Introductory Session FSS 2021

Master Business Informatics

Mannheimer Master of Data Science

Overview

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- Board & Student Services Office

- Registration, Deregistration & Resits

Degree Plan

- Milestones during your studies

- Who to contact when?

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Types of Modules

Master's Thesis
30 ECTS

Lectures and Projects

Team Project (Individual Project)
12 ECTS / 8 ECTS

Seminar
4 ECTS

Scientific Research
2 ECTS

Module Catalog

- Module catalog officially declares
  - offered courses
  - their workload
  - their credits
  - required prerequisites
  - …

- Always refer to the most current Module Catalog and its Appendix

Business Informatics

MMDS

Module Catalog

IE 500	Data Mining 1
Form of module	Lecture with exercises and project
Type of module	Business Informatics Fundamental
Level	Master
ECTS	6
Workload	Hours per semester: 56 h (4 SWS)
	Self-study per semester: 98 h • 70 h: pre and post lecture studying and revision • 28 h: examination preparation
Prerequisites	Foundations of Statistics, Practical Informatics 1
Aim of module	The course provides an introduction to advanced data analysis techniques as a basis for analyzing business data and providing input for decision support systems. The course will cover the following topics: • Goals and Principles of Data Mining • Data Representation and Preprocessing • Clustering • Classification • Association Analysis • Text Mining • Systems and Applications (e. g. Retail, Finance, Web Analysis)

Module Catalog

Learning outcomes and quali-fication goals	**Expertise:** Students will acquire basic knowledge of the techniques, opportunities and applications of data mining. (MK1, MF1)
	Methodological competence: • Successful participants will be able to identify opportunities for applying data mining in an enterprise environment, select and apply appropriate techniques, and interpret the results. • project organisation skills (MK2, MF3, MF4, MKO1)
	Personal competence: • team work skills • presentation skills (MKO2, MF2)
Media	slide set, exercise sheets, data sets for the exercises
Literature	• Pang-Ning Tan, Michael Steinback, Vipin Kumar: Introduction to Data Mining, Pearson.

Module Catalog

Methods	The course consists of a lecture together with accompanying practical exercises as well as student team projects. In the exercises the participants will gather initial expertise in applying state of the art data mining tools on realistic data sets. The team projects take place in the last third of the term. Within the projects, students realize more sophisticated data mining projects of personal choice and report about the results of their projects in the form of a written report as well as an oral presentation.
Form of assessment	Written examination (60%), project report (30%), oral project presentation (10%)
Admission requirements for assessment	
Duration of assessment	60 minutes (written examination)
Language	English
Offering	Fall semester / Spring semester
Lecturer	Prof. Dr. Heiko Paulheim; Prof. Dr. Christian Bizer
Person in charge	Prof. Dr. Heiko Paulheim; Prof. Dr. Christian Bizer
Duration of module	1 Semester
Further modules	IE 672 – Data Mining II, IE 671 – Web Mining, IE 661 – Text Analytics, IE 674 – Hot Topics in Machine Learning
Range of application	M.Sc. Wirtschaftsinformatik, M.Sc. Mannheim Master in Data Science, Lehramt Informatik
Semester	$1^{st}/2^{nd}$ semester

Portal

Course Overview and registration

Overview of grades

Exam registration and deregistration

Information about institutions & campus life

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Examination Regulations

- The examination regulations (Prüfungsordnung) state your rights and duties at the University of Mannheim

- You should be aware of them because they regulate:
  - What you need to obtain your degree
  - Time limits
  - Exams
  - Recognition of courses
  - …

Examination Regulations

Examination Regulations

Attention

- Please be aware that fellow students, who started in previous semesters do have **different module catalogs** and **different examination modalities**.

- You are studying under the examination regulation:
  - Business Informatics starting in/after Spring 2018
  - MMDS starting in/after Spring 2020

Examination Board and Student Services Office

- The *Student Services Office* implements the examination regulations and handles most of your examination affairs.

  [Taking an Examination](#)

- The examination board of the *Faculty of Business Informatics and Business Mathematics* is the authority in regulating examination modalities.

