

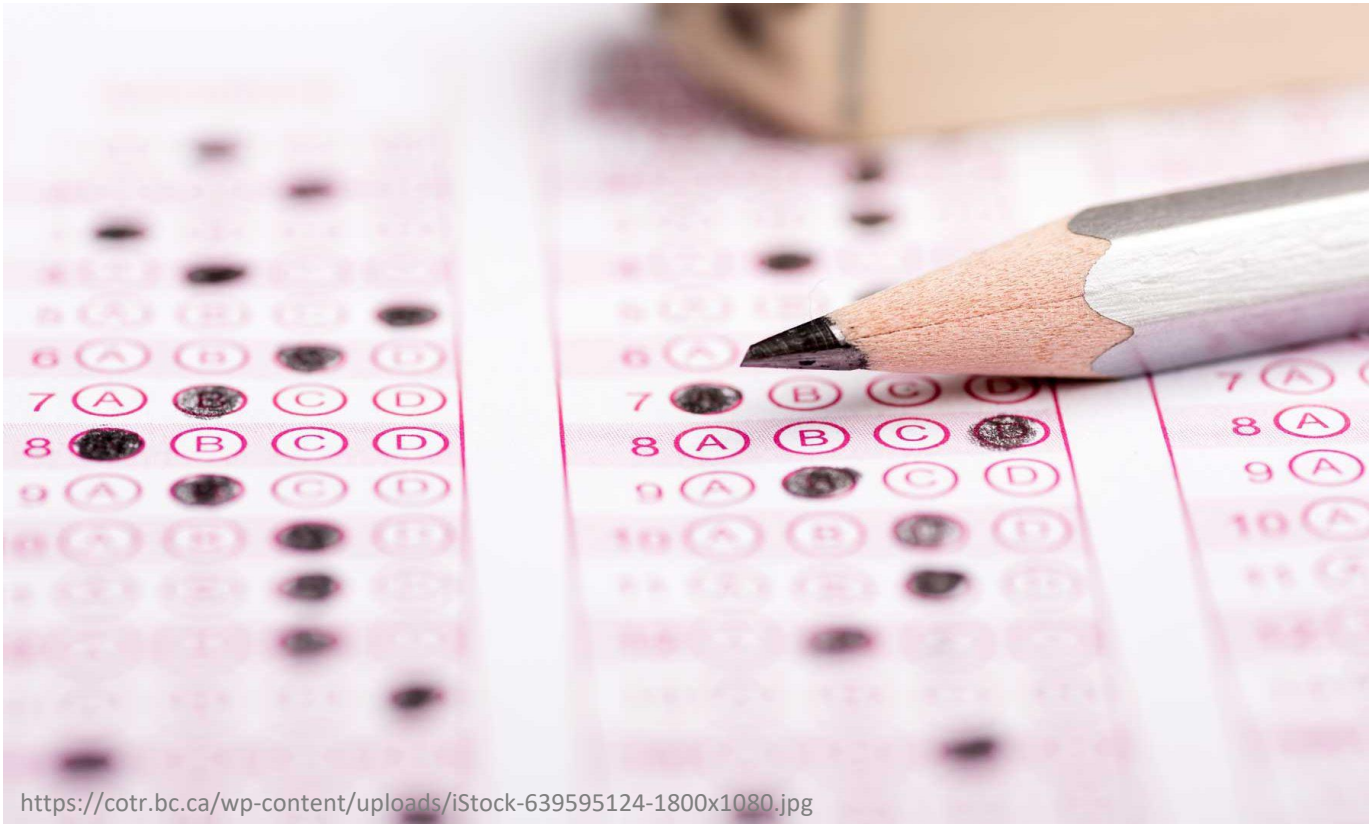


SIMP-SON's “Exam Info Session 2023/24 WiSe”

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





<https://cotr.bc.ca/wp-content/uploads/iStock-639595124-1800x1080.jpg>

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:

