

Introductory Session HWS 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/)

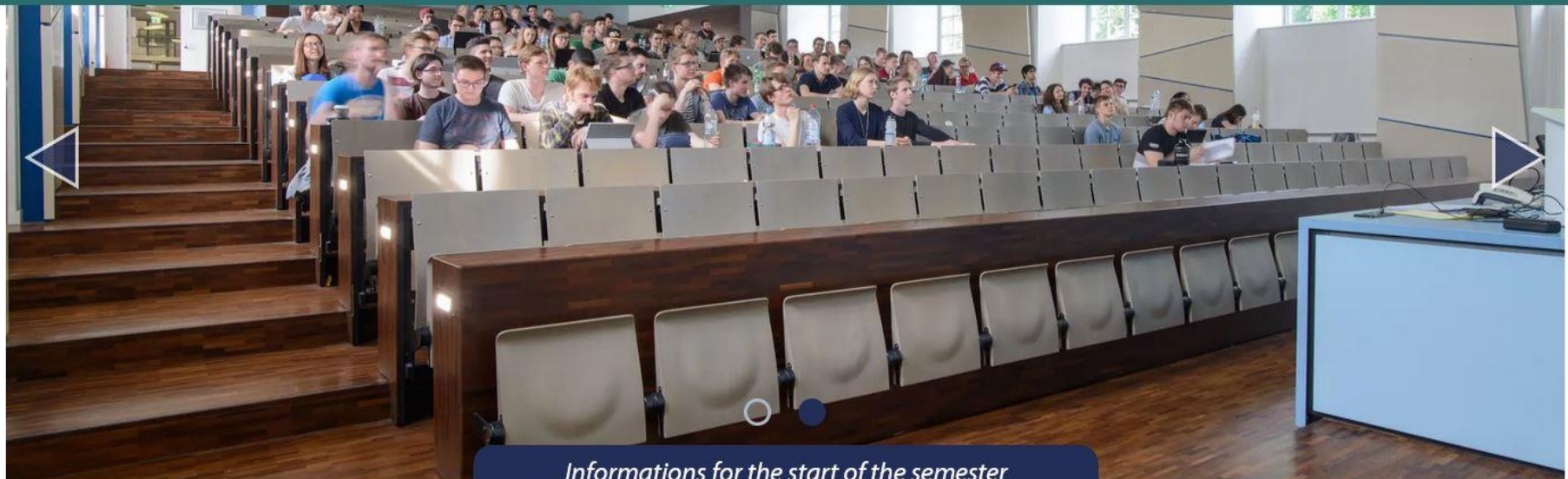
WIM Website

DE: 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?

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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"> • 70 h: pre and post lecture studying and revision • 28 h: examination preparation
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"> • 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 qualification goals	<p>Expertise: Students will acquire basic knowledge of the techniques, opportunities and applications of data mining.</p> <p>(MK1, MF1)</p>
	<p>Methodological competence:</p> <ul style="list-style-type: none"> • 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 <p>(MK2, MF3, MF4, MK01)</p>
	<p>Personal competence:</p> <ul style="list-style-type: none"> • team work skills • presentation skills <p>(MK02, MF2)</p>
Media	slide set, exercise sheets, data sets for the exercises
Literature	<ul style="list-style-type: none"> • 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

Portal – Course Registration

- You only have to register for courses with limited attendance.
 - Registration is open up to and including Monday, September 4th
 - List can be found on our website

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Degree Plan

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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

- 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
=> registration period for HWS 2023: 20.09.-4.10.
- 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 HWS 2023: 25.10.-8.11.
- 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! **This is a mandatory registration**
- 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 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



