

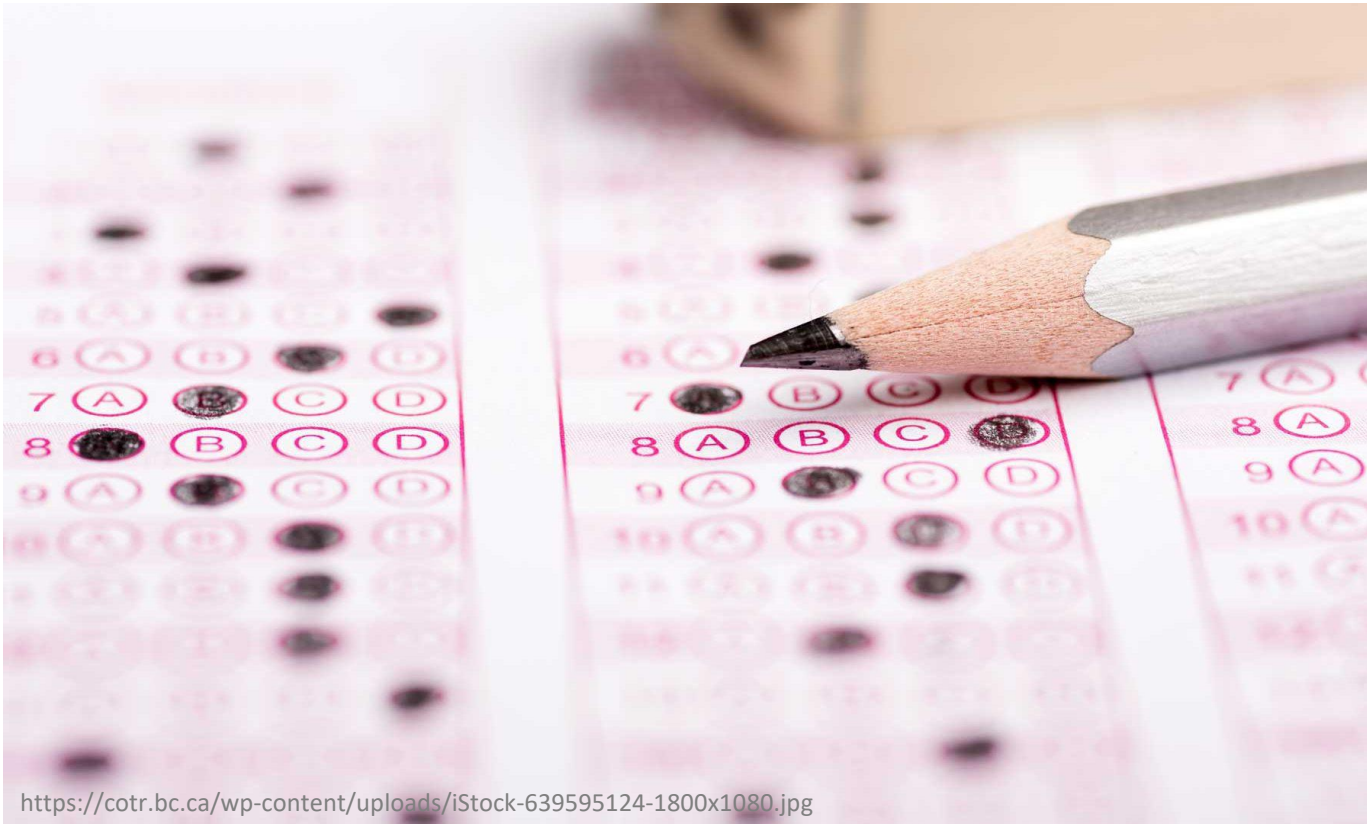


# SIMP-SON's “Exam Info Session 2024/25 WiSe”

## Agenda:

1. Examinations
2. Exam locations
3. General rules
4. Checking your grades
5. Grading system
2. Retakes
3. Exam withdrawal
4. Seminars + Registration
5. Study tips





# 1. Examinations

## Two types

### Written exams

- In-person
- Online
- Paper
- Etc.



