The master examination consists of module and sub-module examinations, as well as coursework credits.

Module examinations and credits are defined in the study and examination curriculum, accessible on Moodle.

The study programs offered are Applied Computer Science (M.Sc.) and Applied Data Science and Analytics (M.Sc.).

Course credits are usually earned through active participation in compulsory lectures, seminars, group work, self-study tasks, and other assignments.

A minimum grade of at least 4.0 is required on each module to pass an examination consisting of different modules.

Students can find information about examination dates and times on CampusNet.

Failing to attend an examination without a valid excuse will result in an automatic grade of "failed" 5.0.

As a rule, it is not possible to withdraw from an examination, and any unexcused absence will result in automatic failure.

Students can de-register from regular lectures and examinations if they are absent due to illness or have exceptional reasons, as outlined in the provided guidelines.

The deadline for submitting a "Prüfungsunfähigkeitsbescheinigung" (PU) for illness-related absence is 3 working days after the examination date.

Course credits are a prerequisite for participating in various examinations, reflecting active participation in lectures, seminars, and other activities.

Students can access the General Examination Regulations by visiting the provided link on the university's website under "Service" and then "Notice".

Missing an examination without a valid excuse will result in an automatic grade of "failed" 5.0.

No, each student is automatically registered for regular lectures and examinations.

Attendance is mandatory for regular lectures and examinations.

To de-register due to illness, students must submit a "Prüfungsunfähigkeitsbescheinigung" (PU) signed by a doctor within three working days after the examination date.

Students must submit a "Deregistration Application" for exceptional reasons one week before the examination date.

Yes, students can de-register for regular lectures and examinations due to exceptional reasons, as long as they meet the specified criteria and deadlines.

The Group Number/Study Program serves to categorize students according to their specific study programs, such as Applied Computer Science or Applied Data Science and Analytics.

Examinations within different modules are graded individually, and to pass an examination consisting of different modules, a minimum grade of 4.0 is required on each module.

Students need to submit a "Prüfungsunfähigkeitsbescheinigung" (PU) signed by a doctor as documentation for illness-related withdrawal.

Active participation in lectures and seminars often involves fulfilling tasks during self-study time, engaging in group work, and completing other assignments.

Failing to achieve a grade of at least 4.0 on each module of an examination results in an overall failure of the examination.

Detailed information about the structure and requirements of examinations can be found in the study and examination curriculum available on Moodle.

Examination grades are entered into the campus portal and can be viewed by students via CampusNet.

Students should contact the examination desk if they have questions or concerns about their examination grades.

Yes, students can request to inspect previously written examinations.

The purpose of the repeat examination is to provide students with an opportunity to improve their grades if they have failed an examination.

Examples of exceptional reasons include personal emergencies, unforeseen circumstances, or significant conflicts with other obligations.

Examination grades are communicated to students through the campus portal and CampusNet.

Students have the option to re-sit the examination.

The regulations allow for one re-sit of module or sub-module examinations.

No, examinations that have already been passed cannot be repeated.

Students must register themselves for re-examinations and can find the registration form and deadline on the Moodle site.

Yes, students have the option to deregister from re-examinations without giving a reason.

The student must notify the examination desk and submit a notification of sickness form within 3 working days.

The required documentation is a "Prüfungsunfähigkeitsbescheinigung" (certificate of inability to take part in the examination), filled out by a doctor.

The form can be submitted via the examination office mailbox or by post to the address provided.

The doctor should state the symptoms that justify the student's inability to take part in the examination.

A medical certificate alone is not sufficient because it does not provide detailed justification for the inability to take part in the examination.

Missing an exam without a written excuse will result in automatic failure.

Students have 3 working days to submit the form.

The form can be found next door to room arc217 or online in Moodle.

The email address is HSHDimd@srh.de.

The postal address is SRH Hochschule Heidelberg, Fakultät IMD - Mai Fleischer, Ludwig-Guttmann-Str. 6, 69123 Heidelberg.

