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Introduction to the Master Software Systems Engineering (SSE)

Winter semester 2023/2024, 9th October 2023



Slides will later be uploaded to:

<https://www.informatik.rwth-aachen.de/cms/Informatik/Studium/Im-Studium/~cpjfn/Einfuehrungsveranstaltungen/?lidx=1>



SSE master program website:

<https://sc.informatik.rwth-aachen.de/master-sse/>

SSE master program coordination team

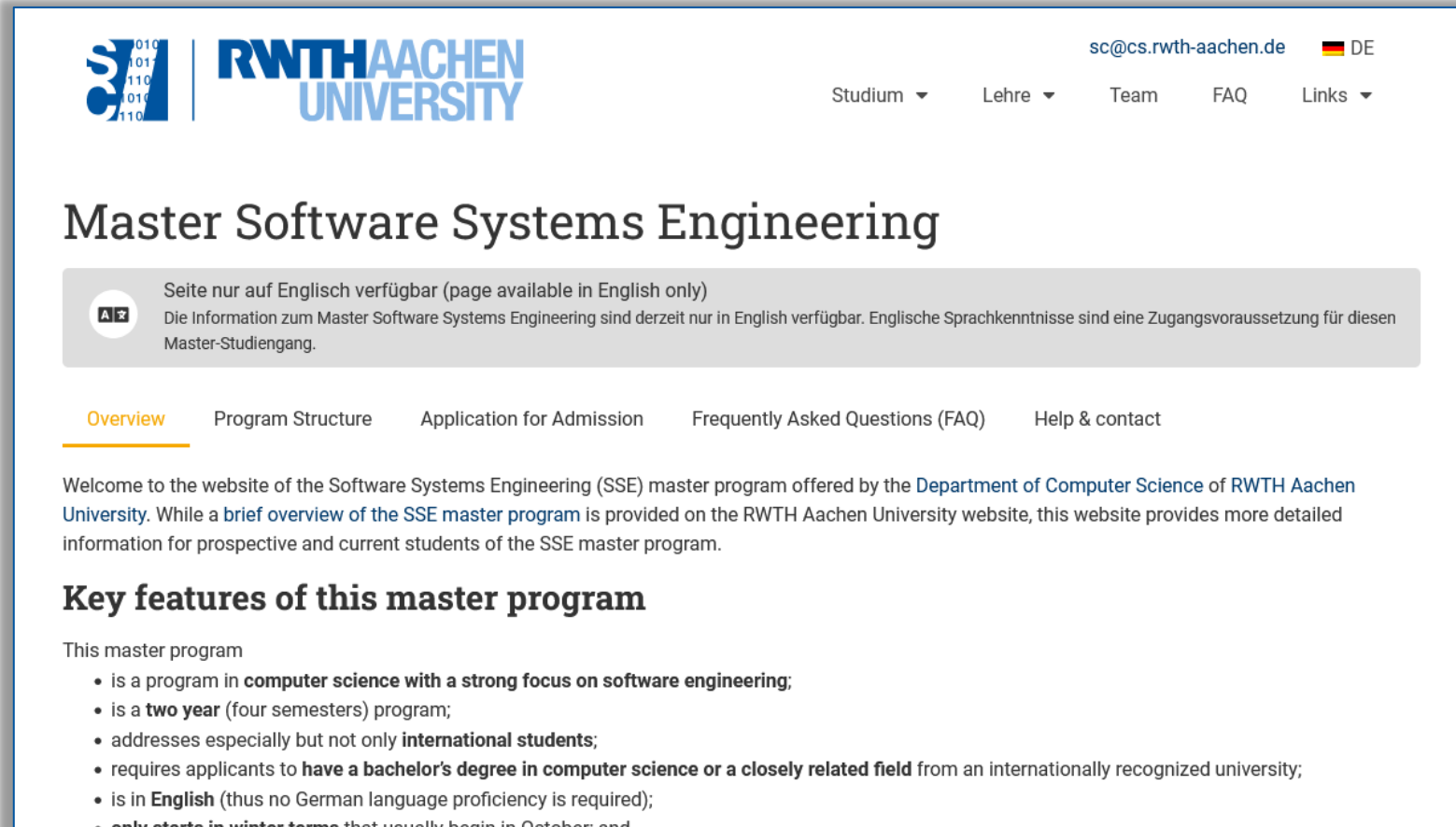
- Head of program: Prof. Gerhard Lakemeyer, Ph.D.




- Academic advisor: Ms. Selin Aydin
 - E-Mail: sse@cs.rwth-aachen.de (**thoroughly read the website before contacting us!**)
 - Website: <https://sc.informatik.rwth-aachen.de/master-sse/>

SSE master program website

Many of the subsequently presented pieces of information can be found on the SSE website: <https://sc.informatik.rwth-aachen.de/master-sse/>




The screenshot shows the website for the Master Software Systems Engineering (SSE) program at RWTH Aachen University. The header includes the university logo, the email address sc@cs.rwth-aachen.de, and a language selector set to DE. Navigation links for Studium, Lehre, Team, FAQ, and Links are visible. The main heading is "Master Software Systems Engineering". A grey box contains a warning: "Seite nur auf Englisch verfügbar (page available in English only). Die Information zum Master Software Systems Engineering sind derzeit nur in English verfügbar. Englische Sprachkenntnisse sind eine Zugangsvoraussetzung für diesen Master-Studiengang." Below this is a navigation menu with "Overview" selected. The main text welcomes visitors and provides more details. A section titled "Key features of this master program" lists several bullet points.

sc@cs.rwth-aachen.de  DE

Studium ▾ Lehre ▾ Team FAQ Links ▾

Master Software Systems Engineering

 Seite nur auf Englisch verfügbar (page available in English only)
Die Information zum Master Software Systems Engineering sind derzeit nur in English verfügbar. Englische Sprachkenntnisse sind eine Zugangsvoraussetzung für diesen Master-Studiengang.

