

# Introductory Session FSS 2023

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: Studium

About **Academics** Research International

DE: Studienorganisation

- Programs
- Organizing Your Studies
- Contact and Advising
- Graduation Ceremony
- Internships and Jobs
- Professional Development
- PC Pool
- Information about 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**  
*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 I
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 <ul style="list-style-type: none"> <li>• 70 h: pre and post lecture studying and revision</li> <li>• 28 h: examination preparation</li> </ul>
Prerequisites	Foundations of Statistics, Practical Informatics I
Aim of module	<p>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:</p> <ul style="list-style-type: none"> <li>• Goals and Principles of Data Mining</li> <li>• Data Representation and Preprocessing</li> <li>• Clustering</li> <li>• Classification</li> <li>• Association Analysis</li> <li>• Text Mining</li> <li>• Systems and Applications (e. g. Retail, Finance, Web Analysis)</li> </ul>



# Module Catalog

Learning outcomes and qualification goals	<p>Expertise: Students will acquire basic knowledge of the techniques, opportunities and applications of data mining.</p> <p style="text-align: right;">(MK1, MF1)</p>
	<p>Methodological competence:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• project organisation skills</li> </ul> <p style="text-align: right;">(MK2, MF3, MF4, MK01)</p>
	<p>Personal competence:</p> <ul style="list-style-type: none"> <li>• team work skills</li> <li>• presentation skills</li> </ul> <p style="text-align: right;">(MK02, MF2)</p>
Media	slide set, exercise sheets, data sets for the exercises
Literature	<ul style="list-style-type: none"> <li>• Pang-Ning Tan, Michael Steinback, Vipin Kumar: Introduction to Data Mining, Pearson.</li> </ul>

# 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 <sup>st</sup> /2 <sup>nd</sup> semester

# 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 13.
  - List can be found on our website

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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 these 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 *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
- 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!

# 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!
- 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.
- **Change of modules does not apply to your examination regulations!**  
**You have to have failed twice to start a new module.**

# 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 Portal<sup>2</sup>

- 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 Portal<sup>2</sup>

## 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 Portal<sup>2</sup>

- 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](mailto: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)

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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 2<sup>nd</sup> semester to find a supervisor and a topic!