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Examination

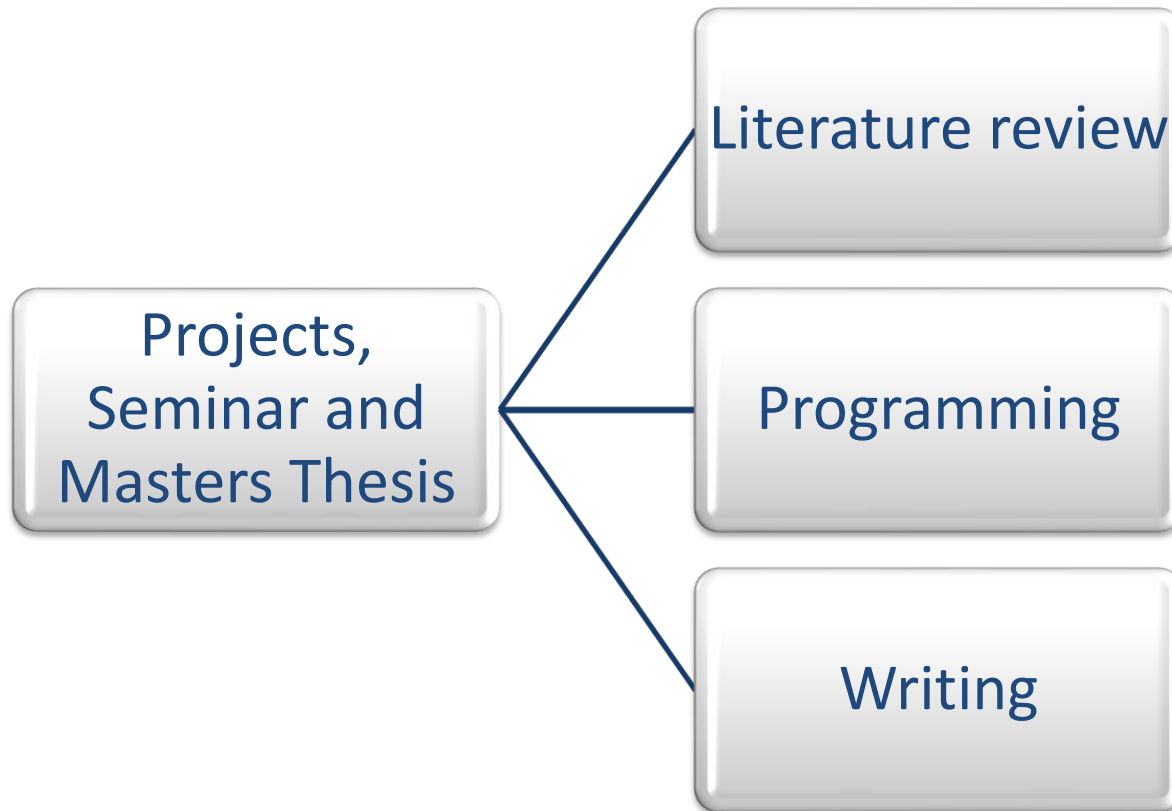
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Degree Plan

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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.

Projects and Seminars - Team Projects



Team Project
12 ECTS /

- 12 ECTS, 1 or 2 semesters
- **Presentation: at 10:15 am on September 4.**
- Registration: portal² “Team Projects Master Wifo & MMDS”
- Registration will start on September 4.
You can register until September 7.
- Registration is possible AFTER the presentation of the new Team Projects!



Projects and Seminars

Scientific Research Course



- 2 ECTS
- Block seminar during the semester or in lecture-free period
- Offered several times a year
- Dates will be announced via mailing list



Seminars



Seminar
4 ECTS

Module no.	Name of module	Offered	Language	ECTS
CS 701	Selected Topics in Algorithmics and Cryptography	Irregular	E	4
CS 704	Master Seminar Artificial Intelligence	Irregular	E	4
CS 707	Seminar Data and Web Science	Irregular	E	4
CS 708	Seminar Software Engineering Prof. Atkinson	Irregular	E	4
CS 709	Seminar Text Analytics	Irregular	G/E	4
CS 710	Selected Topics in Data Science	Irregular	G/E	4
CS 715	Large-Scale Data Integration Seminar	Irregular	E	4
CS 716	IT-Security	Irregular	E	4
CS 719	Seminar on Process Analysis	Irregular	E	4

