

Introductory Session FSS 2024

Master Business Informatics

Mannheimer Master of Data Science



These slides will be available for download
on the following website:

[https://www.wim.uni-
mannheim.de/en/academics/information-
about-the-start-of-the-semester/](https://www.wim.uni-mannheim.de/en/academics/information-about-the-start-of-the-semester/)

WIM Website

DE: Studienorganisation

DE: Studium

About Academics Research International

Programs	▼	<u>Organizing Your Studies</u>	▼	Contact and Advising	Graduation Ceremony
Internships and Jobs	▼	Professional Development	▼	PC Pool	Information about the start of the semester



Informations for the start of the semester

Overview



Utensils

- Module Catalog
- Portal



Examination

- Regulations
- Examination Board & Student Services Office
- Registration, Deregistration & Results



Degree Plan

- Milestones during your studies
- Who to contact when?

Overview



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Types of Modules



Master's Thesis
30 ECTS



**Lectures and
Projects**



**Team
Project/
Individual
Project (only
MMDS)**
*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

Portal



Course Overview
and registration



Overview of grades



Exam registration
and deregistration



Information about
institutions & campus life

Portal – Course Registration

- You only have to register for courses with limited attendance.
 - Registration is open up to and including Monday, February 12th
 - List can be found on our website
<https://www.wim.uni-mannheim.de/en/academics/information-about-the-start-of-the-semester/#c174022>

Course Registration

- **Course registration:** In the FSS 24, **registration is only mandatory** for courses with a limited attendance. Make sure to register for your courses within the time frames mentioned below. You will not be admitted to them. You can also register for the other courses.
 - You can register **for courses with limited attendance from January 15 to February 1** applies to a few courses from M.Sc. Business Informatics and M.Sc. Data Science, the selected projects. Please note that we cannot guarantee spots for limited courses. Courses with
 - IE 500 – Data Mining I
 - IE 684 – Web Mining Project
 - Co-creating digital health applications with design methodology | Projekt
 - IE 694 – Industrial Applications of Artificial Intelligence: IMPORTANT! The registration course is only until February 6, 2024 with the following requirements: To apply, send date *transcript of records* to ralph.alexander.beier@uni-mannheim.de by February 6th. You have to register in portal2 as usual. We will let you know if you are admitted to the course by February 7th.
 - IE 692 – Advanced Process Mining
- **Please note:** The course registration is NOT automatically an exam registration. You must register for your exams during the exam registration period.

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Examination Regulations



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

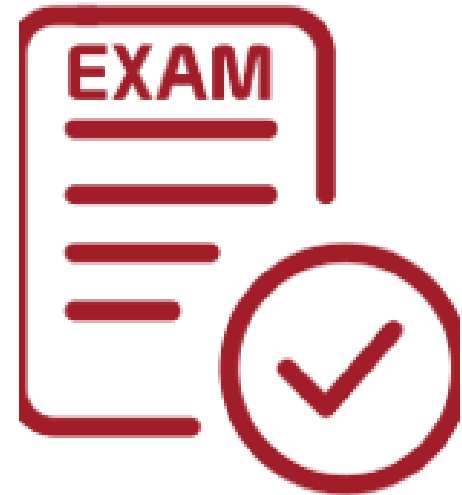


You should be aware of
them because they
regulate:

What you need to
obtain your degree
Time limits
Exams
Recognition of courses
...



[Examination Regulations](#)



Examination Regulations



Attention



You are studying under these
examination regulation:

**Business Informatics starting
in/after Spring 2018**

MMDS starting in/after Spring 2020

Examination Board and Student Services Office



Student Services Office:

implements the examination regulations and handles most of your examination affairs.

[Taking an Examination](#)



examination board of the ***School of Business Informatics and 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
=> registration period for FSS 2024: March 4 to March 14
- 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.
=> registration period FSS 2024: April 10 to April 24
- Modules that have a project or a thesis do **not** have a second examination date in the same semester! (e.g. Data Mining I)

Exam Registration

Course Registration \neq Exam Registration

Module Commitment

Once the date for withdrawal of an exam's registrations has passed

- ... and you are registered for an exam of a module ...
- ... you are committed to this module.

