

Information session on the **Examination Regulations** in the Department of Mechanical Engineering



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Specialisations coordinator

**The link to the slides will be provided on the
Examinations Office's website
for download!**

Agenda

1. **Internship Regulations**
2. **Examination Regulations with module descriptions**
3. **Appendix to the Examination Regulations**
4. **Module Descriptions**
5. **Special conditions of study**
6. **Your points of contact**
7. **Enquiries**

Required reading

1. Internship Regulations

<https://www.uni-siegen.de/en/internship-office-of-the-department-of-mechanical-engineering>

2. Examination Regulations

<https://www.uni-siegen.de/en/examination-officemechanical-engineering>

3. Study Plans

<https://www.uni-siegen.de/en/examination-officemechanical-engineering>

Internship

1.1 Duration of the work placement

Professional internship

- Duration: at least 6 weeks during the Master's programme

1.2 General rules regarding the professional internship

- Full recognition of the internship is a prerequisite for admission to the Master's thesis
- Any training time missed due to illness, holiday or other reasons must be made up in full
- All national and international companies that provide training in accordance with the internship regulations are eligible as training organisations

Generally unsuitable and therefore not permitted are craft businesses in the maintenance and service sectors, as well as institutes affiliated with or based at universities

1.2 General rules regarding the professional internship

- Many companies require confirmation that the internship is a compulsory one.

The reason for this is the classification for social security purposes:
No social security contributions are payable for compulsory internships.

This confirmation can be issued upon presentation of the internship agreement, which sets out the details and duration of the internship, by the Internship Office.

Always enquire about and clarify any special arrangements in advance!

1.3 Professional internship (Master's)

- Examples of training areas for the professional internship for all Master's degree programmes

Development and Design

Quality assurance

Production planning, Production control, Work preparation

Factory and Production planning

Materials management, Logistics,

Organisation/IT,

Subject to consultation with the Internship Office:

Accounting, Finance, Taxation, Purchasing, Sales,

Sales and Distribution, Marketing, Market Research, Human Resources

Others by arrangement with the Internship Office

1.3 Professional internship (Master's)

- If you are unsure whether the content of a potential internship will be recognised as such at a later date, please contact us **before** you start with the internship!

1.4 Internship Certificate

- For certificates, please use the forms available on the Internship Office's website
- Certificates issued by the company itself may be accepted, provided their content corresponds to the prescribed template
- For certificates not written in German or English, certified translations must be submitted
- The certificate must state the duration of the internship in each department, the number of days absent due to illness and leave, and an assessment of the student

1.4 Internship certificate

- Interns must ensure themselves that the companies issue them with proper certificates in printed form (not handwritten) containing an appropriately qualified assessment.

Please bear in mind:

These certificates are important for your own professional qualifications!

1.6 Internship report

- The internship report must be signed off by the training company (stamp + signature)!

1.5 Recognition of the internship

- The practical internship is recognised by the Internship Office of the Department of Mechanical Engineering
- Submission of the internship report, submission of the original internship certificate(s) and a copy of the internship certificate(s)
- The processing time for internship documents at the Internship Office is approximately 3–4 weeks. It is essential to take this processing time into account before registering for examinations or final theses

1.5 Recognition of the internship

- The completed internship report and the certificate(s) must be **submitted** to the Internship Office for processing once the work to be credited has been completed.
Internships that took place more than 6 months ago can no longer be recognised.

1.6 Important special provision

- As an alternative to the professional internship, the following substitute modules may be chosen in the specialisations:
- **Materials Engineering: Module 4MBMA061/2**
‘Automated Damage Diagnostics in Materials Engineering’
- **Energy and Process Engineering: 4MBMA100**
Specialist laboratories ‘Thermal Engineering and Fluid Mechanics’
and ‘Numerical Fluid Dynamics’
- **Numerical Methods: 4MBMA068**
‘Design of Modern Finite Element Analyses’
- **Condition Monitoring and Digital Technologies: 4MBMA052**
‘Condition Monitoring’

Any questions about the internship? Ask them in good time!