Students can find the registration deadline on the Moodle site.

Missing the registration deadline may result in students being unable to re-sit the examination.

No, examinations that have already been passed cannot be re-sat.

Students should notify the examination desk and provide appropriate documentation to support their absence.

Students have a limited number of working days to submit documentation, as specified in the regulations.

Students should contact the examination desk immediately to discuss their options.

The examination desk is responsible for organizing examinations and assisting students with matters related to their examination process.

Yes, students may have the option to appeal decisions made by the examination desk, depending on the circumstances.

Students are typically informed of the outcome of their appeal through official communication channels, such as email or postal mail.

Students may have the option to escalate their concerns through formal channels within the university, such as filing a formal complaint or seeking guidance from academic advisors.

The registration process for re-examinations ensures that students who wish to re-sit an examination are properly accounted for and accommodated.

Yes, students have the opportunity to re-sit examinations for modules they have failed, subject to the regulations outlined in the study and examination guidelines.

Students can find the forms and deadlines for de-registering from re-examinations on the Moodle website provided by the university.

Failing to de-register from a re-examination before the deadline may result in the student being listed as a candidate for the examination and possibly receiving a grade.

The examination desk manages non-attendance by providing guidelines and procedures for notifying them of absences due to illness or other exceptional circumstances.

Students can notify the examination desk via mail, through the examination office mailbox, or by submitting the required documentation in person.

Submitting the form within 3 working days ensures that students provide timely documentation to support their absence from the examination.

The university requires students to provide valid documentation for their absences, ensuring that all cases are treated fairly and consistently.

Students can ensure they submit the required documentation and notify the examination desk within the specified timeframe to avoid automatic failure.

Students can appeal the grading decision through the university's established appeals process, providing evidence and documentation to support their case.

The university typically reviews appeals through an established committee or process, ensuring that each case is thoroughly evaluated and resolved fairly.

Examination regulations outline the rules and procedures for re-examinations, ensuring consistency and fairness in the process.

Generally, students are allowed one re-sit opportunity for each examination, as per the regulations outlined by the university.

The university may require students to provide additional verification or documentation, such as medical records or verification from a healthcare professional, to validate their absence.

The university may offer support services, such as academic advising or counseling, to assist students who encounter challenges with the re-examination process.

Grades are entered into the campus portal as soon as they are available, and students can view their own grades via CampusNet.

Examinations are graded on a scale ranging from 1.0 to 5.0, with decimal values representing different performance levels.

An "Outstanding" performance grade ranges from 1.0 to 1.2.

A performance well above average corresponds to grades ranging from 1.3 to 1.5.

A "Good" performance grade ranges from 1.6 to 2.5.

A "Satisfactory" performance grade corresponds to a range of 2.6 to 3.5.

A grade range of 3.6 to 4.0 indicates that performance still meets requirements despite deficiencies.

Performance graded as "Not sufficient" is assigned a grade of 5.0.

As a rule of thumb, students must score at least 50% of the attainable points to pass an exam.

The responsible examiner defines and makes public the assignment of points to grades for examinations.

If a student's examination is graded lower than 4.0 twice in a row, they will have exhausted their two chances and must submit a hardship application for further consideration.

The examination committee decides whether a student will be granted one more chance after exhausting their two chances for an examination.

Information on the hardship application process can be found on the next page or through university resources.

Other kinds of graded work, such as presentations and projects, may require individual arrangements.

Students are advised to check their SRH web-mail account regularly to avoid missing important appointments or communications.

Grades are communicated to students through the campus portal, where they can access their own grades via CampusNet.

A satisfactory performance is indicated by a decimal value ranging from 2.6 to 3.5.

After repeated examination failures, students must submit a hardship application for further consideration by the examination committee.

Students should review the grading criteria and consult with their instructors or academic advisors if they have concerns about their examination grades.

Yes, students may request a review of their examination grades if they believe there has been an error or if they have concerns about the grading process.