If you fail an exam, the Student Services Office will register you for the next possible exam in the same semester! **This is a mandatory registration but withdraw is possible. The mandatory registration is only for the second examination date in the same semester!**

If you would like to retake the exam in question in a subsequent semester, mandatory registration is not possible; instead, you will have to register again on your own responsibility for the respective examination date in the desired semester.

Module Commitment

- You have two attempts for every exam.
- 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.
- Change of modules does not apply to your examination regulations!

Exam Withdraw

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 Portal²



You can withdraw from an exam registration at most **3 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 must use the following form:

[Request for withdrawal from a module examination](#)

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

Withdrawal from Exams

without 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**”



Again: 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.

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 cannot 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:

Your supervisor

Birgit Czanderle (will inform the Student Services Office) → email to studienberatung.wim@uni-mannheim.de

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 qualified 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)



Overview



Utensils

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Examination

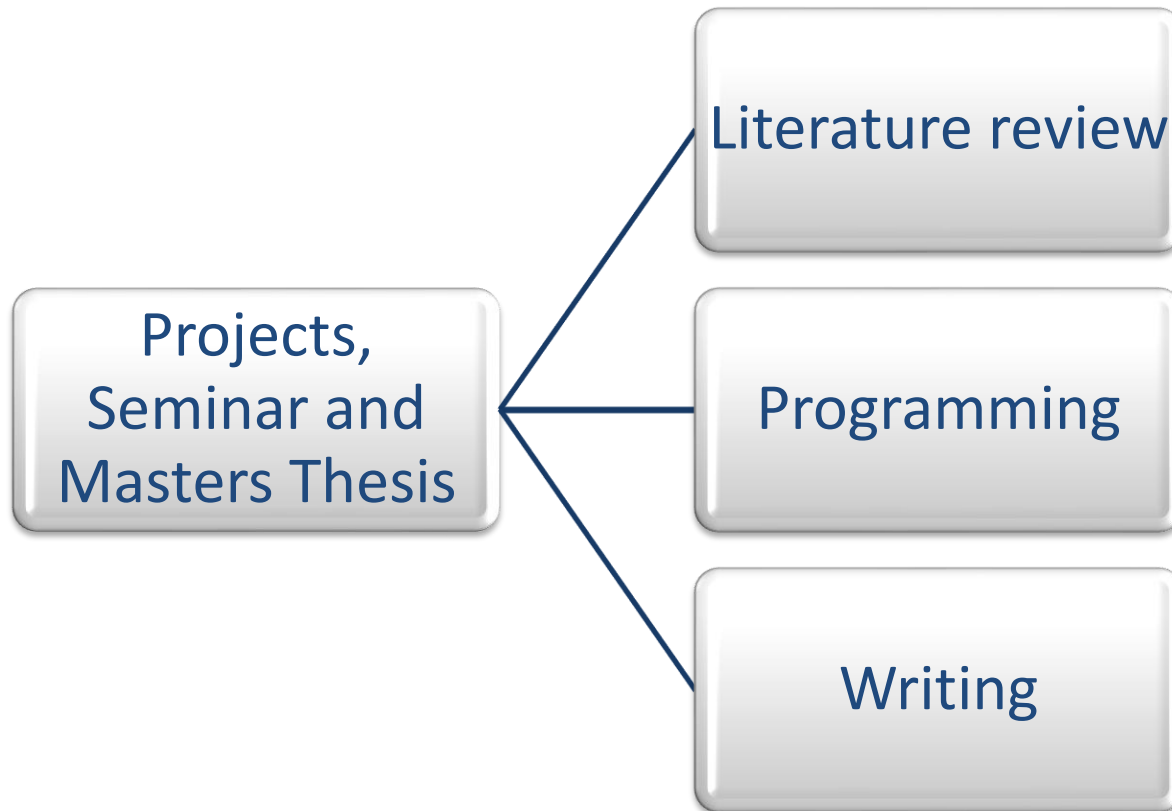
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Degree Plan