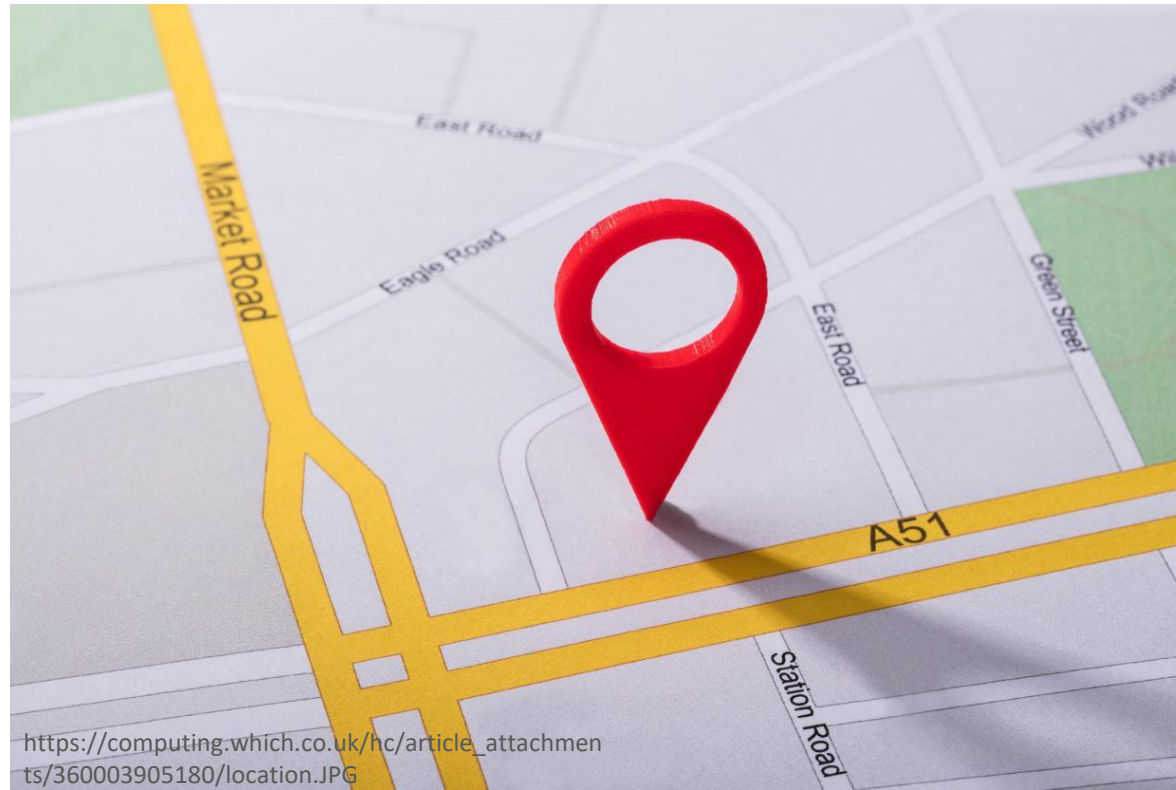
https://www.fww.ovgu.de/fww_media/Pruefungsamt/pruefunsplaene/0_Aktueller_Pr%C3%BCfungsplan_FWW_WiSe2324.pdf

What to observe (long before exam date):

- ! Check exam schedule for **overlaps** (before exam registration):
● https://www.fww.ovgu.de/fww_media/Pruefungsamt/pruefungsplaene/0_Aktueller_Pr%C3%BCfungsplan_FWW_WiSe2324.pdf
- ! 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!



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)