Exam Registration

The Student Services Office informs you about:

- [Examination dates](#)

- [Academic calendar](#)

- [Registration and change in registration](#)

- [Registration and change in registration for M.Sc. BI and MMDS](#)

Exam Registration

- Earlier exam registration period for *Business Administration* fundamental courses and *Information Systems (IS) courses*

- Exams for fundamental courses in *Computer Science (CS)* and *Information Extraction (IE)* can be registered either for the first or the second round of examinations.

- Modules that have a project or a thesis do **not** have a second examination date in the same semester!

Course Registration != Exam Registration

Module Commitment

- Once the date for withdrawal of an exam's registrations has passed …
    - … and you are registered for an <u>exam of a module</u> …
    - … you are committed to this <u>module</u>.

- If you fail an exam, the Student Services Office will register you for the next possible exam!

- You have two attempts for every exam.

Module Commitment

- Failing both attempts means you cannot pass this module anymore.

- If you failed too many modules, i.e. no modules are left to reach the required ECTS, then you cannot achieve the Master degree anymore.

- Modules that have a project or a thesis do **not** have a second examination date in the same semester!

Change of modules

Change of modules does not apply to your examination regulations!

Exam Deregistration

Different withdrawal modalities and deadlines for

- **Written exams** that have an official examination date listed on the webpages of the Student Services office
- **Oral exams**
- **Seminars**
- **Team projects**

Withdrawal or de-registration from an exam

Withdrawal from Written Exams with examination date in Portal[2]

- You can withdraw from an exam registration at most **2 working days (Monday – Friday) prior to the exam** without giving any reason.

- You can only withdraw from a module if **no in-class exams** or assessments (projects, presentations, thesis, mid-term exams) have been taken or are not currently being taken.

Withdrawal from Written Exams with examination date in Portal²

Attention:

- Please note that for the exams in the master programs, you can **not** use the Portal to deregister. Instead you have to use the following form:

  Request for withdrawal from a module examination

- **Attention**: This involves getting a signature of the lecturer!

Withdrawal from Exams
<u>without</u> examination date in Portal²

- Modules without examination date (e.g. oral exams) can only be withdrawn up to a fixed deadline (approximately 2 weeks prior to the exam period).

- For the deadline of the current semester, see

  Exam Registration and Change in Registration

  -> See under paragraph "**Withdrawal and de-registration**"

- Also here: You can only withdraw from a module if **no other in-class exams** or assessments (projects, presentations, thesis, mid-term exams) have been taken or are not currently being taken.

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Withdrawal from Seminar

- If you have officially applied and received a topic from the seminar's lecturer, then you are registered for the examination.

- As soon as the lecturer of the seminar forwards the registration to the Student Services office, then you can not withdraw any more.

Withdrawal from Team Project

- If you have applied and have been accepted for a team project, then you are registered for the examination.

- You can withdraw from the team project within
  - 3 weeks for a 6 month team project
  - 6 weeks for a 12 month team project

- To withdraw from the team project you have to inform:
  1. Your supervisor
  2. Lisa Wessa
  -> They will inform the Student Services Office

De-registration due to illness

- If you do not appear to an exam without a valid reason

    -> You will fail the exam (Grade 5.0)

- If you fall ill and cannot take an exam:

    – **Without delay** go to a doctor or hospital and get a medical certificate („Attest") documenting the illness.

    – Bring the doctor's note to the Student Services **without delay (=ASAP)**

    – In case of oral exams, seminars and projects or the Masters's Thesis: **Inform your supervisor without delay**

    – If you fail to do so: You will fail the exam (Grade 5.0)

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Milestones

- Project, Seminar and Master's Thesis

- 3 milestones during your studies that involve
  - Literature research
  - Programming
  - Writing

Milestones

- Practice those skills from early on

- If you know that your programming skills are not solid, start practicing/learning now

- If you cannot contribute to a team project, then it is very likely that you will not get a passing grade

- If you have no programming skills, then it will be very difficult for you to find a Master's Thesis topic

Master's Thesis

- 6 Months
- Every chair has individual requirements that you have to fulfill to be considered
- It is recommended to not write any exams during this period

Master's Thesis

How to find a supervisor and a topic:

- Learn about relevant topics for a thesis in the lectures and especially the current and past seminars.