Overview Program Structure Application for Admission Frequently Asked Questions (FAQ) Help & contact

Welcome to the website of the Software Systems Engineering (SSE) master program offered by the [Department of Computer Science](#) of RWTH Aachen University. While a [brief overview of the SSE master program](#) is provided on the RWTH Aachen University website, this website provides more detailed information for prospective and current students of the SSE master program.

Key features of this master program

This master program

- is a program in **computer science with a strong focus on software engineering**;
- is a **two year** (four semesters) program;
- addresses especially but not only **international students**;
- requires applicants to **have a bachelor's degree in computer science or a closely related field** from an internationally recognized university;
- is in **English** (thus no German language proficiency is required);
- ~~only starts in winter terms that usually begin in October; and~~



What can you expect from the introduction?

1. SSE master program overview
2. Registering for courses (lectures and exercises)
3. Registering for exams in RWTHOnline
4. How to find courses for your SSE studies
5. Seminar(s), lab course, DoC, and master thesis
6. Conditions (German: Auflagenfächer)
7. Transfer of credits (possibility to speed up your SSE studies)
8. Personal academic advisor
9. Extension of residence permit
10. Institutions relevant to SSE students
11. Other useful information
12. Jump-Start Advisory

SSE master program overview

Goals of the SSE master program

- Provide you with an in-depth education in Software Systems Engineering
- Allow you to specialize by choosing
 - from many elective subjects (some restrictions apply)
 - one or two of many seminar(s),
 - one of many lab courses,
 - a depth area oral colloquium (oral examination) in a selection of courses
 - a master thesis topic in one of many research areas
- Prepare you for more responsibilities in future jobs
 - Ideation and leadership qualities
 - More conceptual knowledge, less focus on implementation work
- Qualify you for a PhD

SSE master program overview

- Is a **4 semester / 120 ECTS** credit points program
 - ECTS credit points are reflecting a course's workload
 - 30 ECTS credit points are the workload for one semester full-time studying
 - There is no pre-defined curriculum \Rightarrow **you are responsible** for your own for own studies!
 - There are only few mandatory courses & restrictions
 - Your studies are regulated by
 - the latest [SSE master examination regulations](#)* (German: “Master-Prüfungsordnung (MPO)”)
 - the latest [common examination regulations](#)* for bachelor & master programs (German: “Übergreifende Prüfungsordnung (ÜPO)”)
- *official document only available in German

SSE master program overview (cont'd)

- Structure of study program

Courses	Credit points
Elective courses	72
Seminar	4
Lab course	7
Depth-area Oral colloquium (DOC)	3
German language course	4
Online course " Scientific Integrity "	-
Master thesis	30
	<hr/>
	120

[SSE curriculum / offered courses in RWTHonline](#)
(switch to english in the upper right corner)

Restrictions on choosing courses

- SSE's elective courses are divided in five subject areas:

Theoretical Foundations of SSE	12-35 credit points	Elective courses catalog "Core subjects" catalog
Communication	0-35 credit points	Elective courses catalog
Data- & Information Management	0-35 credit points	Elective courses catalog
Applied Computer Science	0-35 credit points	Elective courses catalog
Software Engineering	16-35 credit points	Elective courses catalog "Core subjects" catalog

[SSE curriculum / offered courses in RWTHonline](#)
(switch to english in the upper right corner)

Restrictions on choosing courses (cont'd)

- For the subject area “Theoretical Foundations of SSE“
 - You must pass at least two courses in the “core subjects” catalog for 12 CPs
- For the subject area “Software Engineering”
 - You must pass at least two courses in the “core subjects” catalog for 12 CPs
 - You must pass the exam on Software Project Management for 4 CPs
- Credit points exceeding the maximum of 35 credits per subject area are not counted for your SSE master
- Not counted towards the subject area’s 35 CPs limit
 - the first seminar (an optional second seminar is counted!)
 - the lab course
 - the depth area oral colloquium
 - the master thesis

Some more options / information

- Optionally, you can complete a **second seminar**
 - replaces a 4 CP elective course
 - the second seminar counts towards the subject area's 35 CPs limit!
- Most courses
 - are either 4 or 6 credit point courses
 - have a **lecture** and an **exercise** (often with a **separate RWTHonline registration!**)
- The courses' exams are usually at the end of the semester
 - **Two exams per year**, usually both at end of the same semester
- Exam types (decided by teachers)
 - written (60 to 120 minutes)
 - oral (15 to 45 minutes)
- **Requirements for exam admission**
 - teachers can decide on exam admission criteria (e.g., minimum score in assignments or passing a midterm exam)
 - exam admissions are only valid for one year

Some more options / information (cont'd)

- Note when choosing the course “Implementation of databases”
 - it is part of two catalogs:
 - Subject area “Software Engineering” > Core Subjects Software Engineering (most students want this in order to complete their core subjects in the subject area “Software Engineering”)
 - Subject area “Data and Information Management”
 - make sure to **choose** the correct assignment **during the exam registration**

German language course

- Mandatory course
- German course offered by RWTH Aachen University's language center
 - Courses are offered every semester (there may be additional courses in the lecture-free time)
 - You need to pass one 4 hours a week-course (= a “4 SWS” course)
 - Since this German course is a mandatory course for your studies, there are no fees (unless you do not attempt or do not learn and fail repeatedly)
 - If you already started to learn German, you must take a placement test to access higher level German courses
 - More information & registration via the [language center's website](#)
- German-proficient students / native speakers (proof needed!) can take another non-SSE course for 4 credit points as replacement