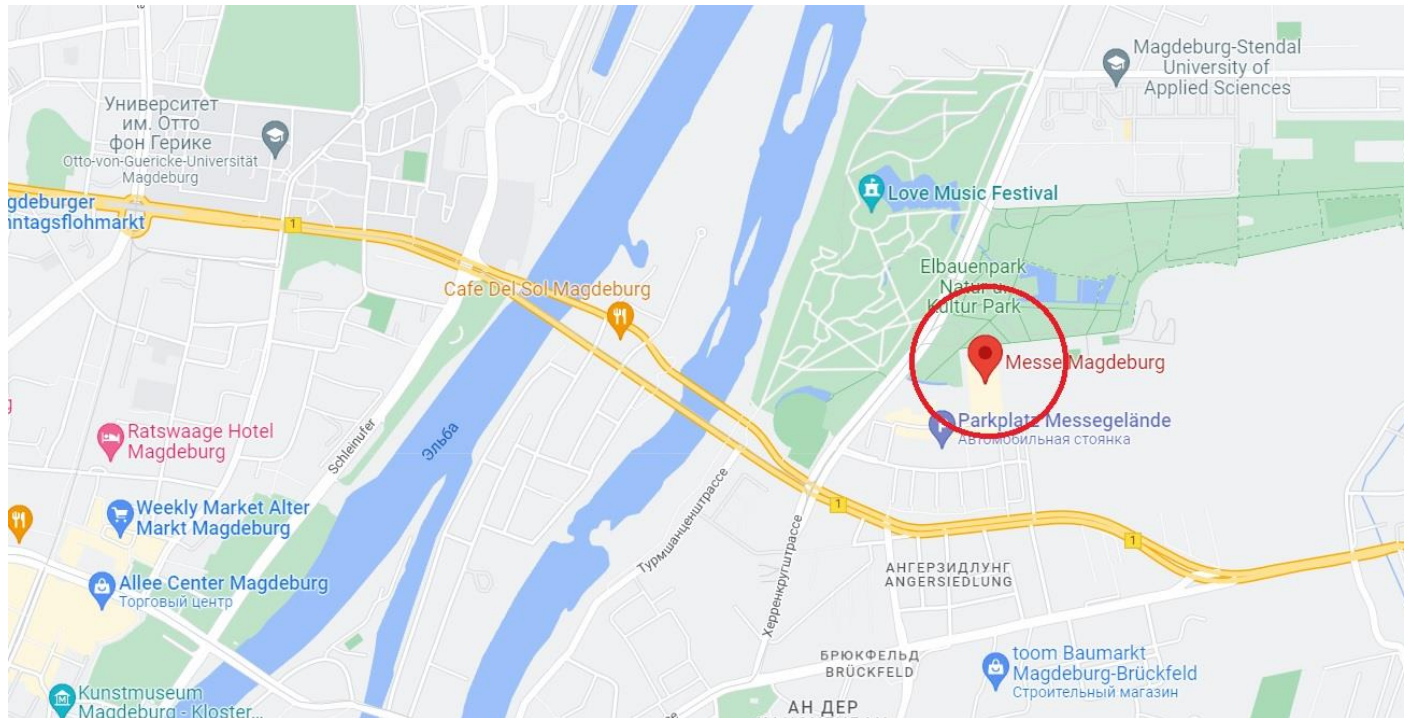


Campus Map:

https://www.ovgu.de/unimagdeburg_media/Universit%C3%A4t/Dokumente+und+Formulare/CampusFINDER.pdf

2. Exam Locations

- Messehalle: take the tram 5 “*Messegelände*” and get off at the station “*Messegelände/Elbauenpark*”





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, Ausweis**) + your student ID



– Find the seat marked with your student number.
Seats are sorted by matriculation number (de- or ascending)



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)

Writing in the books is not allowed!



- Jacket, bags, coats, and communication devices (**TURNED OFF**) and 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
- 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 question + answer 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 remove any of the staples from the test paper. Such infringements will be graded as a failed attempt!

3. Exam: General Rules

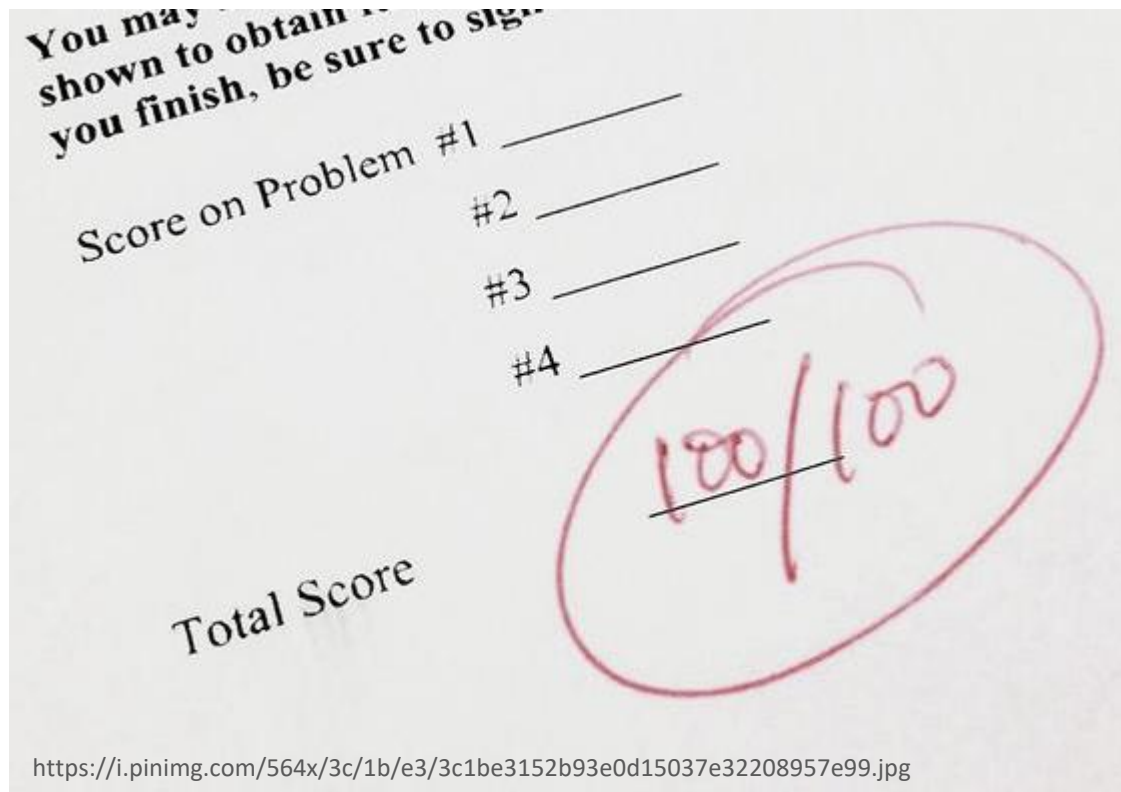
IBE 1st-semester students (§ 8 SPO)

