list: [http://www.ei.faveve.uni-stuttgart.de/email_jobs_list.php](http://www.ei.faveve.uni-stuttgart.de/email_jobs_list.php)
- Job portal Uni Stuttgart: [https://www.stellenwerk-stuttgart.de/](https://www.stellenwerk-stuttgart.de/)
- Homepages and blackboards of the Institutes and INFOTECH Blackboard
- Be aware of legal constraints: contact IA, see welcome guide at IA
Services and Processes of the INFOTECH Office

Services

- In a nutshell: Counselling for all academic issues
- Student counselling, course guidance. Course management. Inform about interesting events.
- Provide expertise and recommend brilliant students for scholarships, etc…
- Internship: Mediating positions when available but no internship letter
  - No requirement anymore (admission regulation has changed)
  - We cannot give you a letter stating that the internship is a study requirement.
  - Why might this be an issue? – Employer has to pay a higher wage
- Organization of German-language courses (free of charge)
- Dorms: limited capacities, requests for extension by email
  - 3 months before

Check website regularly!
Services and Processes of the INFOTECH Office

Processes of the Exam Commission

- Extension of Master thesis
  - Submit a request for extension through the Infotech Office.
  - Back up your claim of the necessity for extension with valid reasoning according to the INFOTECH regulations:
    a) Medical problems:
       Original form / translated if needed; signature of the doctor is needed
    b) Technical problems:
       Hardware related issues; signature of the professor is needed.
  - Documents will then be sent by the INFOTECH Office to:
    a) Examiner / Chairman of the Exam Commission.
    b) Chairman of the Exam Commission only.
Services and Processes of the INFOTECH Office

Processes of the Exam Commission

- De-registering of exams outside the deadline or registration period
  - If you need to withdraw from an exam exceeding the ‘7-days-prior’ rule, you need an official permission by the Chairman of the Exam Commission.
  - You also need a permission of the Chairman to withdraw from the exam if you have already failed the exam.

- Document:
  
  Declaration of Withdrawal
Processes of the Exam Commission

- Assignment of a Master thesis topic by the Chairman of the Exam Commission

  ➢ If you cannot find a thesis topic in time you need to make a handwritten, signed request to the Chairman of the Examination Commission to assign you a Master thesis topic. In order to evaluate the situation you have to attach the document below where you list the Professors you have already contacted. Please make sure that you follow the steps as mentioned in the document. Don’t forget to add copies of the topics as they had been published by the respective institute.

  ➢ Document:
  
  MT Assignment by Chairman
Services and Processes of the INFOTECH Office

Processes of the Secretariat

- Visa Extension
  - In order for us to extend the Visa you need to submit a valid transcript.
  - A valid transcript contains:
    - Accumulated credit points
    - Current grade

We will not issue the document for extension if we don’t get a proper transcript that meets the criteria above.

On the following slides you will get a tutorial on how to get the proper version.
Processes of the Secretariat

- Visa Extension
  - In order to print the create transcript click on “Studienerfolgsnachweis”: 
Services and Processes of the INFOTECH Office

Processes of the Secretariat

- **Visa Extension**
  - Select “Information Technology” and click the print symbol as shown below:
Services and Processes of the INFOTECH Office

Processes of the Secretariat

- Registering for Courses on C@mpus (lectures, exercises)
  - Login into Campus using your **student account**. After logging in you should see your options showing up. Here, please click on „Course Registration“ as shown below:

![Course Registration in Campus](image-url)
Services and Processes of the INFOTECH Office

Processes of the Secretariat

- Registering for Courses on C@mpus
  - Click on the blueish link on the top-right side: „Course registration“.
Processes of the Secretariat

- Registering for Courses on C@mpus
  
  In this example we opt for the „Communications“ lecture. Therefore we search for the proper Institute and click search.
Services and Processes of the INFOTECH Office

Processes of the Secretariat

- Registering for Courses on Campus

  In order to register for the „Communications“ lecture click on the green circle with the white „T“ as shown below:

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<th>Title</th>
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Services and Processes of the INFOTECH Office

Processes of the Secretariat

- Registering for Courses on C@mpus
  - Select Study Programme, Type of Registration and click Continue.

Choose your Study Programme

Choose the type of registration and click Continue.
Services and Processes of the INFOTECH Office

Processes of the Secretariat

- Registering for Courses on C@mpus
  - Finalize the registration by clicking „Register“.
  - Note that you can also register for a specific group if multiple groups were set up.
Perspectives for INFOTECH Students

- 799 graduates so far (per 05-Oct-2018)
- Drop out of less than 7%
- 20% pursue a PhD thesis

Testimonial:

Jajnabalkya Guhathakurta (IPVS)
Karim Armanious (ISS)

- or find employment opportunities in research and development (R&D), technical management or business sectors of industrial companies in Germany and around the globe.
Save the Dates!

- **Friday, 26-Oct-2018, 17:30–19:00 Uhr in V 38.01**
  Welcome Reception for international Master students of faculty 5
  - Welcome addresses by the three Deans of Study
  - Get-together with food and drinks

- **Wednesday, 07-Nov-2018, 18:00, City Hall Stuttgart, Kleiner Sitzungssaal**
  Your Start in Stuttgart: Information event by the Capital City of Stuttgart for first-semester international students
  - How can I find a student job?
  - Where can I look for accommodation?
  - What is the Welcome Center, and how can it help me?

- **Wednesday, 14-Nov-2018, 09:45 until 11:15 Uhr, Pfaffenwaldring 7 – lecture hall 02**
  Infosession of the Examination Office for international Master students
  - C@mpus-functionalities
  - Exam registration
  - General examination rules!!
We wish you a successful study program!

Further questions?

E-Mail: office@infotech.uni-stuttgart.de