Course registration deadline for this winter term: 9.10.2023

An exemplary (!) curriculum structure

Semester	Winter / summer term	CP	Schedule
1 st semester	winter term	28	<ul style="list-style-type: none"> • a core subject from the subject area „theoretical foundations of software systems engineering“, 6 CP • a core subject from the subject area „software engineering“, 6 CP • 2 elective courses, 2 x 6 = 12 CP • German course, 4 CP • Online course “Scientific Integrity”
2 nd semester	summer term	30	<ul style="list-style-type: none"> • a core subject from the subject area „theoretical foundations of software systems engineering“, 6 CP • 3 elective courses, 2 x 6 and 1 x 4 = 16 CP • software project management lecture, 4 CP • (first) seminar, 4 CP
3 rd semester	winter term	32	<ul style="list-style-type: none"> • a core subject from the subject area „software engineering“, 6 CP • 2 elective courses, 2 x 6 = 12 CP • second seminar or an elective course, 4 CP • lab course, 7 CP • depth-area oral colloquium, 3 CP
4 th semester	summer term	30	<ul style="list-style-type: none"> • master thesis + master thesis colloquium, 27+3 = 30 CP

CP = credit points

Registering for courses (lectures and exercises)

RWTHonline

- RWTHonline (<https://online.rwth-aachen.de>)
 - Campus management system of RWTH Aachen University
 - Enables you to
 - browse your study program's structure (as defined by the examination regulations)
 - browse for courses (more detailed course descriptions are often on the respective chair's website)
 - register & deregister for courses and their exams
 - access your grades of completed courses
 - access studying fee payment status
 - download important documents
 - RWTH Aachen University provides manuals for using RWTHonline
<https://wiki-intern.rwth-aachen.de/display/RD/Manuals+for+Students>

Registering for lectures & exercises in RWTHOnline (lecture/exercise)

- You **need to register for each lecture and each exercise** via RWTHOnline
- With the registration you
 - usually get access to a [RWTHmoodle](#) course room providing all learning materials (slides, exercise sheets, lecture recordings, ...)
 - most courses' lecture dates and meetings are added to your calendar in RWTHOnline
 - you receive announcements by the course's teachers
- Registration period
 - there is **no unified registration period**
 - each course can have individual registration periods \Rightarrow check registration periods of interesting courses timely!
- What if I cannot register for a course in RWTHOnline?
 - maybe the teacher has not yet set up the registration (contact the teacher)
 - or registration is done outside of RWTHOnline (study the course descriptions)
- Try to **attend the courses' first lecture** to receive **organizational information!**

Registering for exams in RWTHonline

Registering for exams in RWTHonline

- Registering for lectures & exercises in RWTHonline only allows you to participate in a course
- **Exams require a separate registration** (= separate from lectures & exercises)!
- Exam dates
 - Most computer science courses offer **two exam dates per semester**
 - Both dates are usually at the end of the semester within a few weeks
 - Only possible to register for one exam date at a time (in doubt, register for the first one)
- Exam registration window
 - Usual window for 1st exam in **winter terms: 1st October to 15th January**
 - Usual window for 2nd exam: till 7 days before exam date
 - Note: in **recent semesters** some **dates differed** due to **COVID-19 pandemic** – always rely to the latest official information
 - **Carefully check dates for each course** as deadlines might differ for some courses
 - Take note of announcements
 - Do not forget the exam registration! **Late registrations are generally not possible!**

Deregistering from exams

- **Deregistration** from exams
 - Usually, possible until **three working days before the exam date**
 - COVID-19 pandemic: other procedures applied in the last semesters
- Not taking an exam because of **illness**
 - a **medical certificate** must be issued by a doctor on the day of the exam
 - must be handed in to the central examination office at latest **on the third working day** after the respective exam
 - missing a registered exam without medical certificate counts as fail
- See also **registration cancellation and withdrawal** website

Failing exams / exam attempts

- Limit of attempts
 - You can **take each exam at most three times!**
 - If you fail a course three times, you cannot complete that course any more
 - If failing a course would end your studies, you can take an oral supplementary examination (a special fourth attempt that you must apply for in time)
- Exam registration
 - You need to **actively register for every exam attempt on your own!**
 - If you fail an exam attempt or deregister from it (before the deadline or by providing a medical certificate if you are ill), you need to actively register for another attempt
 - You can only register for a 2nd exam attempt once the results of the 1st exam attempt are published

How to find courses for your SSE studies

How to find courses for your SSE studies

- There are many ways to find courses:
 1. Browse RWTHonline's semester course list for the SSE master program
 2. Browse RWTHonline's curriculum support for the SSE master program
 3. Browse RWTHonline's semester plan support for the SSE master program
 4. Have a look at the websites of the chairs and research groups of the [computer science department](#) (see [list of research areas](#))
 5. Watch the [elective course presentation videos](#)
 6. For a more comprehensive overview of all courses, there is also an [unofficial course overview website](#) created by one of our students
- Get an impression first
 1. In the beginning of a semester, attend a variety of courses (more than you need)
 2. After a few lectures, decide on a selection of courses you want to complete

How to find courses for your SSE studies – Option 1

You can browse RWTHOnline's semester's course list

The image displays two screenshots of the RWTHOnline interface, illustrating the steps to find courses for SSE studies.

Left Screenshot (Home Page):

- The 'Courses' icon in the 'All applications' section is highlighted with a red box and labeled with the number **1**.

