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*Welcome to the Department of Mathematics and Computer Science @ Freie Universität Berlin*

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By now, our Central Office for Exchange Students (International Student Mobility, Division International Affairs, Unit Student Mobility) has probably already been in contact with you for several times. The Central Office does take care of all general administration like the enrolment process, the issuing of the confirmation of stay, and will host some general events for all exchange students of Freie Universität Berlin.

However, it is the International Office of the Department of Mathematics and Computer Science that is responsible for all daily matters.

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*International Office @ the Department Mathematics and Computer Science*

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&  
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Let us now give you a brief overview of our facilities at Freie Universität Berlin and the upcoming semester.

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*Important Buildings and Offices @ Freie Universität*

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- **Rost- und Silberlaube**  
= main campus building with the biggest campus canteen and two main libraries  
Habelschwerdter Allee 45 / Fabbeckstraße 23–25, 14195 Berlin  
<https://www.fu-berlin.de/sites/rosila/Gebaeude/index.html>
- **International Student Mobility & Welcome Services**  
= central office for exchange students  
Iltisstr. 4, 14195 Berlin  
[https://www.fu-berlin.de/en/studium/beratung/ssc/\\_inhaltselemente\\_alt/ssc/internationale-studierendenmobilitaet.html](https://www.fu-berlin.de/en/studium/beratung/ssc/_inhaltselemente_alt/ssc/internationale-studierendenmobilitaet.html)
- **Examination Office (Prüfungsbüro)**  
Arnimallee 14 (that is the Physics building), , 14195 Berlin, room 1.1.14a/b  
<https://www.imp.fu-berlin.de/fbv/pruefungsbuero/index.html>

The Examination Office is in charge of the administration of all courses booked online. Normally, you should use the online system to register for your courses and will not need to contact the Examination Office. However, in case you have to do a late registration or cancelation of a course, you probably need to contact the Examination Office.

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### *Libraries @ Freie Universität*

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In case you enjoy learning for exams inside libraries, FU has lots of different libraries to offer. We have two main libraries which are both in walking distance from our department and within the main campus building, the „Rost- und Silberlaube“:

- Campus Library for Sciences, Cultural Studies, Education, Mathematics, Computer Science and Psychology of Freie Universität Berlin @ Fabeckstr. 23–25, 14195 Berlin  
<https://www.fu-berlin.de/en/sites/campusbib/index.html>
- Philological Library of Freie Universität Berlin @ Habelschwerdter Allee 45,14195 Berlin  
<https://www.fu-berlin.de/en/sites/philbib/index.html>

In Berlin, most students spend many hours learning, working and writing their theses in public libraries. As a student, you can just go to any library you wish, it does not matter whether it belongs to your university or not. If you live far from the campus of FU, you may wish to visit libraries of other universities in Berlin.

To find more information about the libraries we have here at FU, refer to <https://www.fu-berlin.de/en/einrichtungen/bibliotheken/index.html>

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### *Canteens @ Freie Universität*

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There are several canteens spread over the FU campus. The main canteen is located in our main campus building, the „Rost- und Silberlaube“. You need a special canteen card for paying:  
<https://www.stw.berlin/en/dining-facilities/faq-canteens/mensacard.html>

Everyone can eat at those canteens, but when you show your student ID to prove you are a student, you will pay the lowest price.

All student canteens of Berlin are run by an organization called „Studierendenwerk Berlin“. That means you can get a cheap meal at any of those student canteens all around Berlin. To find out what canteens there are at FU and in other locations, check out the website of the „Studierendenwerk Berlin“:  
<https://www.stw.berlin/en/>

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## Course Catalog

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To get an overview of all courses offered at the Department of Mathematics and Computer Science, use the departmental online course catalog, which offers more detailed information than the central online FU course catalog: <https://mycampus.imp.fu-berlin.de/mvs2/evento/?!locale=enCourses>

Choose the subject, the semester and then “course-based view”.

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## Types of Courses

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The most common types of courses are either seminars or the combination of lectures and tutorials. It is mandatory to attend the first sessions to find out about the regulations in the courses you have chosen. If you are not fluent in German/English, seminars and software projects should be your preferred courses.

