

Guidelines for writing and correcting solutions of the exercises at the GIH

The study achievement of a course is defined to consist of one or several exercises (of different form: practical exercise, theoretical exercise, presentation). The extent and total number of the exercises are announced in the first lecture of the corresponding course in each semester. Approval of the study achievements requires approval of all exercises assigned to a course.

- The written solutions of the exercises should be structured according to a template.
 - A structure template is made available as a Word document and presented on slides at the beginning of the semester (1. and 3. Semester, or later if necessary).
- Handwritten solutions are not accepted. Submission in analog form is mandatory, additional submission in digital form by email is optional. In the attachment, exclusively PDF-documents and source code, e.g. MATLAB, are allowed.
- Timely submission of the solutions is mandatory, delayed submission excludes their approval.
- Solutions that are incomplete with respect to the problem formulation or that are formally insufficient are not approved.
- Correction comments are briefly outlined on the front page by the tutor.
 - False or unclear parts within the written solutions are marked and short hints for error correction are added.
- If the resubmitted solutions are incorrect, then they will not be approved of.
 - Partial exercises can be caught up on within the subsequent year; otherwise the exercise must be completely reiterated.
 - The tutor can however decide to carry out a subsequent colloquium instead.
- The granted time for elaborating the solutions is
 - generally: 2 weeks + 1 week for resubmission.
 - for semester exercises: 2 weeks for resubmission.
 - extension of time only in exceptional cases (e.g., illness).
- Return of the marked solutions by the tutor:
 - 2 weeks after the scheduled submission date of the solution with respect to the corresponding course or exercise; in exceptional cases, the marked solutions can be picked up in the tutor's office until the 3rd workday after their return in the lecture/practice lesson.
 - The usual revision time of 1 week until resubmission starts on that 3rd workday after the aforementioned return of the marked solutions.
 - Extensive Exercises can have different deadlines, which are specified on the front page.
- Plagiarism and multiple identical solutions will not be approved of, resulting in failure of the exercises ('failed').
- Practical exercises which students attend unprepared will not be executed.
- Foreseeable times of absence due to participation in events such as the KonGeoS or the IGSM must be communicated by the student to the tutor of the course affected by the absence until one month before the beginning of the lecture period.