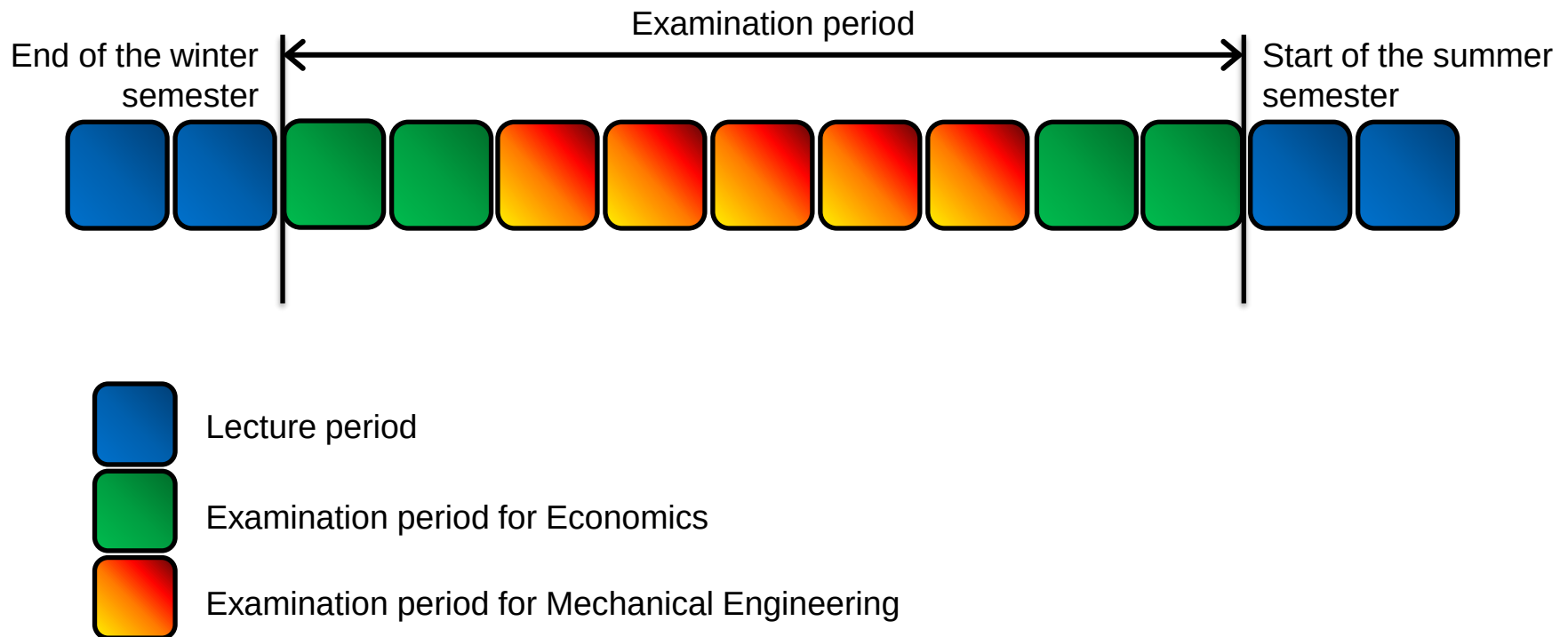
<https://www.uni-siegen.de/en/internship-office-of-the-department-of-mechanical-engineering>

- shows all contact details,
- all office hours,
- all regulations,
- certificate templates,
- and guidance on report writing.
- **Important:** includes an FAQ section