Seminars

Module no.	Name of module	Offered	Language	ECTS
CS 720	Uncertainty Estimation	Irregular	E	4
CS 721	Seminar Data-Science I	Irregular	E	4
CS 722	Seminar Ethical Aspects of AI	Irregular	E	4
CS 730	Advanced Implementation Techniques for Database Systems	Irregular	E	4
CS 731	Database Theory	Irregular	E	4
IE 704	Seminar AI Systems Engineering	Irregular	E	4
IS 712	Contemporary Issues in Information Systems Research	Irregular	E	4

Seminars

Module no.	Name of module	Offered	Language	ECTS
IS 722	Seminar Context- Aware and Distributed Systems	MMM*	E	4
IS 742	Seminar Trends in Enterprise Systems	MMM*	E	4
IS 751	E-Government Adoption and Societal Change	MMM*	E	4
IS 752	Seminar on Process and Management Analytics	MMM*	E	4

Seminars

- Registration for CS-seminars via Portal² until September 4
- You have to choose at least 3 priorities
- IE- and IS-seminars have different application process
- BUT: consider the requirements of each seminar



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 informations 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**



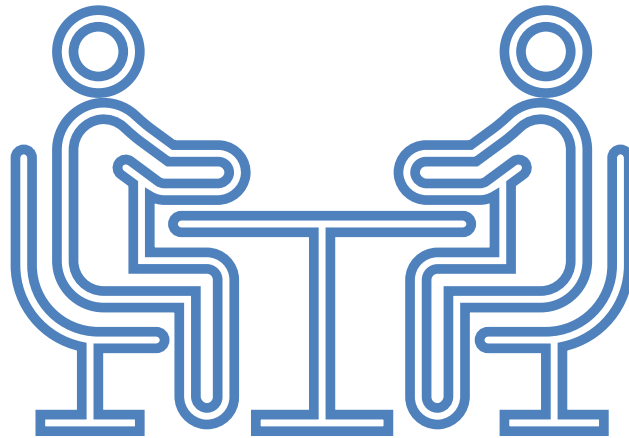
YOU MUST FINISH WITHIN
7 SEMESTERS!

Presentation of Team Projects

- Monday, September 4, 10:15-11:45
Room: Online via ZOOM
- You can find it via Portal²:
[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



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

Master Mailing List



You will be added to the wifo-master mailing list.



Please note: From now on, all email correspondence will go to your University of Mannheim email account!



Check your university mail account regularly!

Communication

1. Please use **ONLY** your **university e-mail address** in a university environment
2. Identify the right **contact person**
3. E-Mail to **one** person (if you want to write to more than one individual at once, put them in copy)
4. Requests must always include the following **data**: full name, course of study, subjects, semester and matriculation number.
5. Screenshots of IT issues
6. Keep to **polite forms of communication** (no chat communication!) - appropriate form of addressing and wording



Communication

Good idea	Bad idea
<p>From: max.mustermann@students.uni-mannheim.de</p> <p>Dear Ms. Czanderle/Dear Sir or Madam,</p> <p>I have two questions regarding the organization of the upcoming semester.</p> <p>There is an overlap of two courses. IE 500 Data Mining Exercise I overlaps with the IE 675b Machine Learning lecture. The alternatives that would fit into my week would be the IE 650 Knowledge Graphs lecture or the CS 600 Model Driven Development lecture. Can you help me out with this?</p> <p>Kind regards,</p> <p>Max Mustermann Matriculation number: 123456 M.Sc. Business informatics (1st FS/1st FS)</p>	<p>From: gommemode@gmail.com</p> <p>Hello. 😊😊😊</p> <p>I am studying business informatics here, what do I have to do?</p> <p>Bye, Max</p>

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