The examination committee is responsible for reviewing student performance, determining examination outcomes, and addressing student concerns or appeals.

Students should check their SRH web-mail account regularly to stay updated on important announcements, appointments, and communications from the university.

Factors such as previous examination performance, individual circumstances, and the nature of the hardship application are considered when determining whether a student will be granted an additional chance for an examination.

Failing to submit a hardship application after exhausting two chances for an examination may result in the student not being granted another opportunity to re-sit the examination.

Examination regulations outline the rules and procedures that govern the examination process, ensuring fairness, consistency, and transparency in how examinations are conducted and evaluated.

Students can make inquiries at the department examination desk by contacting Mai Fleischer at mai.fleischer@srh.de.

Students can seek clarification on administrative and legal issues pertaining to their hardship application, such as submission deadlines, documentation requirements, and appeal processes.

Mai Fleischer is the contact person for inquiries regarding administrative and legal matters of the application, and they can be reached via email at mai.fleischer@srh.de.

Students should contact Mai Fleischer at the department examination desk for further details and guidance on administrative and legal matters concerning their application.

Students may need to contact the department examination desk for clarification on any administrative or legal issues that arise during the processing of their application.

By reaching out to Mai Fleischer at the department examination desk, students can ensure they have comprehensive information regarding the administrative and legal aspects of their application.

Mai Fleischer provides assistance and guidance to students regarding administrative and legal matters related to their hardship application.

Office hours for inquiries at the department examination desk may vary, and students are encouraged to contact Mai Fleischer via email for assistance.

Students may be able to schedule appointments for in-person consultations with Mai Fleischer at the department examination desk, depending on availability and scheduling arrangements.

Students should provide their name, student ID, and specific questions or concerns regarding the administrative and legal aspects of their hardship application when contacting Mai Fleischer.

The types of examinations mentioned include written exams, oral exams, seminar papers, reports/presentations, projects, roleplays, case studies, essays, tests, combination exams, synopses, learning diaries, portfolios, practical project reports, project works, protocols, moderations, colloquiums, theses, internship reports, and practical works.

Students are instructed to prominently display their student card on their desk during examinations.

Students must place their bags, jackets, and electronic devices out of reach and pack their mobile phones and laptops into their bags, which should be deposited at the side of the room.

At the beginning of the exam, students should write their name and matriculation number on each sheet of paper and ensure that their examination documents are complete.

Students must request further answer sheets from the exam supervisor and ensure to write their name and matriculation number on all supplementary sheets.

Students should raise their arm to inform the person coordinating the examination if they need to leave the room to use the bathroom.

Students are not allowed to hand in their paper and leave the room until 30 minutes before the regular examination time is up to ensure that every examinee has the opportunity to use the bathroom.

Copying from a neighbor or letting a neighbor copy one's text is considered an attempt to cheat, resulting in the exam being graded as failed. Any other form of cheating, such as using a smartphone, also leads to failure of the exam.

Students can find information on the rules and hints for participating in examinations in the provided context.

Displaying the student card helps verify the identity of the student taking the examination.

This measure is taken to prevent students from accessing unauthorized materials or assistance during the examination.

Students should notify the exam supervisor immediately if they find any missing examination documents.

Writing the name and matriculation number ensures that the student's identity is associated with their exam answers.

Students should raise their arm to inform the examination coordinator and wait for permission to leave the room.

This rule ensures that all students have equal opportunity to use the bathroom before the end of the exam.

Cheating includes copying from or allowing others to copy from one's exam paper, as well as using unauthorized resources such as smartphones.

Students can ensure compliance by following the rules and guidelines provided by the examination board.

Adherence to examination regulations ensures fairness and integrity in the assessment process.

Students can seek assistance from the exam supervisor or coordinator if they encounter any difficulties during the examination.

Measures such as monitoring by exam supervisors and strict penalties for cheating deter students from engaging in dishonest behavior.