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Milestones



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



Projects and Seminars



Team Project
12 ECTS /



Seminar
4 ECTS



**Scientific
Research**
2 ECTS

PLEASE NOTE:

**Each student MUST take a Seminar and Scientific Research as well as a Team Project.
Specific details for the study programs follows in the splitted groups.**

Masters 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

Masters Thesis

In addition to the general information:

- It is your own responsibility finding a supervisor
- So, start early enough contacting relevant chairs

If you cannot find a supervisor after a relevant effort you can apply for our
EMERGENCY-process.

But keep in mind: this is really for emergency and not Plan A to do!

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!
- Find more information here:

<https://www.wim.uni-mannheim.de/studium/studienorganisation/m-sc-business-informatics/#c109248>

<https://www.wim.uni-mannheim.de/studium/studienorganisation/mannheim-master-in-data-science/#c112252>

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, ...



We take this matter very serious!



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



Time Limits

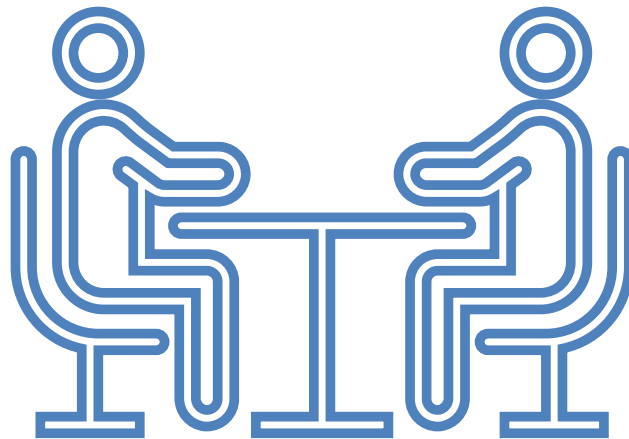


YOU SHOULD FINISH YOUR
STUDIES WITHIN **4 SEMESTERS**



YOU MUST FINISH WITHIN
7 SEMESTERS!

Who do you contact when?



Student Services Office (Studienbüro 1)

David Steiner (Student Services Office)

david.steiner@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. Rainer Gemulla



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>

Program Manager (Studiengangsmanagement)

Lisa Wessa



lisa.wessa@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:

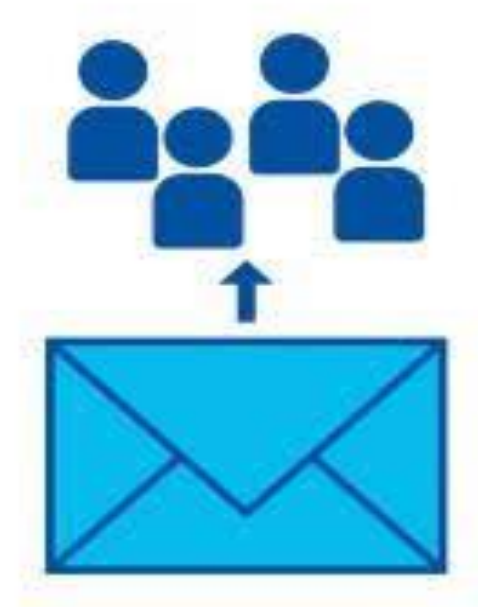
- Questions about the examination regulations (e.g. extensions, learning agreements, recognition of prior learning)
- Your study plan (modules, thesis)
- Consulting in cases of hardship

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 – Mailing List

- You will be added to our mailing list.
- All email correspondence will from now on go to your University of Mannheim email account!
- **We ask you to contact us only with your uni email address due to legal reasons.**



These slides will be available for download on our website
www.wim.uni-mannheim.de



Now we split the group

- **M. Sc. Wifo** students stay in this room
- **MMDS** students please go to room C 014