- 60 min (5 ECTS); e.g.: Financial Accounting
- 120 min (10 ECTS); e.g.: Microeconomics

### Oral exams



Exam Schedule

# What to observe (long before exam date):

- ! Check exam schedule for **overlaps** (before exam registration):

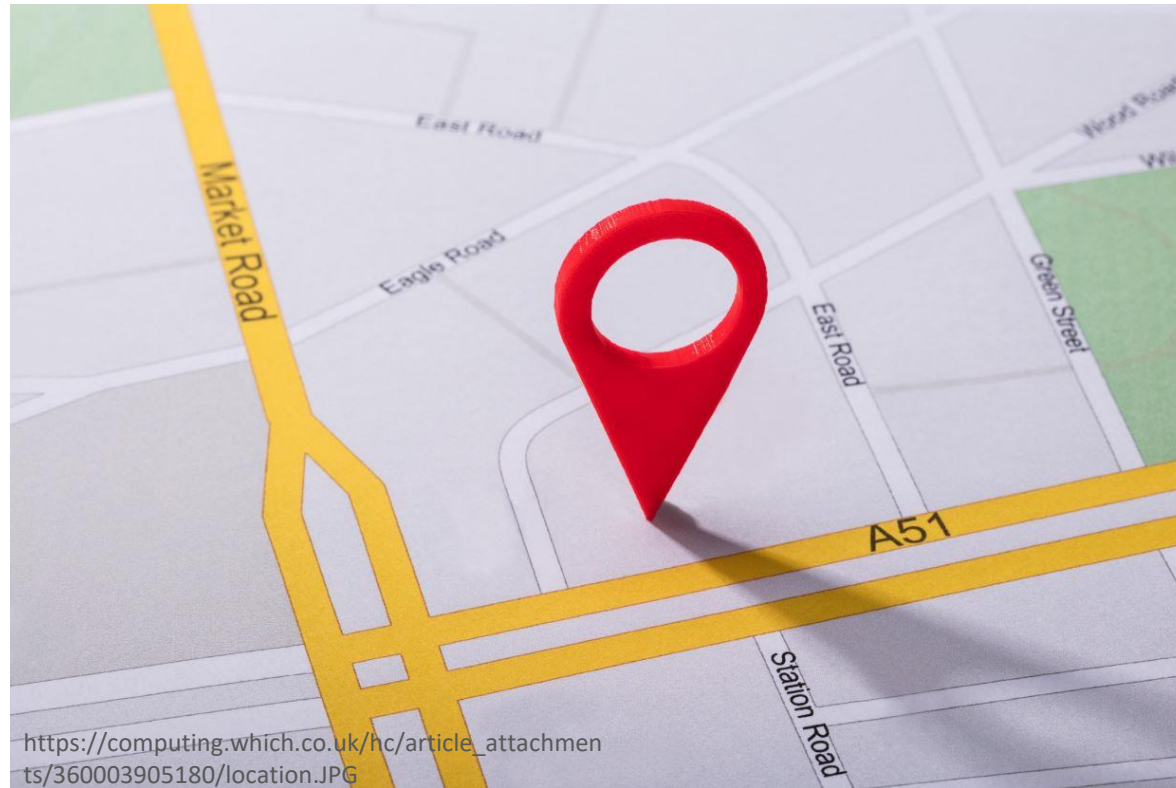


Exam Schedule

- ! Check if there are any **pre-requirements** to pass the exam: obligatory homework, midterms, bonus points tasks etc.