Right Screenshot (Courses Page):

- The 'Term' dropdown menu is set to '2021 W' and is highlighted with a red box and labeled with the number **2**.
- The 'Curriculum' dropdown menu is set to 'Software Systems Engineering [2011], ...' and is highlighted with a red box and labeled with the number **3**.
- The search bar below the filters contains the text 'Software Systems Engineering [2011], Master (1-Subject)'. A red box highlights this search bar.
- A red box labeled **4** highlights a list of course entries, including:
 - 12.22387 **Advanced Internet Technology (Exercise)** ☆
 - E | 1 SWS
 - Lecturer: Fink, Ina Berenice
 - 12.12522 **Advanced Internet Technology (Lecture)** ☆
 - L | 3 SWS
 - Lecturer: Wehrle, Klaus
- A red 'Discover courses' link is visible on the right side of the course list.

How to find courses for your SSE studies – Option 2

You can browse RWTHOnline's curriculum support

The image shows a three-step process for finding courses in RWTHOnline:

- 1**: In the left sidebar, the "Study Overview (Curriculum Support)" option is highlighted with a red box.
- 2**: The main content area shows the "Curriculum" for "88 079 Computer Science (HG-NRW/2009, Master programme, current)" for the academic year 2018/19. A red box highlights the "Wahlpflichtbereiche" (mandatory areas) section, with the text "Expand curriculum structure" below it.
- 3**: A zoomed-in view of the "Wahlpflichtbereiche" section shows a list of courses. A red box highlights the list of specific courses, with the text "Discover courses" below it.

The zoomed-in view shows the following courses:

- [1212691] Derivative Code Compilers
- [1211912] Advanced Machine Learning
- [1211904] Advanced Methods in Automatic Speech Recognition
- [1212684] Advanced Statistical Classification
- [1212685] Advanced Topics in Statistical Natural Language Processing
- [1212693] Automatic Generation and Analysis of Algorithms
- [1215750] Automatic Speech Recognition

How to find courses for your SSE studies – Option 3

You can browse RWTHOnline's semester plan support

The screenshot illustrates the RWTHOnline interface for finding courses. It is divided into three main sections:

- Navigation (Left):** A sidebar with icons for Courses, Examination Regulations, Modules, Resource Occupancy, Study Overview (Curriculum Support), and Wiki intern: Help. The 'Study Overview (Curriculum Support)' icon is highlighted with a red box and the number '1'.
- Curriculum Selection (Middle):** The 'Curriculum' page for '88 079 Computer Science (HG-NRW/2009, Master programme, current)'. The 'Semester plan' tab is highlighted with a red box and the number '2'. Below, the 'Curriculum' section shows 'Academic year 2018/19' and a list of semesters. The '2nd semester' option is highlighted with a red box and the number '3', with the text 'Select semester' next to it.
- Course Timetable (Right):** The 'Course timetable' page for the same program. It shows a calendar view for 'Calendar week 41 / 2018'. A red box highlights the timetable grid, with the number '4' in the top right corner. The grid shows courses scheduled for Monday, Tuesday, Wednesday, and Thursday, with various course codes and titles visible.

At the bottom right of the screenshot, the text 'Discover courses' is written in red.

Seminar(s), lab course, DoC, and master thesis

Seminar(s) & lab course

- Seminar
 - is about independently researching a topic often using given literature (e.g., conducting a literature survey, writing a paper, and giving a talk)
 - seminars are offered by many chairs and research groups on various topics
 - typically, 10 to 30 students per seminar
 - It is possible to do a second seminar (replacing an elective course)
 - the first seminar is not counted for the subject area credit limit
- Lab course
 - Is about solving a practical task (e.g., development and presentation of prototypes)
 - labs are offered by many chairs and research groups on various topics
 - typically, 10 to 20 students working in teams
 - industry internships cannot be recognized as a lab
 - the labs is not counted for the subject area credit limit
- Seminar and lab: **max. of three attempts** (failing three times ends your studies!)

Seminar(s) & lab course (cont'd)

- Registering for seminar and lab seats is independent of RWTHOnline
 - The CS department uses a **central registration system** for all seminars and labs
 - Registration windows
 - **June/July** for the **winter semester** and in
 - **December/January** for the **summer semester**
 - Registration via: <https://supra.informatik.rwth-aachen.de>
 - After seat assignment, either
 - you are asked to register for the assigned seminar/lab in RWTHOnline, or
 - the teacher registers you
- Seminar / lab organization usually announced in kickoff meeting
- Withdrawal from seminar / lab seat
 - **within three weeks** after the kickoff meeting without failure (after this it counts as fail)
 - tell your teacher & fellow students + deregister in RWTHOnline if you are registered

Depth-area Oral Colloquium (DOC)

- DOC = oral exam on related topics
 - must cover courses for 12 to 18 credit points
 - usually, at least three courses
 - you are allowed to choose courses for which you already passed an exam
 - requirement: examiner must agree on course selection
- Credit points & grading
 - DOC yields 3 credit points
 - DOC grade is weighted with a factor of 4 for the final grade of your SSE master (as if the DOC was worth 12 CP)
- Registration
 1. contact examiner from the area you want to be examined in (examiners are usually the professors; see respective chair's website)
 2. discuss course selection and examination date with examiner
 3. personal registration at the central examination office **at least one week before the exam**

Master thesis

- Independent work on a topic using skills & methods learnt during studies
- Consists of research work, a thesis report, and a final talk
- Master thesis topic
 - is handed out (exclusively) by a **computer science professor** (and his/her research assistants)
 - can be done in an industry cooperation only if a professor agrees to supervise it (e.g., within a chair's existing industry cooperation project)
- Thesis is evaluated by two examiners (both being professors)
- If failed, the master thesis can be **repeated once**