*“Modules from the 1st semester, which have not been taken before **the end of the third semester**, will be initially **counted as a failed examination**”. (5.0)*

*“Modules from the 1st semester, which **have not been passed** must be retaken in **the fourth semester at the latest**.”*



Goal: pass all the exams from the 1st semester!



4. Checking your grades

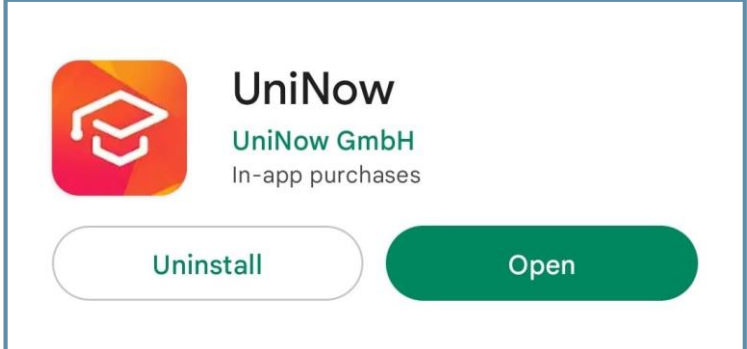
4. Checking your grades


Online:

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

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

UniNow app on your phone



 **UniNow**
UniNow GmbH
In-app purchases

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



5. The German Grading System at a glance

5. The German Grading System at a glance

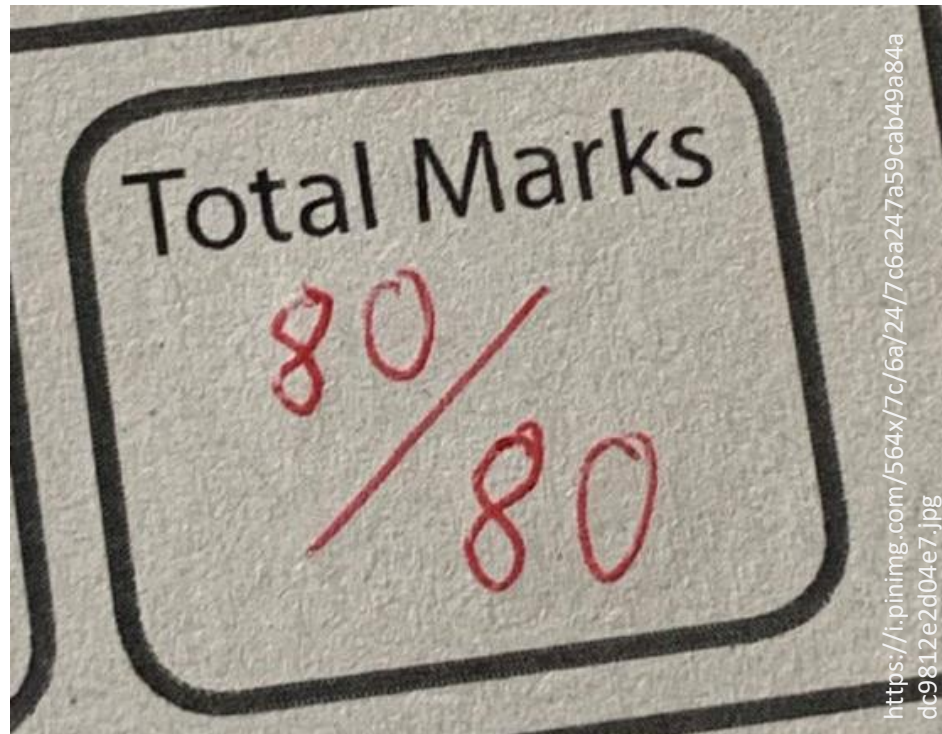
1.0 to 1.5 = “very good” = A

1.6 to 2.5 = “good” = B

2.6 to 3.5 = “satisfactory” = C

3.6 to 4.0 = “sufficient” = D

5.0 = „ not sufficient = E (*so-called fail*)



6. Exam Inspection after Grading Announcement

6. Exam Inspection after Grading Announcement

- 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 or e-mail.



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).
- **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 (WS/SS). 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! Game over 😞*
Study program change has to be done: in Germany, OvGU ...



8. Exam Withdrawal / Deregistration

No guaranty for any changes or mistakes.

8. Exam Withdrawal / Deregistration

2023/24 WS: 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 during on the exam day? – See a doctor + hand over a note to the exam office (best: next day)



9. Mandatory Seminars & Projects: SoSe 24 Registration

No guarantees for any changes or mistakes.

9. Mandatory Seminars & Projects

Deadline for Master seminar SoSe24 registration: **February 2nd**

Requirement:

M.Sc. Seminar in SoSe – you are in your 2nd semester

M.Sc. Project in SoSe – you are in your 3rd semester

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

Enrolment options

 SS 24: Masterseminare / Master Seminars

Register via the E-learning portal:

<https://elearning.ovgu.de/enrol/index.php?id=15961>

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