# What to observe (shortly before exam date):

- ! Check dates, time and place carefully via LSF and the Exam Schedule **in advance + the night before!**
- ! Keep a printout/screenshot/email as evidence of the registration confirmation for your own records
- ! **Check exam location the night before!**  
Your exam location may not be the same as your friends!
- ! **Feeling unprepared?**  
Withdraw from the exam 3 days before



## 2. Exam Locations

No guarantees for any changes or mistakes.

## 2. Exam Locations

- Hörsaal 1, building 26
- Hörsaal 2, building 22
- Hörsaal 5, building 16
- G03/315 (building 03 behind Campus Service Center)



Campus Map



## 2. Exam Locations

- Messehalle 1/2: take the tram 5 “*Messegelände*” or 6 “*Herrenkrug*” and get off at the station “*Jerichower Platz*”



Exterior View

Arrive in  
advance!



## 3. Exam: General Rules

### 3. Exam: General Rules

– Be on time! Our advice: show up 30 min before the starting time



– Bring a photo ID (**Passport, Ausweiss**) + your student ID



– Find the seat marked with your student number.  
Seats are sorted by matriculation number (de- or ascending)  
you cannot find your seat, ask an exam supervisor



### 3. Exam: General Rules

- Only writing materials and a non-programmable calculator etc. allowed during the exam unless the lecturer has informed otherwise (e.g. open-book online exams)

*Notes in the books are not allowed -> Fail*

*Check in advance which materials are allowed!*



- Jacket, bags, coats and communication devices (**TURNED OFF**) are placed away from your seat (e.g. against the wall, coat rack)



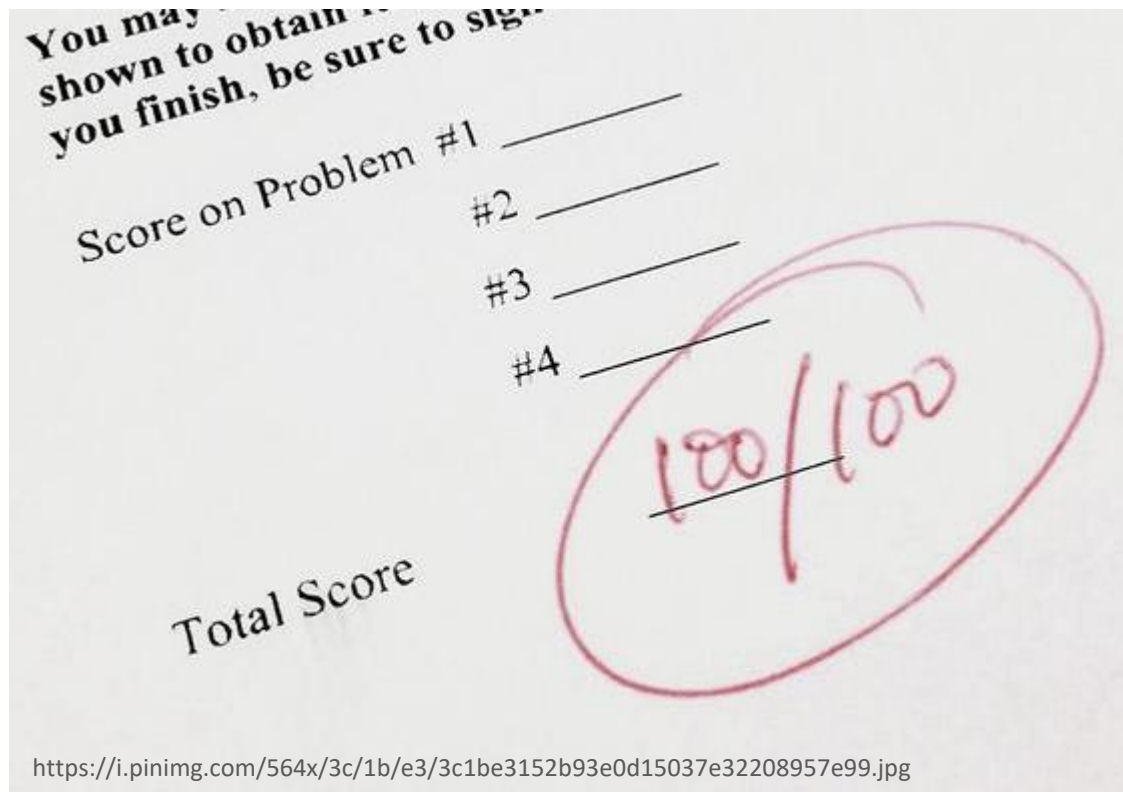
Any disturbances during the exam => automatic fail