- Ask the people giving those courses about possible topics.

- Look at our websites for published lists of possible topics.

- Create your own idea.

- Start at the end of the 2nd semester to find a supervisor and a topic!

Plagiarism

- Plagiarism is when you copy someone else's work and do not give credit by referencing the source of the content.

- This applies to:
  - Images
  - Text
  - Content structure
  - Code
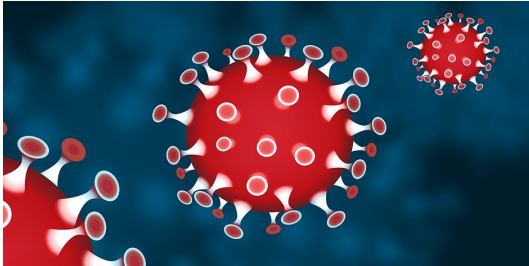 - …

Plagiarism

- We take this matter very serious

- You can fail the team project, the seminar or the Master's Thesis because of this

Time Limits

- You SHOULD finish your studies within 4 semesters

- You MUST finish within 7 semesters!

Corona-related news

- Some classes and exams will take place online over Video Conference Software (Zoom, Cisco, etc.)
- All information and frequently asked questions around Corona can be found here: https://www.uni-mannheim.de/studium/im-studium/fragen-rund-um-corona/

Presentation of Team Projects

- Tuesday 2 March 12:00-13:30

- You can find it via Portal[2]: Presentation of Master Team Projects

Who do you contact when?

Student Services Office (Studienbüro 1)

David Steiner (Student Services Office)

steiner@verwaltung.uni-mannheim.de

Responsible for:

– Transcripts of records

– Registration and change in registration for exams

– Accepts a doctor´s note

https://www.uni-mannheim.de/studium/im-studium/studienbueros/#c44366

Express-Service: Ground floor of administrative building L 1,1

https://www.uni-mannheim.de/studium/im-studium/studienbueros/#c44374

Examination Board of Business Informatics

Prof. Dr. Simone Ponzetto

pruefungsausschuss@wim.uni-mannheim.de

Responsible for:

– Studying abroad / Learning Agreements

– Acknowledgement of examinations

– Extension of time limits

https://www.wim.uni-mannheim.de/studium/studienorganisation/m-sc-business-informatics/#c109246

Examination Board of MMDS

Prof. Dr. Heiko Paulheim

pruefungsausschuss@wim.uni-mannheim.de

Responsible for:

– Studying abroad / Learning Agreements

– Acknowledgement of examinations

– Extension of time limits

https://www.wim.uni-mannheim.de/studium/studienorganisation/m-sc-business-informatics/#c109246

Student Track Manager (Studiengangsmanagement)

Lisa Wessa

wessa@wim.uni-mannheim.de

Responsible for:

– Module catalogue

– Courses in Portal

– Curriculum

Academic Advisor and Study Coach (Studienberatung)

Birgit Czanderle

pruefungsausschuss@wim.uni-mannheim.de
studienberatung@wim.uni-mannheim.de

Responsible for:

– Questions about the examination regulations (e.g. extensions, learning agreements, recognition of prior learning)

– Your study plan (modules, thesis)

– Consulting in cases of hardship

Important Links

- Student Council (FIM)
  - fim.uni-mannheim.de
- School of Business Informatics and Mathematics
  - www.wim.uni-mannheim.de
- Studienbüros
  - https://www.uni-mannheim.de/studium/im-studium/
- Portal²
  - www.portal2.uni-mannheim.de
- ILIAS
  - www.ilias.uni-mannheim.de

Last but not least

- You will be added to our mailing list.

- All email correspondence will from now on go to your University of Mannheim email account!

- These slides will be available for download

Now we split the group

- **M. Sc. Wifo** students stay in this room
- **MMDS** students please follow this link:

Launch Meeting - Zoom

https://uni-mannheim.zoom.us/j/63866908313?pwd=SFpNT1BISWF6VW1QbjFIKzZUN3pTZz09