



**Universität Regensburg**

Rechenzentrum  
Studienbegleitende IT-Ausbildung

# Guide to the Study-accom- panying IT-training

## Contents

1	Content and Structure .....	3
1.1	Learning Objectives .....	3
1.2	Admission requirements .....	3
1.3	RZ-modules according to the new study regulations 2015 .....	3
1.3.1	The IT-training is divided into a (elective) mandatory area and an elective area.....	4
2	Test Achievements and Certificate .....	4
2.1	Registration.....	4
2.1.1	Test Registration in FlexNow for RZ-courses .....	4
2.1.2	Registering for Tests with other Faculties and the vhb .....	5
2.2	Accounting for the Achievements.....	5
2.3	Certificate .....	5
2.3.1	Required scope of achievements for the acquisition of the IT certificate .....	5
2.4	Application for the IT certificate.....	5
3	Contact persons .....	6
3.1	Questions about individual courses.....	6
3.2	Administrative & organisational requests .....	6
3.3	Personal consultation .....	6
4	Frequently asked questions .....	6
4.1	Registration for participation .....	6
4.2	To which module does the SITA course belong? .....	7
4.3	Do I have to complete the SITA?.....	7
4.4	Will the SITA courses also be accepted for my studies? .....	7
4.5	Do the study regulations from 2009 apply to me? .....	8

# The Study-accompanying IT-training (SITA)

In cooperation with Regensburg University's faculties the computer centre (RZ) is providing the opportunity of a Study-accompanying IT-training for all students at Regensburg University (UR) complementary to their subjects.

The training is modular and conveys study- and career-oriented key skills in dealing with information and communication technologies and digital media design.

## 1 Content and Structure

### 1.1 Learning Objectives

Having successfully completed the Study-accompanying IT-training you will be able to

- choose the respectively suitable methods and tools for different IT-specific problems.
- appropriately use the tools needed for different task settings in your studies respectively later in your career.
- efficiently solve problems thanks to the knowledge of suitable work processes and tools.
- decide how to adequately design different digital media respectively media products.

### 1.2 Admission requirements

There are no admission requirements for the Study-accompanying IT-training (SITA).

As long as you are enrolled at UR, you are entitled to attend courses of the SITA - regardless of your course of studies and semester.

### 1.3 RZ-modules according to the new study regulations 2015

You attended your first SITA course in or from winter semester 2015/16? The study regulations of 2015 apply to you!

The SITA is modular, i.e., structured according to different subject areas. There are eleven modules in total, where you can choose from a variety of IT courses.

The modules RZ-M01 to RZ-M08 are primarily offers of the computer centre. The modules RZ-M61, RZ-M62 and RZ-M63 are imported offerings from other faculties.

### **1.3.1 The IT-training is divided into a (elective) mandatory area and an elective area.**

#### **(Elective) mandatory area**

Module RZ M 01 - Creating and Editing Text

Module RZ M 02 - Analysing and Visualising Data

Module RZ M 03 - Web Development and Web Design

Module RZ M 04 - Algorithms and Data Structures

Module RZ M 05 - Programming and Software Development

Module RZ M 06 - Media-Aided Learning and Teaching

#### **Elective area**

Module RZ M 07 - Graphics and Image Editing

Module RZ M 08 - Audio and Video Editing

Module RZ M 61 - IT-Specific Offers from the Natural and Medical Sciences

Module RZ M 62 - IT-Specific Offers from the Philosophy Faculties and Catholic Theology

Module RZ M 63 - IT-Specific Offers from the Economic and Legal Sciences

For more information, please refer to the module catalogue (version 2015, in German).

## **2 Test Achievements and Certificate**

### **2.1 Registration**

#### **2.1.1 Test Registration in FlexNow for RZ-courses**

For all RZ-courses (recognisable by the course numbers beginning with "60") you have to register for the test in FlexNow.

When you register for a test, you will automatically be shown all the modules in which you can enrol. Please consider in advance which module you would like to be enrolled in and choose the right one accordingly.

Please note: You will not receive ECTS points for courses that you book in RZ-ZL (voluntary additional achievements)!

### **2.1.2 Registering for Tests with other Faculties and the vhb**

For information on how to register for tests for courses offered by other faculties, please refer to the respective course descriptions in the university course catalogue system EXA.

For courses offered via the Virtual University of Bavaria (vhb) (recognisable by the course numbers beginning with "61"), test registration is done directly via the vhb.

## **2.2 Accounting for the Achievements**

As soon as our IT lecturers have evaluated the tests of RZ courses, they send the results to the RZ secretary's office, which then posts the marks in FlexNow within the module you have registered for.

You will be notified of the grade via automated email and can view the result in FlexNow as of now.

If you want to bring in courses from the Virtual University of Bavaria (vhb) for SITA, then for reasons of examination law we need your original vhb certificate for the initial booking of your performance within the framework of SITA. Please send it by post, stating the module you wish to book:

Universität Regensburg  
Rechenzentrum - Sekretariat, RZ 1.14  
z.H. Frau Susanne Federmann  
Universitätsstraße 31  
93053 Regensburg

## **2.3 Certificate**

### **2.3.1 Required scope of achievements for the acquisition of the IT certificate**

To obtain the IT certificate, you must have three fully completed RZ modules, at least two of which must be from the (elective) mandatory area (2015 version: modules RZ-M01 to M06).