### 3. Exam: General Rules

- You will receive all paper sheets for personal notes and scribbling from the instructor – any other paper is strictly forbidden unless stated otherwise
- Listen to the instructions of examiners carefully
- Fill out the cover page at the beginning (student number, name, etc.)
- Online exams with picture uploads: PDF format (use a scanner app on your phone), place your student ID on top of the first page
- Always mind the specific rules for each exam. Check E-Learning!  
They are stated at the top of each in-person exam question sheet
- Online exams: Start either at the exact listed time (e.g. 9:00 with a countdown or with a 5-15 minute window)

### 3. Exam: General Rules

- In-person: Instructor will announce the last minute(s) of the exam
- Online: Countdown listed on the right-hand side of E-Learning
- Return ALL sheets and notes to the instructor
- Using any other aids other than explicitly allowed will result in a fail!
- Fails (5.0) will be listed in your grade transcript
- Do not leave your seat until the instructor announces the end of exam
- Do not remove any of the staples from the test paper. Such infringements will be graded as a failed attempt!



## 4. Checking your grades

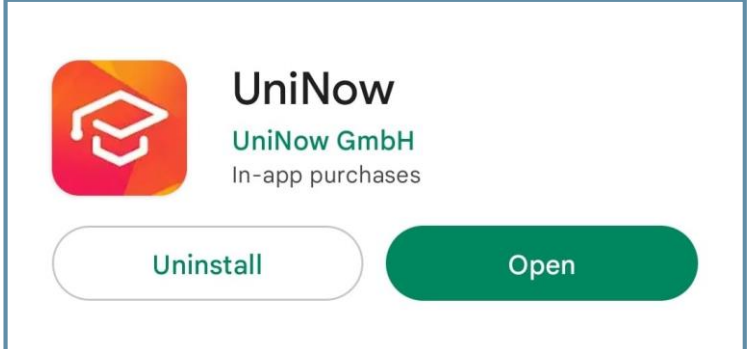
## 4. Checking your grades


### Online:

Isf.ovgu.de > My Functions > Administration  
of Exams > Transcript of Records

My Functions	Student's Corner	Courses
You are here: <a href="#">Home</a> → <a href="#">Administration of exams</a>		
<a href="#">Administration of exams</a>	Administration of exams	
<a href="#">Schedules</a>		
<a href="#">My Curricula Timetable</a>		
<a href="#">My Study Log</a>		
<a href="#">OVGU-Pass</a>		
	<a href="#">Apply for exams</a>	
	<a href="#">Info on Exams (internships)</a>	
	<a href="#">Transcript of Records</a>	

### UniNow app on your phone



 **UniNow**  
UniNow GmbH  
In-app purchases

[Uninstall](#) [Open](#)