- **Lecture:** The lecture is a weekly presentation of the current topic held by the professor/lecturer in charge of the course. Participation is strongly recommended but not compulsory. It is mostly theoretical. At the end of term, when the student has passed the accompanying tutorial classes which are mandatory, you need to take the final exam which defines the final grade of the course.
- **Tutorial:** Tutorial classes usually accompany the lectures. Every week there is a homework sheet to hand in, which covers the current topics of the lectures. The tutorials are usually divided into two parts. In the first half, the homework sheet from last week will be discussed – the students will receive their corrected homework and present their results to the class. In the second half, students may ask the tutor questions about the current homework sheet; sometimes the tutor will give some examples or advice. Here the presence is mandatory and students are **only** allowed to be absent 2 times! In order to pass the tutorial and take the exam, the students have to present (at least) once their results, pass all homework sheets by an average of at least 60% and have to have attend at all but two tutorial classes.
- **Seminar:** During a seminar, classes will be held by the students. Usually the professor introduces the subject of the course and assigns the presentation topics to the students. In the following classes, each topic will be presented by a student or a group of students, in case there are more students present than talks available. Sometimes the professor requires a written assignment about the presentation topic along with the talk. The final grade then will be influenced 50% by the presentation and 50% by the assignment.
- **Software Project:** In a software project course, the students work in bigger groups on a larger software project. Most of the projects have their own style and really depend on the professor in charge of the project. Some are available during the lecture period; some are more compact intensive projects over six weeks during semester break.
- **Intensive Courses:** Some courses are intensive courses during the lecture-free period. They usually last 3–4 weeks and are organized with lectures in the morning, tutorial classes during midday and work on the homework sheets in the afternoons.

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## *Signing up for Courses*

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For the administration of lectures there are **two** systems in use at our department:

- Campus Management System (CM)  
= grading system for all students at FU Berlin  
<https://www.fu-berlin.de/en/sites/campusmanagement/N3InfoStudenten/index.html>
- Whiteboard  
= department-wide platform for detailed course information, timetables, resources, announcements and online submission of your homework  
<https://mycampus.imp.fu-berlin.de/portal/site/!gateway/tool/d9c8f3ad-bb6d-4f69-a2ba-56be008d92cb/display.stuff?sakai.tool.placement.id=d9c8f3ad-bb6d-4f69-a2ba-56be008d92cb>

**Registration for courses needs to be done in both systems!**

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## *Courses @ other Universities in Berlin*

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In case you are not satisfied with the variety of course offered at our department, or your German is just not good enough to follow the lectures, there is always the option of taking courses at other universities in Berlin and include them into your learning agreement.  
We do offer courses in English, but TU (= Technische Universität) might have more.

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## *Homework Sheets = Übungszettel*

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Homework sheets (Übungszettel) are the course work which accompany the lectures. Usually there is one homework per week, which has to be handed in by a certain time. The tutorial classes will help you to solve the homework sheets. In order to be allowed to take the final exam one needs to have an average of 60% or better in all homework sheets together. Sometimes it can take up to 4 or 5 hours to finish a homework sheet. Bear in mind that they are the best preparation for the final exam!

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## *Preparing for Exams*

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The most important and valuable link for all students at our department is the one from our „unofficial“ archive for old exams. It is set up and maintained by students. You can only access it when you are connected to the FU servers by WiFi or by a VPN: <http://klausuren.spline.de>

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### *Finding your Way around our Department*

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The Mathematics and Computer Science Department has four main buildings. All of them are located directly next to each other:

- Institute of Computer Science @ Takustr. 9, 14195 Berlin = T9
- Institute of Mathematics @ Arnimallee 3 and 7, 14195 Berlin = A3, A7
- Institute of Mathematics @ Arnimallee 6 („Pi Building“), 14195 Berlin = A6

The common code for a room is the three-digit room number plus the abbreviation of the corresponding building. Usually the first digit of the room indicates at which floor you can find the room.

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### *Opening Hours of the Buildings*

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All buildings of our department are open during weekdays from 7am–7pm. You can always stay longer than 7pm, though you will not be able to re-enter again after the closing time.

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### *University Sports = Hochschulsport*

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Every semester, FU offer a variety of sports courses. It is all organized via the organization „Hochschulsport“. From Oriental Contemporary Dance to Parkour, from Qigong to Sailing, from Meditation to Ballet and of course classics like Tennis, Football, Basketball or Yoga... Check out the program @ <https://www.hochschulsport.fu-berlin.de/en/sportprogramm/index.html>

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### *Language Courses @ FU*

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Take the opportunity to learn as much German as you can while you are in Berlin. Here you find information on courses held during the semester and pre-semester courses:  
<https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/kurse/index.html>

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### *Important Dates and Deadlines during the Semester*

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- Semester duration: October 1, 2024 – March 31, 2025
- Teaching period = lecture period: October 14, 2024 – February 15, 2025
- Christmas holidays: December 23, 2024 – January 4, 2025
- Public Holidays: October 3, 2024 = Day of German Unity
- Online Registration Phase for all Modules: October 1, 2024
- Incoming Orientation Day: October 1, 2024 @ 9:30am
- Campus Tour: October 2, 2024 @ 10am