Exams

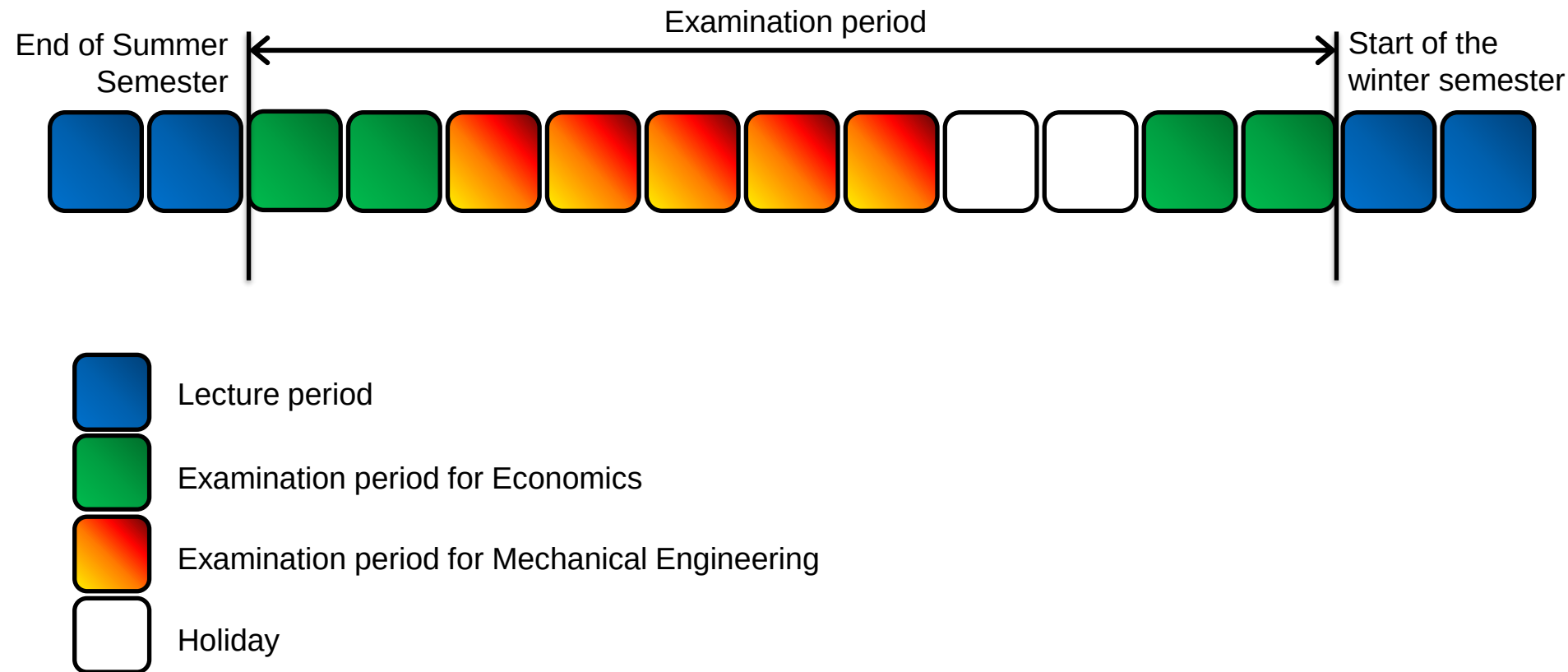
2.1 Winter semester examination period

- Exams take place during the examination period



2.1 Examination period, summer semester

- Exams take place during the examination period



2.1 Examination dates (Department of Mechanical Engineering)

- Available on the Examinations Office website (Mechanical Engineering)
→ *Dates and deadlines*
- Fixed examination dates (up to the winter semester 2030/31)
- One examination is offered for each subject in both the winter and summer semesters
- Exams are always held on Tuesdays and Saturdays
- Subject to change at short notice
(Announcements on the Examinations Office website)

2.1 Examination dates (**Faculty III**)

- Available on the Examinations Office website (Faculty III)
→ *Exams* → *Dates* → *Exam dates*
- Exam dates for each semester are set and announced during the lecture period
- For each subject, two exams are offered, but only in the semester in which the lecture takes place
Example: 'Cost and Revenue Accounting' in July and September
- Exam dates are subject to change
- Subject to change at short notice
(Announcements on the Examinations Office website)