Master thesis (cont'd)

- The master thesis yields **30 credit points** (=one full semester)
 - 27 credit points for written thesis,
 - 3 credit points for presentation / defense
- Usually done in **final semester**
- Start looking for a topic early (usually 2-3 months before you want to start; often you have an orientation phase before registering the thesis)
- Finding a master thesis topic
 - browse websites of chairs and research groups that research in the area of your interest
 - contact PhD students who work on interesting topics and ask for thesis topics if none are listed on the respective website
- Registration
 - before you are allowed to register the thesis
 - you must have **at least 60 credit points**
 - you must have **completed the online course “Scientific Integrity”**
 - if your admission was conditional: you must have **completed admission conditions** / prerequisites (German: “Auflagen”)
 - topic is handed out by supervising professor (primary examiner)
 - registration procedure starts with getting the registration form from the central examination office
(=current process, inform yourself about the latest process when you are about to start the master thesis)

Conditions (German: Auflagen)

Conditions (German: Auflagen)

The following is relevant only if your admission was conditional:

- You need to complete some additional course(s) as condition / prerequisite (German: „Auflage“ or “Auflagenfach”) for your studies in SSE.
- In many cases a condition is the bridge course “[Foundations of Informatics](#)” / “[BrKInf] Bridging Course Computer Science” (the later name is used in RWTHonline)

Note: Do not confuse the bridge course that you may have as condition for SSE with the [bridge course computer science “Vorkurs Informatik”](#) (this is the wrong bridge course)!

- You need to complete the conditions before registering your master thesis.
- In order to complete the conditions, you need to register yourself for the respective courses and exams.
- If the registration is not possible via RWTHonline, contact the teachers as soon as possible, explain your situation, and ask them to manually register you for the course, its online learning room, and the exam.

Transfer of credits

- A transfer of credits allows the recognition of certain courses for your SSE master studies. This can “speed up” your studies.
- What can be transferred
 - Only applicable to courses
 - from a bachelor (≥ 3.5 years) or master program
 - related to computer science / SSE (may be similar to courses in the SSE course catalog)
 - on a master’s level
 - with a grade better than a German 3.0
 - Maximum: 30 credit points

Transfer of credits (cont'd)

- Submitting the transfer of credits application
 - use the examination board [transfer of credits web application form](#) to generate your application letter
 - you must provide a list courses, you want to be transferred (course name and course id / number, if applicable)
 - you must attach
 - official transcript(s) of your previous studies
 - official course descriptions (documents or links) for the courses you want to transfer
 - (official) description of the conversion of the credit points to ECTS credit points (or workload per credit point)
 - (official) description of the grading schema

Personal academic advisor

Personal academic advisor

- Besides the academic advisor for the SSE master program, SSE students can get a personal academic advisor
- The personal academic advisor
 - is a faculty member of the computer science department
 - can advise you regarding your SSE studies and course selection decisions
- The advisor assignment is usually done mid of November (you will be notified)

Extension of residence permit

Extension of residence permit

- If you actively study SSE but you cannot complete the SSE master program in time, it is possible to extend your residence permit.
- Procedure:
 - Get your current transcripts of record from the central examination office
 - Get a certificate from the International Office
 - Get an academic progress certificate from your academic advisor for SSE
 - Take the documents to the Immigration Office of the city of Aachen

The Immigration Office needs time to process your application. The recommendation is to take the documents six weeks before your resident permit expires to Aachen's Immigration Office.

For the latest information & details see RWTH Aachen University's "[Applying for and Extending Your Residence Permit](#)" website.

Institutions relevant to SSE students

Institutions relevant to SSE students

A selection of some relevant institutions (there may be more...):

Name	Purpose / offerings	Contact / address
English: SSE academic advisory German: Fachstudienberatung SSE	Advisor for the SSE master program. Contact only for questions / advice specific to the SSE master program.	Contact: Ms. Selin Aydin E-Mail: sse@cs.rwth-aachen.de Website: link
English: International office	Team of advisors for international students. Contact for any questions / advice related to being an international student. Not for SSE specific questions!	Website: link
English: Central examination office German: Zentrales Prüfungsamt (ZPA)	RWTH Aachen University's administrative office for exams. Contact for student record issues.	Contact: Mrs. Anna Braun (current contact for SSE; for latest see contact directory) Website: link Address: SuperC building, Templergraben 57

Institutions relevant to SSE students (cont'd)

Name	Purpose / offerings	Contact / address
<p>English: Computer science examination board</p> <p>German: Prüfungsausschuss (PA) Informatik</p>	<p>Computer science department's board supervising the academic education and deciding on applications by students.</p> <p>Examples for applications:</p> <ul style="list-style-type: none">• Transfer of credits• Drop an elective course• Disregard grade(s) in final grade computation• Change of master thesis title• Extend deadline of master thesis (only for severe reasons!!!)	<p>Website: link</p> <p>Application forms: link</p>

Institutions relevant to SSE students (cont'd)

Name	Purpose / offerings	Contact / address
English: Computer Science Library German: Fachbibliothek Informatik	Library of computer science text / course books and journals. Offers <ul style="list-style-type: none">• seminars on literature surveys;• learning spaces (indoor & outdoor)• toys and facilities for students with babies	E-Mail: biblio@informatik.rwth-aachen.de Website: link Address: Computer Science building (German: Informatikzentrum), Rooms 4001-4007, Ahornstr. 55, 52074 Aachen
English: Textbook collection German: Lehrbuchsammlung	Library of text / course books that students can borrow to take home.	Website: link Address: Wüllnerstr. 3, 52062 Aachen
English: University (main) library German: Universitätsbibliothek	Large library of books & other publications (some can be borrowed to take home).	Website: link Address: Templergraben 61, 52062 Aachen