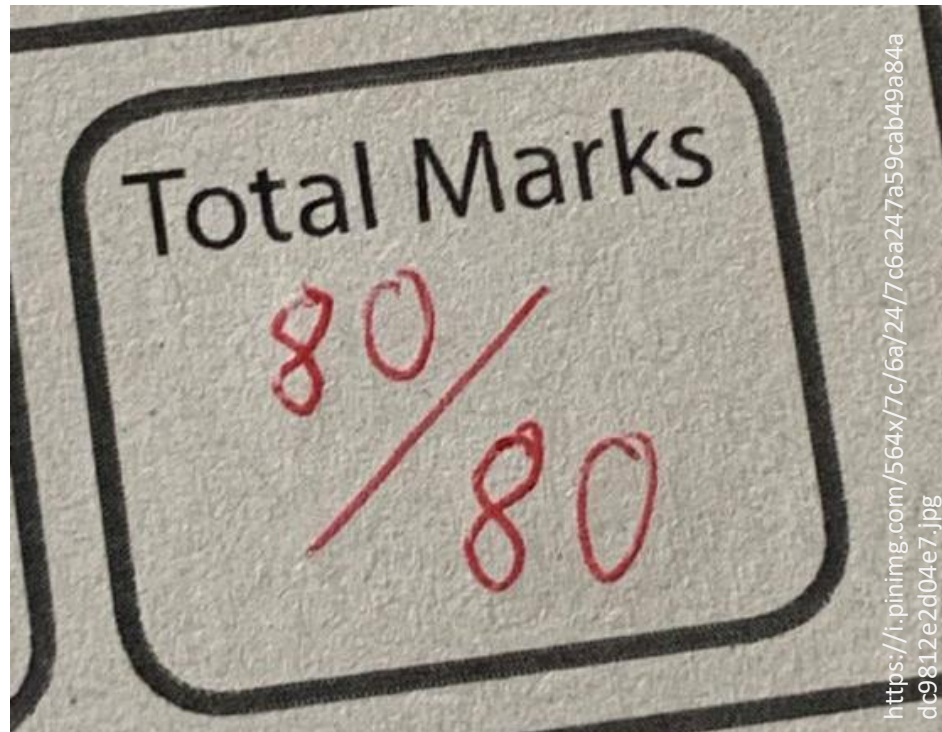




## 5. The German Grading System at a glance

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<b>1.0 to 1.5</b>	= “very good”	= A
<b>1.6 to 2.5</b>	= “good”	= B
<b>2.6 to 3.5</b>	= “satisfactory”	= C
<b>3.6 to 4.0</b>	= “sufficient”	= D
<b>5.0</b>	= „ not sufficient	= E <i>(so-called fail)</i>



## 6. Exam Inspection after Grading Announcement

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- An inspection of your exams will vary, **latest at the beginning of the next examination registration period!**
- The examination inspection date will be announced by the lecturers, usually via e-learning portal, e-mail or homepage of the chair



## 6. Exam Inspection after Grading Announcement

- Any **objections** to the grading have to be given to the examiners in **written form** (FORMAL) and in time.

Head of Exam Board: Prof. Roland Kirstein

Head of Exam Office: Dr. Toni Richter



- Exam Board meeting – once per semester





## 7. Re-takes/Repeating failed Exams

## 7. Re-takes/ Repeating failed Exams

- A retake is not allowed for already passed examinations (grade 4.0 or higher) **except in a one-time case where an already passed *compulsory* examination can be withdrawn upon request**
- **Compulsory modules** examinations that are failed **may be repeated only twice. (!!!!!)**  
*After second fail: ask for student counseling at the ISP Office*  
No summer lectures for compulsory winter modules etc. Study on your own at home 😊
- **Compulsory elective + elective modules -> no counting of fails; just take another one**  
Note: Modules are not always offered (WiSe/SoSe). A retake may not be possible if the lecture is not offered. *Choose another* elective module.
- **3 fails of one compulsory module = kicked out of your study program!**  
Study program change has to be done: in Germany, another Economics English program, but...



## 8. Exam Withdrawal / Deregistration



## 8. Exam Withdrawal / Deregistration

**Students can withdraw from examinations up to **3 days before** the respective (oral/written) examination date.**

**Miss the deadline – receive a 5.0**

## 8. Exam Withdrawal / Deregistration

- **Opening** an online exam but not starting it or finishing it **counts as an attempt!**
- Feeling sick on the exam day? – See a doctor + hand over a note to the exam office (best: next day)



## 9. Study Tips

## 9. Study Tips

- Exam preparation takes time!
- Learn by heart and **apply your knowledge!** – German University system
- Study in groups – study with student fellows, help each other out and practice
- Study at the library: Extended opening hours!

