

# Introductory Session FSS 2020

Master Business Informatics

Mannheimer Master of Data Science



# Overview

- Module Catalog
- Portal
- Examination Regulations
- Examination Board and Student Services Office
- Exam Registration, Deregistration and Resits
- Milestones during your Master studies
- Who to contact when?

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# Types of Modules

- Lectures (with projects)
- Team project (MMDS/BI) or Individual Project (only MMDS)
- Seminar
- Master's Thesis

# Module Catalog

- Module catalog officially declares
  - offered courses
  - their workload
  - their credits
  - required prerequisites
  - ...
- Always refer to the most current Module Catalog and its Appendix

[Business Informatics](#)  
[MMDS](#)

The Module catalog  
for MMDS will be  
communicated in the  
next days on our  
website

# Module Catalog

IE 500	Data Mining I
Form of module	Lecture with exercises and project
Type of module	Business Informatics Fundamental
Level	Master
ECTS	6
Workload	Hours per semester: 56 h (4 SWS)
	Self-study per semester: 98 h <ul style="list-style-type: none"> <li>• 70 h: pre and post lecture studying and revision</li> <li>• 28 h: examination preparation</li> </ul>
Prerequisites	Foundations of Statistics, Practical Informatics I
Aim of module	<p>The course provides an introduction to advanced data analysis techniques as a basis for analyzing business data and providing input for decision support systems. The course will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Goals and Principles of Data Mining</li> <li>• Data Representation and Preprocessing</li> <li>• Clustering</li> <li>• Classification</li> <li>• Association Analysis</li> <li>• Text Mining</li> <li>• Systems and Applications (e. g. Retail, Finance, Web Analysis)</li> </ul>

# Module Catalog

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

# Module Catalog

Methods	The course consists of a lecture together with accompanying practical exercises as well as student team projects. In the exercises the participants will gather initial expertise in applying state of the art data mining tools on realistic data sets. The team projects take place in the last third of the term. Within the projects, students realize more sophisticated data mining projects of personal choice and report about the results of their projects in the form of a written report as well as an oral presentation.
Form of assessment	Written examination (60%), project report (30%), oral project presentation (10%)
Admission requirements for assessment	
Duration of assessment	60 minutes (written examination)
Language	English
Offering	Fall semester / Spring semester
Lecturer	Prof. Dr. Heiko Paulheim; Prof. Dr. Christian Bizer
Person in charge	Prof. Dr. Heiko Paulheim; Prof. Dr. Christian Bizer
Duration of module	1 Semester
Further modules	IE 672 – Data Mining II, IE 671 – Web Mining, IE 661 – Text Analytics, IE 674 – Hot Topics in Machine Learning
Range of application	M.Sc. Wirtschaftsinformatik, M.Sc. Mannheim Master in Data Science, Lehramt Informatik
Semester	1 <sup>st</sup> /2 <sup>nd</sup> semester



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# Portal

- Course overview and registration
- Exam registration (and deregistration)
- Overview of grades
- Information about institutions and campus life

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# Examination Regulations

- The examination regulations (Prüfungsordnung) state your rights and duties at the University of Mannheim
- You should be aware of them because they regulate:
  - What you need to obtain your degree
  - Time limits
  - Exams
  - Recognition of courses
  - ...

[Examination Regulations](#)

# Examination Regulations

## Attention

- Please be aware that fellow students, who started in previous semesters do have **different module catalogs** and **different examination modalities**.
- You are studying under the examination regulation:
  - Business Informatics starting in/after Spring 2018
  - MMDS starting in/after Spring 2020

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# Examination Board and Student Services Office

- The ***Student Services Office*** implements the examination regulations and handles most of your examination affairs.

## [Taking an Examination](#)

- The ***examination board*** of the Faculty of Business Informatics and Business Mathematics is the authority in regulating examination modalities.

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# Exam Registration

The Student Services Office informs you about:

- [Examination dates](#)
- [Academic calendar](#)
- [Registration and change in registration](#)
- [Registration and change in registration for M.Sc. BI and MMDS](#)

# Module Commitment

- Once the date for withdrawal of an exam's registrations has passed ...
  - ... and you are registered for an exam of a module ...
  - ... you are committed to this module.
- If you fail an exam, the Student Services Office will register you for the next possible exam!
- You have two attempts for every exam.

# Module Commitment

- Failing both attempts means you cannot pass this module anymore.
- If you failed too many modules, i.e. no modules are left to reach the required ECTS, then you cannot achieve the Master degree anymore.
- Modules that have a project or a thesis do **not** have a second examination date in the same semester!

# Change of Modules

**Change of modules does not apply to your examination regulations!**

# Exam Deregistration

Different withdrawal modalities and deadlines for

- **Written exams** that have an official examination date listed on the webpages of the Student Services office
- **Oral exams**
- **Seminars**
- **Team projects**

[Withdrawal or de-registration from an exam](#)

# Withdrawal from Written Exams with examination date in Portal<sup>2</sup>

- You can withdraw from an exam registration at most **2 working days (Monday – Friday) prior to the exam** without giving any reason.
- You can only withdraw from a module if **no in-class exams** or assessments (projects, presentations, thesis, mid-term exams) have been taken or are not currently being taken.