Other useful information

Other useful information

- Staying abroad for one semester
Please contact the academic advisor for (outgoing) exchange students:
Mr. Dirk Thissen (student-exchange@cs.rwth-aachen.de)
- RWTH Aachen University Sports ([link](#))
 - Offers plenty of sports activities (few free of charge, most for a fee)
 - Many activities require registration at the beginning of semester
 - Some activities have an additional registration window in the mid of the semester
- Studying with Disability/Chronical Illness ([link](#))
- Mental Health ([link](#))
 - Advice Centers
 - Learning to learn

Jump-Start Coaching

- Groups of 3-4 students (created by preferences)
- Meet once 3 months in a row (Oct, Nov, Dez)
- Discuss and support each other 😊:
 - What are your goals for your studies?
 - How do you want to achieve them?
 - What are you struggling with?
- Send me a selfie of your group meeting 😊
- If you manage 3 meetings, we will have one coaching meeting together in January
- If interested, write a mail to sse@informatik.rwth-aachen.de with:
 - Preferred languages, hobbies, only women/men/both?

Important knowledge summarized

- You are responsible for organizing your SSE studies
- Be **aware of deadlines**, e.g.
 - lecture & exercise registration usually via RWTHonline
 - exam registration & deregistration usually via RWTHonline
 - seminar & lab registration via the computer science department's seminar and lab registration system
 - residence permit extension
- **Deadlines are hard deadlines** (no negotiation possible!)
- Be **aware of the limited examination attempts** (depending on the course, you may fail your SSE master if you exceed the attempts!)
- Create a plan for your whole SSE studies (not only the next semester)

Step by step guides in this slide deck's appendix

Questions?



Slides will later be uploaded to:

<https://www.informatik.rwth-aachen.de/cms/Informatik/Studium/Im-Studium/~cpjfn/Einfuehrungsveranstaltungen/?lidx=1>



German language course

(registration deadline for winter term 2023 is 9th October!)

<https://www.sz.rwth-aachen.de/go/id/lgny/lidx/1>

Appendix: Registering for lectures & exercises in RWTHonline in RWTHonline

Registering for lectures & exercises in RWTHOnline

1. Open the course semester you would like to plan by clicking on the triangle that appears before each listed semester.

2. Select the module. Symbol:

3. Select the offer node. Symbol:

4. The semester is shown in the course title **(a)**. If necessary, check the academic year is correct and change it using the arrow button **(b)**.

5. Click on the green T symbol in the “Part” column: **(c)**
If the symbol is red or gray, it is not possible to register for the course.

Node filter-Name	rec. sem. (W)	Credits	Duration
1st semester			
+ [1113425] Mathematics, Physics, Biochemistry			
+ [1515494] chemistry			
+ [1612805] Organisms			
+ [161280501] Exam on Morphology I (Animals)	1.	4	0
+ [161280503] Practical Course Morphology I (Animals)	1.	0	3
+ [161280505] Practical Course Morphology I (Animals)	1.	1	0
- ▲ Vorlesung: Bau der Organismen I (Tiere)	1.		2 1

course(s) in academic year	Part	Lecturer (Assistant)	Place (1st session)	Time (1st session)
16.03691 19W 2SWS L Structure and Function of Organisms I (Animals)		Baumann S, Franzen Y, Mathar A	Aula 2 (2352 021)	08.10.19 08:30 - 10:00

Registering for lectures & exercises in RWTHOnline (cont'd)

Bau der Organismen I (Tiere) - Vorlesung not registered

Registration period from 01.08.19, 00:00 to 29.03.20, 23:59
Deregistration to 29.03.20, 23:59

16.03691 Structure and Function of Organisms I (Animals)

Standardgruppe ☆ (max. 150 Participants)

Lecturer
Baumann, Samuel Franzen, Yasemin
Mathar, Artem

Dates
TUE, 08.10.2019, 08:30 - 10:00
Aula 2 (2352|021)

... show all

BACK

1. You will see this registration form. It is always the same, whether you are using the Curriculum Support, My Calendar, or My Courses apps.
2. Review your entries.
3. If you are not sure whether you would like to take the course, you can add the course group to your favorites. Click on the star next to the group title and then BACK. Your bookmarked dates will now appear in your calendar, although you are not yet registered on the course.
4. If you would like to take the course, click on CONTINUE on the form.

Registering for lectures & exercises in RWTHOnline (cont'd)

RWTH AACHEN UNIVERSITY | **RWTHOnline**
Course registration

Study Programme *
Biologie

Bau der Organismen I (Tiere) - Vorlesung not registered

Registration period from 01.08.19, 00:00 to 29.03.20, 23:59
Deregistration to 29.03.20, 23:59

Ranking options
1. Los (lang)

Participants
100 Maximal number of participants for the procedure

Date of Allocation -

Registration is performed for all course groups.
Registration not possible for all course groups. Please select a permitted SPO context.

16.03691 Bau der Organismen I (Tiere) - Vorlesung

Please select the SPO context...

- [2017] Biology
- Compulsory modules
- [1612805] Organisms
 - Vorlesung: Bau der Organismen I (Tiere)
- Free registration

Standardgruppe ☆ (max. 150 Participants)

Lecturer: Baumann, Samuel; Franzen, Yasemin; Mathar, Artem

Dates: TUE, 08.10.2019, 08:30 - 10:00
Aula 2 (2352|021)

... show all

1. Select the SPO context.
Only choose the “free registration” option if no SPO context is available.
Places on courses with limited capacity will e.g. often be preferentially allocated to registrations with SPO context.
2. If you can choose from several groups, select your preferred group and specify your preference ranking.