2.1 Examination dates (illustrative of lectures in the winter semester)

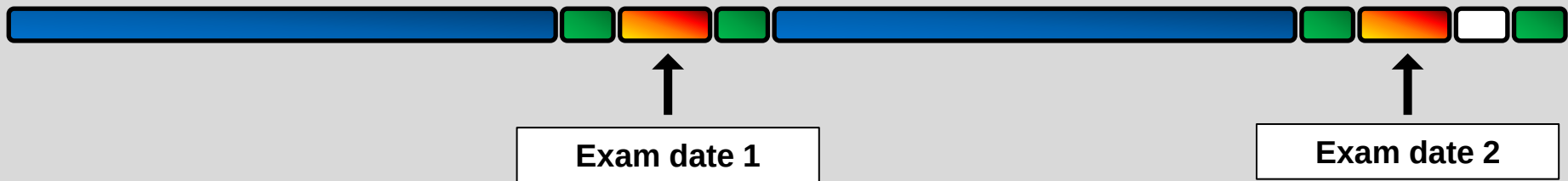
Department of Mechanical Engineering

Winter Semester

Examinations

Summer Semester

Recess



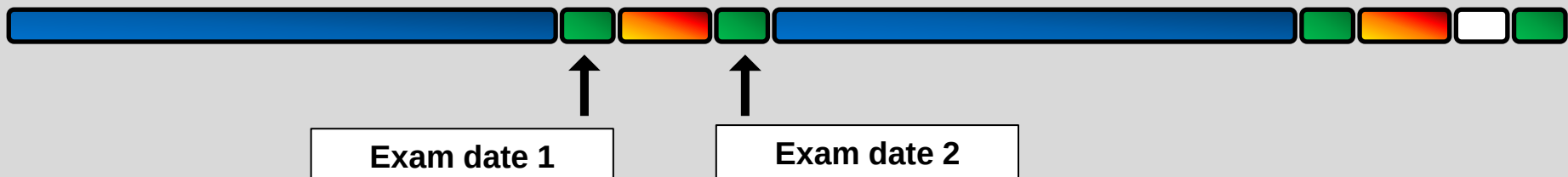
Faculty III

Winter Semester

Examinations

Summer Semester

Recess



2.2 Course enrolment

- Registering for lectures in UNISONO is **compulsory**. It enables us to estimate attendance figures in good time for the purposes of room allocation and thus to improve study conditions
- Lectures may also be attended without registration if there are free seats available in the lecture room. Furthermore, in accordance with the Public Gatherings Ordinance, the lecturer may not admit any further people into the room
- Registration for tutorials and seminars, as well as for courses offered by Faculty III, should be clarified with the relevant staff members

2.2 Course enrolment

- Through the enrolment procedure, important information regarding course materials and changes to dates or venues can be communicated automatically via an email function
- **Lecturers may only contact you via your student email address. Other private email addresses are not permitted for communication with the university**
- You are required to check the inbox of your student email account regularly

2.2 Enrolment procedure (from the second semester onwards)

- **Orientation phase:** 10 weeks before the start of the lecture period
 - Information on the range of courses on offer
- **Enrolment phase 1:** 8 weeks before the start of the lecture period
 - Course enrolment in UNISONO
- **Allocation of places:** 5 weeks before the start of the lecture period
 - Acceptances and rejections by lecturers
- **Enrolment phase 2:** 3 weeks before the start of the lecture period
 - Response to rejections from Phase 1 and enrolment by first-year students
- **Enrolment phase 3:** 1 week before the start of the lecture period
 - May be used by course coordinators (e.g. for late admissions)

2.2 Course enrolment ≠ examination registration

- Exam registration takes place independently of course enrolment in UNISONO
 - Course enrolment: Attendance at the course
 - Exam registration: Taking the exam for the course

2.3 Registration and withdrawal from examinations

- Registration and withdrawal take place via UNISONO
 - *Examination Administration* → *Registration and withdrawal from examinations*

2.3 Registering for and withdrawing from examinations

- Registration and withdrawal take place via UNISONO
→ *Examination Administration* → *Registration and withdrawal from examinations*
- Prerequisite:
 - Login details available (provided upon enrolment)
 - **Submission of the personal details form** (form available on the Examinations Office website)
- Deadlines:

	Department Mechanical Engineering	Faculty III
Registration	Up to 14 days before the examination date	Registration deadlines are announced by the Examinations Office
Withdrawal	Up to 7 days before the examination date	Up to 7 days before the examination date

Successful registration will be confirmed by an email sent to your student account.

=> If you have not received an email: your registration has not been completed!

=> If you have received an email: your registration has been completed!

All successful and unsuccessful registrations are logged in log files and can be retrieved months later.

=> No excuses accepted!