Examination grades are entered into the campus portal and can be viewed by students via the CampusNet.

Examinations are graded on a scale ranging from 1.0 to 5.0, with decimal values indicating performance levels.

As a rule of thumb, students must score at least 50% of the attainable points to pass an exam.

If a student fails an examination, they may be eligible for a re-sit or may need to submit a hardship application for further consideration.

Students can ensure a smooth examination process by familiarizing themselves with the rules and guidelines provided and by seeking clarification on any uncertainties beforehand.

Students can use their Smartcard for parking and paying at the canteen (CUBE), with the option to recharge the card at the canteen.

Students can find manuals for IT-related support and services on the campus website at https://campus.hochschule-heidelberg.de.

The consultation hour allows students to seek assistance with IT-related issues, with specific times allocated from Monday to Thursday.

In exceptional cases, students can contact IT support via email at info.hshd@srh.de.

Web applications available for students include E-Mail and Office365, accessible through the campus web portal.

Students can access their emails by logging in to the campus web portal using their matriculation number followed by @stud.hochschule-heidelberg.de and the standard password.

The mobile app provides access to various functions such as schedules, documents, personal data, and applications related to studies.

Students can register for access to the university's in-house network at PC rooms of respective faculties or at the central library.

Students can request a new password by entering their username and clicking "Send" on the campus website.

Students must keep their private email address up-to-date in the campus web portal to use the password reset feature.

The password reset link is valid for 48 hours from the time it is sent to the student's private email address.

The password must not contain parts of the student's first or last name, must have at least 14 characters, and must include at least three of the following: Latin upper case letters, Latin lower case letters, numbers, and certain characters.

CITRIX Remote desktop provides access to a fully-fledged Windows desktop with access to internal resources and personal drive.

Students can download Office365 for free by following the steps provided on the campus website.

The username for accessing the in-house network is BYOD, and the password is zFqzKADxyjNc6EJ4.

Students can register using their matriculation number followed by @stud.hochschule-heidelberg.de for systems such as the campus web portal, Windows, E-Mail/Web applications, and Citrix remote desktop.

Students should avoid using parts of their first or last name and ensure the password meets the specified length and complexity requirements.

Students can seek assistance from fellow students during consultation hours or contact IT support via email for exceptional cases.

The SRH Hochschule Heidelberg mobile app is available for download on both Apple and Android devices.

IT support can be reached during consultation hours at the Tower, Ludwig-Guttmann-Str. 6, or via email at info.hshd@srh.de in exceptional cases.

The Introduction to IT session familiarizes students with various IT-related services and resources available at the university.

Students can access their class schedules through the campus web portal or the mobile app provided by SRH Hochschule Heidelberg.

The mobile app provides access to essential functions such as class schedules, personal documents, and application forms, enhancing students' convenience.

Students facing registration difficulties for the in-house network can seek assistance from the secretariat of their respective faculties.

To reset a forgotten password, students need to enter their username on the campus website, receive a reset link via email, and follow the instructions within 48 hours.

To ensure password security, the university requires passwords to be of sufficient length and complexity, prohibiting the use of certain characters and parts of the student's name.

CITRIX Remote desktop provides students with access to a comprehensive Windows desktop environment, including personal drives and additional programs like SPSS.

Students can seek assistance from their peers, attend consultation hours, or contact IT support via email for exceptional cases, ensuring comprehensive support for all students.

Students can access their university emails remotely by logging into the campus web portal using their credentials and selecting the email option.

To use the university's Wi-Fi network, students need to log in with the provided username "BYOD" and password "zFqzKADxyjNc6EJ4."

The purpose of the internship is for students to acquire practical knowledge and skills relevant to their course of studies, facilitating their professional orientation and successful entry into the working life.

During the internship, students maintain their status as official students at SRH University Heidelberg.

The practical phase spans between 10 weeks and 100 workdays, with the exact duration regulated by the course-specific regulations of the study and examination regulations.