# Plagiarism

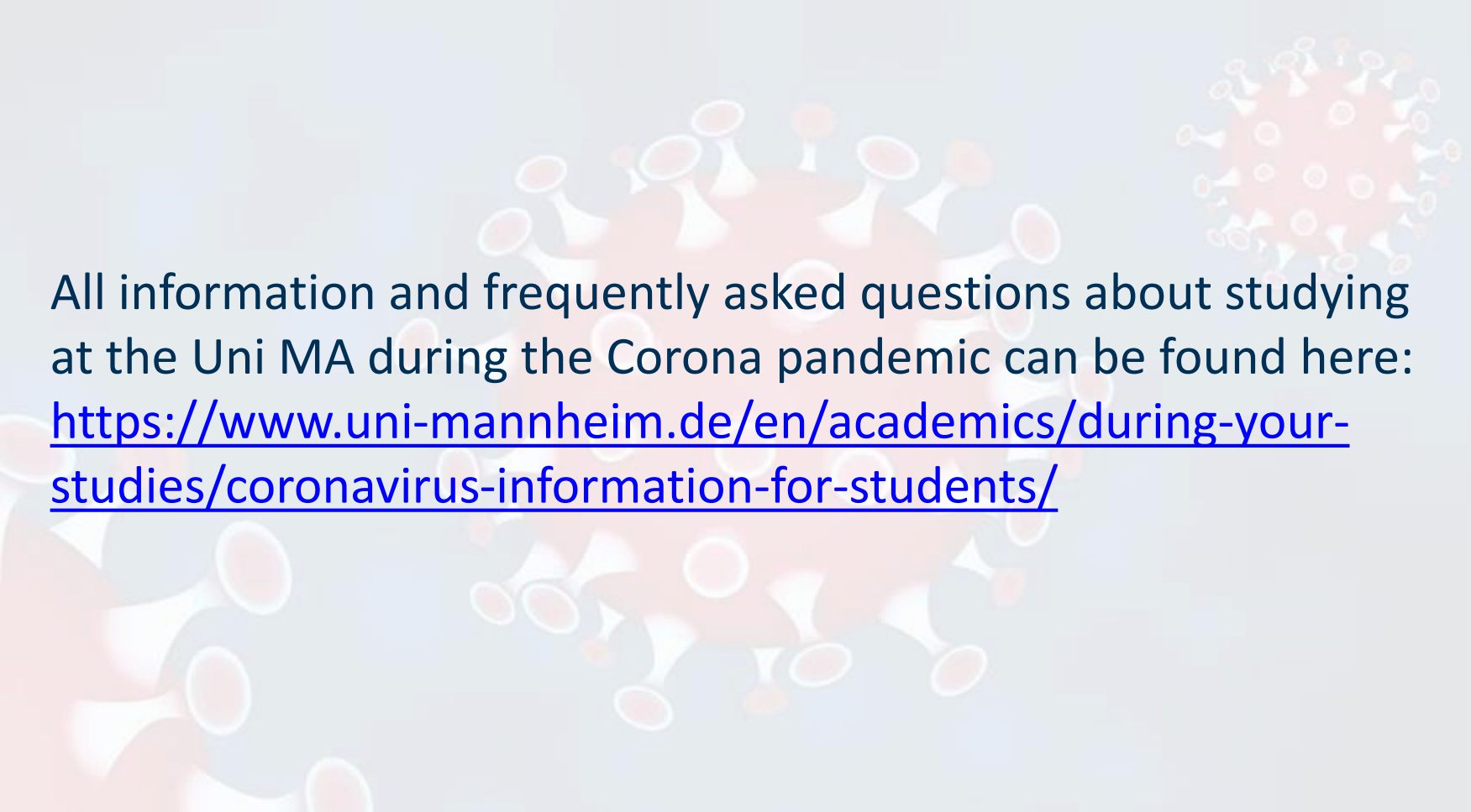
- Plagiarism is when you copy someone else's work and do not give credit by referencing the source of the content.
- This applies to:
  - Images
  - Text
  - Content structure
  - Code
  - ...
- **We take this matter very serious!**
- **You can fail the team project, the seminar or the Master's Thesis because of this**



# Time Limits

- You **SHOULD** finish your studies within 4 semesters
- You **MUST** finish within 7 semesters!

# COVID-related news



All information and frequently asked questions about studying at the Uni MA during the Corona pandemic can be found here:  
<https://www.uni-mannheim.de/en/academics/during-your-studies/coronavirus-information-for-students/>

# Presentation of Team Projects

- Tuesday, February 14, 12:00-13:30  
Room: A5, B 243
- You can find it via Portal<sup>2</sup>:  
[Presentation of Master Team Projects](#)



# Who do you contact when?

# Student Services Office (Studienbüro 1)

David Steiner (Student Services Office)

[david.steiner@uni-mannheim.de](mailto: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](mailto: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](mailto: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](mailto: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](mailto:pruefungsausschuss.wim@uni-mannheim.de)

[studienberatung.wim@uni-mannheim.de](mailto: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](http://fim.uni-mannheim.de)
- School of Business Informatics and Mathematics
  - [www.wim.uni-mannheim.de](http://www.wim.uni-mannheim.de)
- Studienbüros
  - <https://www.uni-mannheim.de/studium/im-studium/>
- Portal<sup>2</sup>
  - [www.portal2.uni-mannheim.de](http://www.portal2.uni-mannheim.de)
- ILIAS
  - [www.ilias.uni-mannheim.de](http://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](http://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 012