➤ Deadlines:

	Department Mechanical Engineering	Faculty III
Registration	Up to 14 days before the examination date	Registration deadlines are announced by the Examinations Office
Withdrawal	Up to 7 days before the examination date	Up to 7 days before the examination date

Submit the Personal Information Form (as soon as possible) as a PDF document to the Examination's Office

- Download:
→ <https://www.uni-siegen.de/en/mb/exam-office-mechanical-engineering>
- Send to:
→ pruefungsamt@maschinenbau.uni-siegen.de

**– Personal Information Form –
Application for Admission to Exams in Faculty IV**

Registration No.:		
Last Name:		
First Name(s):		
Date of Birth:		
Place/Country of Birth:		
Nationality:	German: ☐	
	Other:	
Gender:		
Previous Education:		
Planned Degree:		
Degree Program:		Specialization:
Start Date of Studies in Faculty IV:		
PO Version:		

2.3 Submission of sick notes/medical certificates

- **Deadline:** Within **3 working days** after the relevant examination date
If the deadline is missed: the exam will be marked as 'failed'

- **Submission:**
 1. By post: **Registered post with acknowledgement of receipt**
 2. In person: **Original and a copy** of the sick note/medical certificate
 3. Representative: **original and copy** of the sick note/medical certificate and **power of attorney**

- **The copy** will be signed and will serve as **proof of receipt**

2.4 Type and scope of examinations

- Details on the type and scope can be found in the study programme outline (overview)
 - Written examination lasting 1, 2 or 3 hours (SP1, SP2 or SP3)
 - Oral examination (MP)
 - Assessment (LN)
- ... as well as in the examination regulations and the module descriptions contained therein

2.5 Assessment of examinations

➤ Grading system:

1.0 / 1.3	very good	Pass
1.7 / 2.0 / 2.3	Good	
2.7 / 3.0 / 3.3	satisfactory	
3.7 / 4.0	adequate	
5.0	unsatisfactory	fail

➤ Graded examinations

- Written examinations
- Oral examinations
- Planning and Development Project in Mechanical Engineering

➤ Unmarked assessments

- Assessments ('pass' or 'fail')

2.6 Number of examination attempts

➤ Department of Mechanical Engineering:

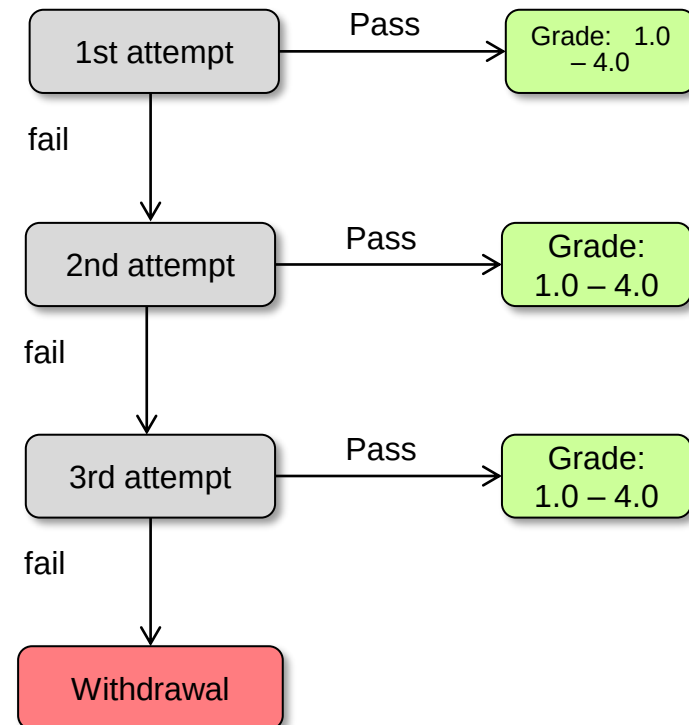
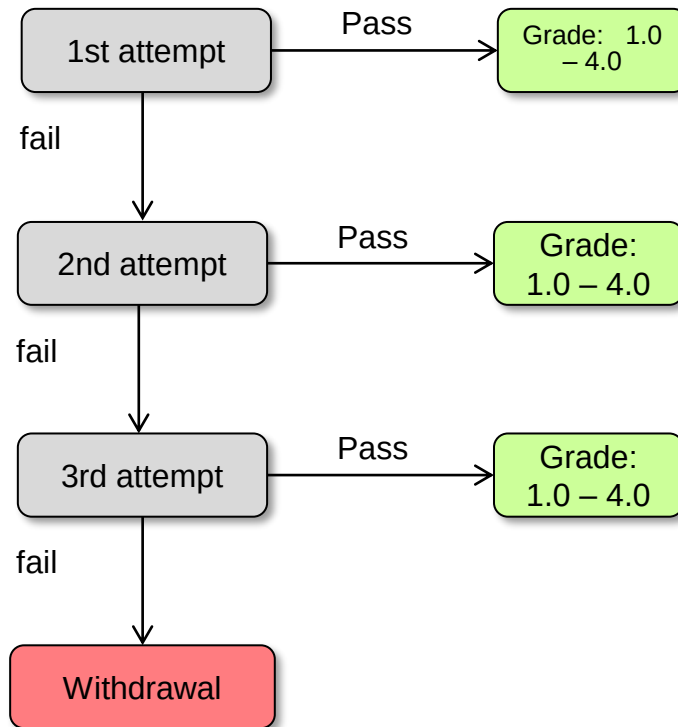
- 3 attempts
- No restrictions on assessments