Students themselves are responsible for finding and suggesting an approvable internship to the university.

Students are supervised by a professor or an academic employee of SRH University Heidelberg, who provide guidance and coaching as needed.

The Internship Office manages internship applications, controls procedures, and reports success to the Examination Office.

Students must sign a contract with the respective business enterprise or institution, with a copy provided to the Internship Office of the faculty.

The internship report must contain detailed descriptions of tasks, activities, and work areas, with the student's own activities described in detail.

The head of the study program examines and approves the internship application.

The success of the practical phase is verified through the internship contract, certificate of the internship, internship report, and a presentation about the completed internship.

The main objectives of the internship include professional orientation, introduction to course-specific sectors or companies, and successful entry into the working life.

The practical phase of study typically begins in the 3rd, 4th, 5th, or 6th semester, and for admission, students must successfully complete all examinations of the 1st and 2nd semesters, unless exceptions are justified to the head of the academic section.

The supervisor within a company acts as the main contact person for technical and organizational concerns and provides appropriate internal support and a reasonable organizational assignment.

The internship report is examined by the faculty's supervisor, who evaluates the requirements and achievements before passing it on to the Internship Office.

The internship report should cover approximately 20 pages of text, excluding illustrations, tables, and other attachments.

The internship contract, certificate of the internship, internship report, and a presentation about the completed internship are required to verify the success of the practical phase.

The head of the study program examines and approves the application for the internship.

A scientific examination of the internship contents may be required, for example, in the form of a written elaboration, to link the practical phase with the scientific requirements of the study.

No, practical activities prior to the start of studies or throughout a holiday semester cannot be recognized as an internship.

The Internship Office ("Praktikantenamt") manages the internship applications and controls the procedures together with the Examination Office.

You will receive a welcome-email as soon as you are enrolled. In this email you will find a link to register for the portal.This email will also contain your user name and your password for the first log in.

You will find the Link: forget my password at the welcome page.Click it and fill in your user name and answer your chosen security question.Afterwards youu receive an Email containing a link. With this link you can ask for a new   password.

You can see your timetable, courses, examination dates and your grades

You will find all the information you need under the menu bar "My Studies" on the left hand side.Just click and you can see all the lectures or your timetabel.Under "My Exams" - also on the left hand side - you can find   information about your exams, like registration, gradesand a summary of all your results.

You can print out your confirmation of matriculation in this webportal by yourself.You can find the confirmation under "Proposals and Documents"

You can print the confirmation for your obligatory internship on our portal.You can find the confrimation under the menu item "Proposals and Documents".

You can change your address directly in the webportal.

You can apply for a semster break directly on our webportal.Go to "Proposals and Documents" on the menu bar.Click on "Proposals" on the left hand side. There you can fill in the proposal for semester break.

The card can be charged automatically, with further details available on the provided link.

Please contact Mr. Strohmeier (michael.strohmeier@dl.srh.de) or Mr. Schneider (Peter.schneider@dl.srh.de) for assistance with a parking site rental contract.

You need to fill in and sign a new bank collection authorization form, available from the registrar's office, and return it there.

No, you don't need to report back after taking a semester break; it will be done automatically. However, for exam absences due to illness, a medical certification is required.

There's no need to sign off from courses. For exam absences due to illness, submit a medical certification to the examination office of your faculty.

Contact your faculty to discuss changing subjects or main courses, and if changing faculties, contact the new one for a smooth transition.

SRH Hochschule Heidelberg offers courses in languages like Spanish, English, Japanese, French, and German as a foreign language, with registration details provided upon student registration.

SRH Hochschule Heidelberg offers various training, courses, and programs such as job application training, presentation techniques, and media literacy, with detailed information available on their website.

Information about language courses, including registration details, can be found on the school's website, and registered students receive the link via email.

Contact either Mr. Strohmeier or Mr. Schneider for assistance with obtaining a parking site rental contract.