Registering for lectures & exercises in RWTHOnline (cont'd)

Study Programme *
Biologie

Bau der Organismen I (Tiere) - Vorlesung not registered

Registration period from 01.08.19, 00:00 to 29.03.20, 23:59
Deregistration to 29.03.20, 23:59

Ranking options
1. Los (lang)

Date of Allocation -

Registration is performed for all course groups.

▲ 16.03691 **Bau der Organismen I (Tiere) - Vorlesung** Vorlesung: Bau der Orga ... ▼

Standardgruppe (max. 150 Participants)

Lecturer Dates

Baumann, Samuel TUE, 08.10.2019, 08:30 - 10:00
 Franzen, Yasemin Aula 2 (2352|021)
 Mathar, Artem
... show all

BACK

1. Click on ENTER PLACE REQUEST to complete your registration.
This button appears once you have entered all the required details.
2. Follow the menu prompts until the system shows that you have submitted your request.
Your request for a place will first be reviewed.
Once you have been allocated a place you are registered on the course.

Registering for lectures & exercises in RWTHOnline (cont'd)

The screenshot shows the 'My courses' page in RWTHOnline. At the top, there are navigation tabs for 'All courses', 'My courses' (selected), and 'My Bookmarked Courses'. Below this, a dropdown menu shows the term '2019 W'. A search box is labeled 'Filter by course number or course title'. The main content area lists two courses:

- 16.01486 Introduction to Biochemistry - Standardgruppe** (L | 2 SWS). Status: Assigned confirmed place. Registration procedure: Einführung in die Biochemie (für Biologie, Biotechnologie/ Molekulare Biotechnologie und Lehramt Biologie). Degree programme: 1480 75 026 Biology. Registration editable until 29.03.2020, Deregistration until 29.03.2020. An 'EDIT REGISTRATION' button is present.
- 16.03691 Structure and Function of Organisms I (Animals) - Standardgruppe** (L | 2 SWS). Status: Requirements met. Registration procedure: Bau der Organismen I (Tiere) - Vorlesung. Degree programme: 1480 75 026 Biology. Registration editable until 29.03.2020, Deregistration until 29.03.2020. An 'EDIT REGISTRATION' button is present.

At the bottom, there is a pagination control showing 'Entries per page 20' and '1 - 2 from 2'.

1. Check your registration status under "My Courses" in the Courses app.
2. You can edit or cancel your request for a place here within the stated deadlines.

NOTE: registering for a course does not mean you are registered for the relevant exam(s). You must register for all your exams in an additional process

Appendix: Registering for an exam in RWTHonline

Registering for exams in RWTHOnline

1. Open the course semester you would like to plan by clicking on the triangle that appears before the listed semester.

2. Select the module. Symbol:

3. Select the exam node. Symbol:

4. The semester is shown in the exam title **(a)**. If necessary, check the academic year is correct and change it using the arrow button **(b)**.

5. Click on the green P symbol in the "Part" column **(c)**.
If the symbol is red or gray, it is not possible to register for the exam.

Node filter-Name	rec. sem. (W)	Credits	Duration	WF
1st semester				
+ [1113425] Mathematics, Physics, Biochemistry				
+ [1515494] chemistry				
- [1612805] Organisms				
- [161280501] Exam on Morphology I (Animals)	1.	4	0	1

Examination(s) in academic year	Part	Lecturer (Assistant)	Place (1st session)	Time (1st session)
2019/20				
16.PV04281 19W 0SWS L Morphology I	P			
+ [161280503] Practical Course Morphology I (Animals)	0	3 1	P	
+ [161280505] Practical Course Morphology I (Animals)	1	0 1	P EN	
+ ▲ Vorlesung: Bau der Organismen I (Tiere)		2 1		

Registering for exams in RWTHonline (cont'd)

Curriculum Semester plan Help Cancel/Close

DISPLAY ▾ **NODE FILTER (Exam date) ▾** SHOW MY DEGREE PROGRAMMES

Academic achievements, by: 01.08.2019

Node filter-Name	rec. sem. (W)	Credits	Duration	W
... + [161281002] Practical Course Genetics	5.	0	2	
... + [161281003] Protocols Genetics	5.	0	0	
... - [161280501] Exam on Morphology I (Animals)	1.	4	0	

Examination(s) in academic year 2019/20

Part	Lecturer (Assist
16.PV04281 19W 05WS L Morphology I	P

... + [161280502] Exam Morphology II (Plants)	2.	4	0	
... + [161373401] Didactics of Biology Teaching	4.	3	0	
... + [161705802] Exam Introduction to Genetics	2.	4	0	
... + [161373203] Exam Introduction to Microbiology	4.	3	0	1
... + [161563902] Exam Introduction to Ecology	6.	5	0	1
... + [161373402] Professional working methods in biology teaching	5.	2	0	1
... + [111342503] Physics for Biologists and Biotechnologists	2.	0	0	1
... + [161280505] Practical Course Morphology I (Animals)	1.	1	0	1
... + [161280503] Practical Course Morphology I (Animals)	1.	0	3	1

Semester recommendations will not always be given. In such cases, use “Curriculum” in Curriculum Support.