➤ Faculty III:

- 3 attempts
- An additional written examination instead of an oral supplementary examination
- No restrictions on assessments

2.6 Department of Mechanical Engineering

Faculty III



2 free attempts in the Master's programme

2.7 Master's thesis

- Independent work on a research topic using academic methods
- Timeframe:
 - Master's thesis: 6 months (from the date of registration)
- The length is not measured in pages, but according to the amount of work involved
 - or 780 hours
- Final presentation (colloquium) lasting 20–40 minutes

2.8 Calculation of the final mark

- Arithmetic mean to one decimal place, calculated from the marks of all exams, including the Master's thesis (no restrictions on assessments)
- The first decimal place is decisive;
all subsequent decimal places are discarded without rounding
- Example:

$$55.1 : 28 = 1.967...$$

→ **Overall mark: 1.9**

Subject	Grade	ECTS credits	Grade * ECTS credits
Mathematics A	2.3	8	18.4
Engineering Mechanics A	2.0	5	10
Materials Science I	3.7	3	11.1
Technical Drawing	completed	5	-
Bachelor's thesis	1.3	12	15.6
Total	-	28	55.1

3.1 Study Plan

- Included in the relevant subject examination regulations and in the overview of course content (on the Examinations Office website)

Examination regulations		
Examination Regulations (FPO)		
Bachelor's, B.Sc.		
Master's, M.Sc.		
Subject	FPO	Overview of course content
Mechanical Engineering (MB)	FPO M.Sc MB	Study programme M.Sc MB
Business and Industrial Engineering (WIW)	FPO MSc WIW	M.Sc WIW study programme
Materials Science and Engineering (MW)	FPO M.Sc MW	in Processing
International Production Engineering and Management (IPEM)	FPO M.Sc IPEM	M.Sc IPEM study programme

3.1 Study Plan

- Information on the module components to be completed
- Information on the semester in which completion of the respective module element is recommended (no compulsory timetable), regarding the number of semester hours per week (SWS), the respective ECTS credits, the type of examination and the scope

MA Mechanical Engineering VT I to VT VI and VT VIII (2022)		SWS	ECTS credits	Exam	SWS	ECTS credits	Exam	SWS	ECTS credits	Exam	SWS	ECTS credits	Exam	
Module		Module No.		1st semester			2nd semester			3rd semester			4th semester	
Advanced study of the fundamentals of mathematics and engineering														
Specialisation Module 1														
Compulsory Module 1 from the chosen specialisation			4	6.0	MSP									
Specialisation Module 2														
Compulsory module 2 from the chosen specialisation			4	6.0	MSP									
Specialisation Module 3														
Compulsory module 3 from the chosen specialisation						4	6.0	MSP						
Total (12 SWS, 18 ECTS)														
Specialisation in Engineering Applications[1,2]														
Module area: Advanced Applied Engineering														
4-6 modules from the specialisation area of the MA-TEC, totalling 36 ECTS			8	12.0	MSP	8	12.0	MSP	8	12.0	MSP			
Module area: Applied Interdisciplinary Engineering														
3-4 modules from the full range of MA-TEC and MA-QES modules, totalling 24 ECTS			4	6.0	MSP	6	9.0	MSP	6	9.0	MSP			
Total (40 SWS, 60 ECTS)														