### Opening hours

Monday - Friday	08 a.m. - 09 p.m.
Saturday	10 a.m. - 06 p.m.
Sunday (21.01. - 11.02.2024)	10 a.m. - 06 p.m.

## 9. Study Tips



### Study regularly!



One week before the examination is not enough especially for math subjects as some time is needed for this knowledge to be absorbed



### Healthy lifestyle



Eat healthy (not much sugar), drink water, sleep well, do sports



### Stick to the study plan



Note how much time you need for each task and if you break the schedule, determine the reason why

## 9. Study Tips



Make a to-do list



Do not put too many things on your study plan but something that is feasible and motivating



Concentrate on your task



Avoid any possible distractions: log out of social networks, turn off your cell phone



Make more short breaks



Choose your efficient study time, take breaks (go for a walk)

## 9. Study Tips

### Memory Logs/Gedächtnisprotokoll from FaraWiwi

- Examples of previous examinations
- Make sure you can solve them but do not rely entirely on them, the next exam may not necessarily follow a similar structure
- “Give & Take Point System“ (each student has 10 points at the beginning)



The screenshot shows the website of the Faculty Student Council (FaraWiwi) for the Faculty of Economics and Management at Otto von Guericke University Magdeburg. The page is titled 'Klausuren-Archiv' and contains information about the archive of exams. It includes a navigation menu with options like 'Home', 'Klausuren', 'Bachelor (DE)', 'Bachelor (EN)', 'Grundstudium', 'Master und Hauptstudium', 'Nicht-FWW', and 'Gedächtnisprotokolle'. The main content area lists the types of exams available in the archive: 'deutsche Bachelorstudiengänge', 'englische Bachelorstudiengänge', 'Grundstudium (Diplom auslaufend)', 'Masterstudium bzw. Hauptstudium (Diplom auslaufend)', and 'Nicht-FWW'. It also mentions that the release of exams has been restricted in recent semesters and that the archive is used for reconstruction of exams. A link is provided for more information and background details.

## 9. Study Tips

### Students' support – www.isp.ovgu.de

In this section, you can find:

- “Good to know facts” such as info about deadlines, counseling hours, student housing, etc.
- OVGU and FEM contacts
- Office of International Affairs (ISP)



Students' Support



OTTO VON GUERICKE  
UNIVERSITÄT  
MAGDEBURG

Faculty of Economics and Management  
International Study Program

Stitemap Imprint Contact

Search phrase

WELCOME HALL | BACHELOR | MASTER | STUDENTS' SUPPORT | FAQs | STUDY ABROAD | STUDENTS' DOCUMENTS

Home > Students' Support

Students' Support, Advice, Contacts

'Good to Know' Facts

Important to Know

Only contact one OVGU office/university staff member at a time. Your question(s) and/or concern(s) will be forwarded to the appropriate personnel if you have not reached the befitting contact person. Enrolled students may only contact OVGU staff via their OVGU student email account, and always include your student ID number, semester you are in, and the name of your study program. Please observe the formal rules for contacting lecturers and staff. No chatting via email, please. No ccing and bcing as this can delay your reply quite a lot. All emails sent out from OVGU email account will be answered in time. Please count on 1 week for an answer. Urgent matters? Make use of the office hours. Thank you for your cooperation!

Academic Calendar

Class Schedules

Information, links





## 10. SoSe 25 Registrations

# 10. Re-registration for the Summer Semester 2025

## Re-registration

Re-registration period for the summer semester 2025 is from January 14, 2025 until February 10, 2025.