To successfully complete a RZ module, as a rule two courses of 3 ECTS points each must be attended and passed, of which at least one course must have a grade. If both courses are graded, the module grade results from the average of the two performances.

Exceptions: Modules RZ M61, RZ M62 and RZ M63 - no grading is required in these modules.

In addition, there are some courses that have a scope of 4 semester hours per week and a value of 6 ECTS credits.

With the graded passing of such a course, a module is also considered to have been fully completed.

## **2.4 Application for the IT certificate**

As soon as your achievements have been completely recorded in FlexNow, you can apply for the issuing of the certificate informally by email via [support@rz.uni-regensburg.de](mailto:support@rz.uni-regensburg.de).

Please enter your name, your matriculation number, your course of studies and the examination regulations under which you are studying.

The IT certificate is an official certificate with a seal and signature. Please note that the certificate can only be issued to you once and allow sufficient lead time for the issue.

### **3 Contact persons**

#### **3.1 Questions about individual courses**

If you have any questions regarding the content or organisation of the individual courses (time, room, type of test etc.), please contact the respective lecturer directly.

The contact details of the IT lecturers at the computer centre and the lecturers from the faculties and institutions can be found in the university course catalogue system EXA directly under the respective course information.

#### **3.2 Administrative & organisational requests**

For administrative and organisational matters relating to the SITA, such as the recognition of course certificates, rebooking and IT-certificates, please contact our hard-working staff at the information desk or second-level support by e-mail at [support@rz.uni-regensburg.de](mailto:support@rz.uni-regensburg.de), stating your details (full name, matriculation number, course of studies and examination regulations).

#### **3.3 Personal consultation**

For personal advice on the Study-accompanying IT-training or special in-depth matters, you are welcome to contact

Sonja Lemberger, Head of Unit RZ I/4 IT-Training and Education,

during the following weekly office hours:

Monday, 15:30 - 16:30 - live via Zoom: <https://go.ur.de/ask-an-expert>

Thursday, 10:00 - 11:00 Uhr - by telephone: 0941 943-4933

### **4 Frequently asked questions**

#### **4.1 Registration for participation**

Registration for participation in the courses will take place via the student portal "SPUR" in the new course catalogue system "EXA" from winter semester 2021/22!

A login with your computer centre account (RZ account) in the menu bar on the top right is required.

Click on the wine-red field "Show university course catalogue" to go to "Courses open to students from all faculties" and then to "Study-accompanying It-training".

The introductory text is followed by the course programme in both module catalogues, broken down according to the new study regulations (= for students from WS 2015/16, i.e. the vast majority) and the old study regulations, and here again subdivided into (elective) mandatory and elective areas.

Clicking on the respective RZ modules (e.g., Modulkatalog - Module Catalogue - Additional Offer - Study-accompanying It-training - from WS15/16 (new study regulations) > Mandatory Modules: Modules RZ-M01 to RZ-M06 > RZ-M01 gültig ab WS2015/16 - Texte erstellen und gestalten (Creating and Editing Texts) opens another drop-down menu in which the individual courses of the module are listed chronologically by course number.

Please note: In the module, courses may be differentiated according to 6 or 3 credit points.

When selecting a course (e.g., RZ M01 > 60113a: Flyers, Posters, booklets and Master's Thesis - Design and Image Editing), further course information (basic data with registration period, course content, mandatory requirements, proof of academic achievement; course dates, modules etc.) is displayed.

Here you can register for the course within the deposited course registration phase.

Following the registration phase, course places will be allocated via an automated selection procedure, and you will be notified of your allocated status by email.

## 4.2 To which module does the SITA course belong?

In the university course catalogue, the modules in which the respective course can be included are shown in the course description of each course under the section "Modules/Courses of study".

Example:

Course 60110a - Microsoft Word Basic Course

Allocated modules:

- RZ M01 (study regulations 2015)
- RZ M11.1 and RZ M12.1 (study regulations 2009)
- RZ ZL (voluntary additional achievements) => please note: there are no ECTS points for the voluntary additional achievements.

## 4.3 Do I have to complete the SITA?

As part of your IT training, you are free to attend as many or as few courses as you like. You can view a balance sheet of your currently booked IT achievements in FlexNow at any time and generate a printout.

Please note, however, that the official IT certificate, which certifies the completion of the IT training, can only be obtained if you have completed at least three modules in full, at least two of which must be from the mandatory area (RZ M01-RZ M06).

## 4.4 Will the SITA courses also be accepted for my studies?

The respective importing study course and the "Prüfungsamt" (examination office) of your main study course decide on the recognition and value of IT training courses.

For more information, please contact the examination office of your main study course.

For study courses assigned to the Humanities Examination Office ("PA Phil"), please refer to the relevant website for information on achievement recognition!

#### **4.5 Do the study regulations from 2009 apply to me?**

If you completed your first course at SITA up to and including the summer semester 2015, the "old" study regulations from 2009 still apply to you!

The training is divided into a (elective) mandatory area and an elective area, with each of these areas consisting of three main topics. Three modules are offered per thematic focus.

A module usually consists of two courses and is completed with an examination or by passing partial module examinations.

To obtain the IT certificate, you must have three fully completed RZ modules, at least two of which must be from the (elective) mandatory area (modules RZ M11 to RZ M33).

For further information on the contents and requirements of the modules, please refer to the Module Catalogue for Study-accompanying IT-training (Version 2009, in German).