# Withdrawal from Written Exams with examination date in Portal<sup>2</sup>

## Attention:

- Please note that for the exams in the master programs, you can **not** use the Portal to deregister. Instead you have to use the following form:

### [Request for withdrawal from a module examination](#)

- **Attention:** This involves getting a signature of the lecturer!

# Withdrawal from Exams without examination date in Portal<sup>2</sup>

- Modules without examination date (e.g. oral exams) can only be withdrawn up to a fixed deadline (approximately 2 weeks prior to the exam period).
- For the deadline of the current semester, see

## [Exam Registration and Change in Registration](#)

-> See under paragraph “**Withdrawal and de-registration**”

- Also here: You can only withdraw from a module if **no other in-class exams** or assessments (projects, presentations, thesis, mid-term exams) have been taken or are not currently being taken.



# Withdrawal from Seminar

- If you have officially applied and received a topic from the seminar's lecturer, then you are registered for the examination.
- As soon as the lecturer of the seminar forwards the registration to the Student Services office, then you can not withdraw any more.

# Withdrawal from Team Project

- If you have applied and have been accepted for a team project, then you are registered for the examination.
- You can withdraw from the team project within
  - 3 weeks for a 6 month team project
  - 6 weeks for a 12 month team project
- To withdraw from the team project you have to inform:
  1. Your supervisor
  2. Birgit Czanderle

-> They will inform the Student Services Office

# De-registration due to illness

- If you do not appear to an exam without a valid reason
  - > You will fail the exam (Grade 5.0)
- If you fall ill and cannot take an exam:
  - **Without delay** go to a doctor or hospital and get a medical certificate („Attest“) documenting the illness.
  - Bring the doctor’s note to the Student Services **without delay (=ASAP)**
  - In case of oral exams, seminars and projects or the Masters’s Thesis: **Inform your supervisor without delay**
  - If you fail to do so: You will fail the exam (Grade 5.0)

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# Milestones

- Project, Seminar and Master's Thesis
- 3 milestones during your studies that involve
  - Literature research
  - Programming
  - Writing

# Milestones

- Practice those skills from early on
- If you know that your programming skills are not solid, start practicing/learning now
- If you cannot contribute to a team project, then it is very likely that you will not get a passing grade
- If you have no programming skills, then it will be very difficult for you to find a Master's Thesis topic

# Master's Thesis

- 6 Months
- It is not recommended to have other exams during this period.
- Every chair has requirements that you have to fulfill to be considered as an applicant for a thesis at this chair.

# Master's Thesis

How to find a supervisor and a topic:

- Learn about relevant topics for a thesis in the lectures and especially the current and past seminars.
- Ask the people giving those courses about possible topics.
- Look at our websites for published lists of possible topics.
- Create your own idea.
- Start at the end of the 2<sup>nd</sup> semester to find a supervisor and a topic!



# Plagiarism

- Plagiarism is when you copy someone else's work and do not give credit by referencing the source of the content.
- This applies to:
  - Images
  - Text
  - Content structure
  - Code
  - ...

# Plagiarism

- We take this matter very serious
- You can fail the team project, the seminar or the Master's Thesis because of this

# Time Limits

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

*We will get in contact with you as far as we detect that the time limits in your personal study program are at risk.*

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# Who to contact when?

Student Services Office:

[Express-Service: Ground floor of administrative building L 1,1](#)

- Registration and change in registration for exams
- Accepts a medical certificate

# Who to contact when?

## Student Services Office 1

David Steiner

[steiner@verwaltung.uni-mannheim.de](mailto:steiner@verwaltung.uni-mannheim.de)

- Transcripts of records
- Registration and change in registration for exams
- Accepts a doctor's note

# Who to contact when?

Examination Board Business Informatics

Head of examination board: Prof. Dr. Simone Ponzetto

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

- Learning Agreements for studying abroad
- Acknowledgement of examinations
- Extension of time limits

# Who to contact when?

Examination Board MMDS

Head of examination board: Prof. Dr. Heiko Paulheim

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

- Learning Agreements for studying abroad
- Acknowledgement of examinations
- Extension of time limits



# Who to contact when?

Study Track Manager

Birgit Czanderle

[czanderle@wim.uni-mannheim.de](mailto:czanderle@wim.uni-mannheim.de)

- Module catalogue
- Courses in Portal
- Curriculum

# Who to contact when?

Academic Advisor and Study Coach

Samuel Broscheit and Birgit Czanderle

[studienberatung@wim.uni-mannheim.de](mailto:studienberatung@wim.uni-mannheim.de)

- Questions about the examination regulations (e.g. module changes, extensions)
- Your studies (modules, thesis)
- Consulting in cases of hardship

# Last but not least

- You will be added to our mailing list.
- All email correspondence will from now on go to your University of Mannheim email account!
- These slides will be available for download



# Questions?