- Fee: 278.90 Euro
  - “Studentenwerk” fees
  - DE-Ticket (public transport)
  - Student Council contribution



More Info

If you do not re-register for the next semester, you are **not an OVGU student anymore**, and not allowed to take exams

## 10. Registration for all Master Seminars, Scientific Projects, mandatory Bachelor Thesis

**Deadline** for Master Seminars, Bachelor Thesis, etc. SoSe25:  
**Friday, January 31, 2025 at 23:55!**

### Requirement:

M.Sc. Seminar in SoSe – you are in your 2<sup>nd</sup> semester

M.Sc. Project in SoSe – you are in your 3<sup>rd</sup> semester

M. Sc. *Thesis* - no structured registration, check professor's website for rules

#### SoSe 2025: Bachelor Thesis Seminar (29993)

Course for IBE Students of FEM

Course Registration Deadline: **until Monday, 31.01.25 at 23:55 (CET)**

Only for students of the Faculty of Economics and Management

#### SoSe 2025: Masterseminare / Master Seminars

Kurs für alle Masterstudierenden der FWW / Course for all Master students of FEM

Einschreibung in den Kurs bis Freitag, den **31.01.2025 um 23:55 Uhr (CET)**

Course Registration Deadline: until **Friday**, den **31.01.2025 at 23:55 (CET)**

Die Registrierung richtet sich ausschließlich an Masterstudierende der FWW! / Only for Master students of the Faculty of Economics and Management!



E-Learning

## 10. Mandatory Seminars & Projects

### Schedule for the Master Seminars and Scientific Projects in the summer semester 2025

until <b>31.01.25</b> at <b>23:55 pm</b>	Registration for the Master Seminars and Scientific Projects via the E-Learning Portal OVGU- course area "Studiendekanat" & filling out the questionnaire
until 07.02.25	Publication of module descriptions in the E-Learning Portal by the Dean's Office of Study Affairs
from 10.02.25 at 10:00 am until <b>28.02.25</b> at <b>12:00 am</b>	<ol style="list-style-type: none"> <li>1. Selection of the chair of first &amp; second preference in the E-Learning Portal OVGU under the course area „Studiendekanat“</li> <li>2. Submission of the application documents in the E-Learning Portal OVGU under the course area „Studiendekanat“</li> <li>3. Choice of the study program</li> </ol>
until 14.03.25	Selection of students with first preference by chairs
until 24.03.25	Selection of students with second preference by chairs
until 28.03.25	Allocation of remaining places, if any, to students with entitlement by chairs & Dean's Office of Study Affairs overviews remaining places
from <b>31.03.25</b> at <b>17:00 pm</b> until <b>02.04.25</b> at <b>23:55 pm</b>	<b>Only for Master Seminars:</b> Allocation of remaining places according to the „first come, first served“ principle in the E-Learning Portal under the course area „Studiendekanat“
from 07.04.25	Possible start of the Master Seminars and Scientific Projects



Schedules (Bachelor/Master)

To check the study and exam registration of the specific program, follow this page on the ISP website

ON-BOARDING | BACHELOR | MASTERS | CURRENT STUDENTS | SUPPORT | FAQ | STUDY ABROAD | GET INVOLVED! DIRECTLINKS ▾

Home > Current Students > Bachelor | Doctorate | Exchange: Incomings | Exchange: Outgoings | SIMP-SON

### Current Students

Please be informed that English SPOs are courtesy translations. The German version is legally binding and serves as the official recognized document, as the administrative language in Germany is German. SPOs in German [here](#)

- IBE Student Documents
- Master
- Doctorate
- Exchange: Incoming
- Exchange: Outgoing
- SIMP-SON

Academic Calendar

Class Schedules

Information, links

- > Previous Exams: FaraWiwi
- > LSF Platform
- > Examination Office
- > Module Handbooks
- > E-Learning Platform
- > Earn Money: MaxLab

FAQ



Website

## QUESTIONS? COMMENTS? CONCERNS?

We wish all students good luck and success with their exams!