Example of registering for an exam:

1. Click on “Exam date” in the NODE FILTER drop down menu. **(a)**
Registering for a course via the curriculum works in the same way. Use “NODE FILTER (all)” for this.
2. Open the exam nodes for the exam you would like to take and check the academic year
3. Click on the green P symbol to open the registration form. **(b)**

Registering for exams in RWTHOnline (cont'd)

The screenshot shows the RWTHOnline interface for a subject exam. The breadcrumb trail is 'Subject exam/Module exam / Morphology I'. The left sidebar contains a 'Back' button and a list of menu items: Overview, Description, Exam Information (highlighted), Status within Curriculum, and Equivalent courses. The main content area is titled 'Exam Information' and lists: Assessment Scheme (-), Number of Exam Dates (-), Note (-), and Exam Statistics (see [Statistical evaluation of exam results](#)). Below this is a blue header for 'Exam dates and registration'. The exam details are: 16PV04281 Morphology I, 28.01.2020, 10:00 - 18:00. The registration period is 01.08.2019, 00:00 - 21.01.2020, 23:55, and deregistration is until 24.01.2020. The organization is [162320] Molecular and Systemic Neurophysiology Teaching and Research Area. The examiner is Florian Gehring, and currently 0 students are registered out of a maximum of 9999. A 'CONTINUE TO REGISTRATION' button is visible at the bottom right, with a red arrow pointing to it.

The “Subject exam/Module exam” window will open.

This happens whether you register via Curriculum Support, your Calendar, the Examination Dates, or the Exam Registration app.

Under “Exam dates and registration” select CONTINUE TO REGISTRATION.

Registering for exams in RWTHonline (cont'd)

1 Exam Details

No.	16.PV04281	Exam Mode	Practical examination
Title	Morphology I	Type of Exam	subject examination
Date	28.01.2020	Sem.	19W
Start of Exam	10:00	Hrs.	0
End of Exam	18:00	Current No. of Registrations	0
Registration from	01.08.2019 00:00	Max. Registrations	9999
Registration until	21.01.2020 23:55		
Deregistration until	24.01.2020 23:55		

Further Operations

Show examination details

Exam Venues

C135 (3010|135)

Persons involved

Gehring, Florian (Examiner)

2 Programme Details

Degree programme: 1480 75 026 Biologie

Status within curriculum: [2017] Biology

- Compulsory modules
 - [VK] [1612805] Organisms
 - [VK] [161280501] Exam on Morphology I (Animals)

3 REGISTER CANCEL/CLOSE

1. Check the exam details.
2. Make sure your programme details are correct.
3. Click on REGISTER and follow the menu prompts until the system confirms you are registered.

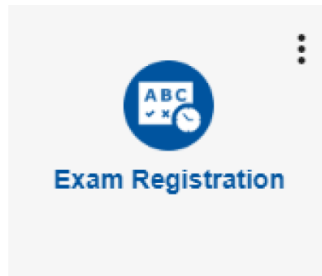
It is only possible to be preliminarily registered for some exams.

What does “preliminarily registered” mean?

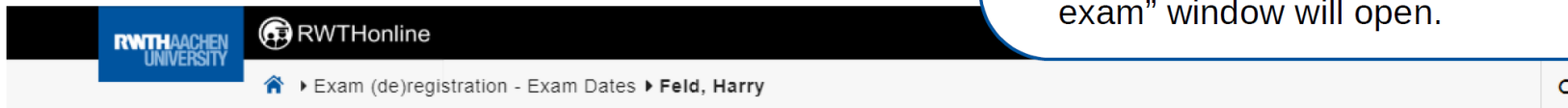
In some subjects you are required to fulfill certain prerequisites before taking the exam. These are clearly laid out in the module catalog of your examination regulations.

When you submit a conditional registration, the prerequisites will be checked at a later time. If you have fulfilled the prerequisites up to 6 days before the exam date, the system will automatically register you for the exam. If you have not fulfilled them by this time, you will be de-registered.

Registering for exams in RWTHOnline (cont'd)



- You can see an overview of your exam registrations via the Exam registration application in the "My Exams" tab.
- You can de-register here within the stated deadlines. To do so, click on DEREGISTER in the Operations column. The "Subject exam/Module exam" window will open.



Cancel/Close

My Exams Exam Registration - Search Settings

Exams you are registered for by 14.08.2019 15:29

No.	Sem.	ID of Programme	Type	Title	Registration status	Examiner	Date	Place	Deregistration until	Operations
▲ 16.PV05343	19S	1480 75 026	FA	Morphology II	⚠	Klinkhammer D (P)	23.09.2019 08:30 - 10:00	Aula 2 (2352 021)	19.09.2019 23:59	DEREGISTER
										Zweitertermin
▲ 16.PV04281	19W	1480 75 026	FA	Morphology I	✅	Gehring F (P)	28.01.2020 10:00 - 18:00	C135 (3010 135)	24.01.2020 23:55	DEREGISTER

Appendix: Deregistering from an exam

Deregistering from exams (cont'd)

RWTHAACHEN UNIVERSITY | RWTHOnline

Subject exam/Module exam / Morphology I

← Back

Overview

Description

Exam Information

Status within Curriculum

Equivalent courses

Exam Information

Assessment Scheme -

Number of Exam Dates -

Note -

Exam Statistics see [Statistical evaluation](#)

▲ Exam dates and registration

16PV04281
Morphology I
28.01.2020, 10:00 - 18:00

a Registration period 01.08.2019, 00:00 - 21.01.2020, 23:55
Deregistration until 24.01.2020

Organisation [162320] Molecular and Systemic Neurophysiology Teaching and Research Area

Currently registered: 1 (max. 9999)

b → CONTINUE TO DEREGISTRATION

The following applies to all Bachelor's and Master's degree programmes:

A de-registration within the stated deadline **(a)** is not considered as a withdrawal by the system and will not appear in the printout of your study record.

If you would like to de-register from an exam, click on CONTINUE TO DEREGISTRATION **(b)** and follow the menu prompts until the system confirms you are de-registered.