3.1 Study Plan

- Information on the module components to be completed
- Information on the semester in which the enrolment of the respective module element is recommended (no compulsory timetable), on the number of semester hours per week (SWS), the respective ECTS credits, the type of examination and the scope
- Semester allocation, examination type and scope are subject to the examiner's discretion (subject to change)
- Distinction between compulsory modules and compulsory-elective modules

3.2 Catalogues on study programmes (Master's)

- Choice of specialisation/area of specialisation
- Example:

Specialisations

- VT I Product Development, Engineering Design
- VT II Production Engineering
- VT III Materials Science, Innovative Materials in Mechanical Engineering
- VT IV Energy and Process Engineering
- VT V Numerical Methods
- VT VI Condition Monitoring – Digital Technologies
- VT VIII General Mechanical Engineering

Specialisation in engineering applications

Module area: Advanced Applied Engineering																			
4–6 modules from the specialisation area of the MA-TEC totalling 36 ECTS																			
		8	12.0	MSP	8	12.0	MSP	8	12.0	MSP									
Module area: Applied Interdisciplinary Engineering																			
3–4 modules from MA-TEC and MA-QES, specific to the specialisation totalling 24 ECTS																			
		4	6.0	MSP	6	9.0	MSP	6	9.0	MSP									

- Modules totalling 36 and 24 ECTS credits must be selected from 2 different courses, MA-TEC and MA-QES,

3.3 Personal Study Plan

- on the website of the Mechanical Engineering Examinations Office

Study plans for the examination regulations

Bachelor's, B.Sc.

Master's, M.Sc.

Mechanical Engineering (MB)

Business and Industrial Engineering

Vehicle Design 1

Vehicle Construction 2

Information session on the Internship and Examination Regulations

Master's programme in Mechanical Engineering (excluding the Vehicle Construction specialisation) Personal study plan

Student's Matriculation
Number:

Surname, First name:

Supervisor (Professor in the Department
of Mechanical Engineering):

Chosen specialisation:

Module: Applied Engineering Specialisation: Module components from the chosen specialisation; 4 to 6 modules totalling 36 ECTS must be selected; MA-TEC catalogue

Module title:

Module number:

Module component:

ECTS:

Module component:

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Module component:

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Module title:

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3.3 Personal Study Plan

- on the Examinations Office website
→ *Study plans relating to the examination regulations*
- Objective: To ensure a structured and consistent organisation of the degree programme through consultation with a mentor
- Any professor in the Department of Mechanical Engineering can act as a mentor
- The personal study plan can be amended retrospectively if the chosen modules do not meet expectations or if courses are no longer offered

Questions about examinations? Ask them early enough!

<https://www.uni-siegen.de/en/examination-officemechanical-engineering>

provides details of

- contact persons, **office hours**
- (exam) dates,
- registration for and withdrawal from examinations,
- study programmes,
- overview of course content,
- examination regulations,
- and information on the Master's programme

4. Module descriptions

- Module/module component descriptions, specifying
 - of the lecturer,
 - of the workload,
 - of the learning outcomes,
 - of the content,
 - and recommended reading.

The module and module component descriptions form part of the respective subject examination regulations and are also available for download on UNISONO.

5. Specific conditions governing the degree programme

- The selection of a compulsory elective module is made by registering for the corresponding examination. This selection cannot be reversed once the first attempt at the examination has been made.
- If a compulsory elective module has been definitively failed, an alternative compulsory elective module may be chosen on a one-off basis upon written application to the Examination Board.

6. Your points of contact

- Mechanical Engineering/Dual Mechanical Engineering/Acting: Digital Engineering MB
 - Examinations: Prof. Dr.-Ing. Karsten Kluth
 - Internships: Prof. Dr.-Ing. Karsten Kluth, Dr.-Ing. Nicolas Säger
 - And the staff at the Examinations and Internship Office

- Industrial Engineering/IPEM
 - Examination Board: Prof. Dr.-Ing. Axel von Hehl
 - Internships: Prof. Dr.-Ing. Karsten Kluth, Dr.-Ing. Nicolas Säger
 - And the staff at the Examinations and Internship Office

6. Questions