Einschreibung in den Kurs bis **Freitag**, den **02.02.2024** um **23:55 Uhr (CET)**

Course Registration Deadline: until **Friday, 02.02.2024** at **23:55 (CET)**

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

Organisation: **Studiendekanat FWW**

9. Mandatory Seminars & Projects

until 02/02/24, 23:55	Registration for the module 2 nd semester master's seminar + 3 rd semester scientific project via the e-learning portal under the course category: Studiendekanat/ Office of Study Affairs & filling in the regarding questionnaire (pre-registration)
until 09/02/24	Publishing of module descriptions at the e-Learning portal by the Dean's Office of Study Affairs.
12/02/24, 10:00 until 01/03/24, 12:00 (noon)	<ol style="list-style-type: none"> 1. Selection of the chair (Lehrstuhl) by student's first and second choice preferences in the e-learning portal, course category "Studiendekanat/ Office of Study Affairs". 2. Submission of application documents at the e-Learning portal under the course category Studiendekanat/ Office of Study Affairs. 3. Selection of the study program.
until 15/03/24	Selection of students with their <u>first</u> preferences by chairs.
until 25/03/24	Selection of students with their <u>second</u> preferences by chairs.
until 28/03/24	Allocation of remaining places, if any, for students which are entitled (pre-registered in time) by chairs & the Dean's Office of Study Affairs overview of remaining places.
from 02/04/24, 17:00 until 04/04/24, 23:55	ONLY for the mandatory MASTER's Seminars: The allocation of remaining places according to the "first come first serve" principle at the e-Learning portal, under the course category: Studiendekanat/ Office of Study Affairs
from 08/04/24	(Possible) Start of the work on the mandatory master seminar, or scientific projects.

Dr. Jessica Naundorf, FEM's Study Dean's Office
studiendekan-fww@ovgu.de

No guarantees for any changes or mistakes.



10. Study Tips

10. Study Tips

- **What exams look like:**
 - 60 min (5 ECTS); e.g.: Financial Accounting
 - 120 min (10 ECTS); e.g.: Microeconomics
- Exam preparation takes time!
- Learn by heart and learn to **apply your knowledge!** – German University system
- Study in groups – help each other out
- Study at the library: **Extended opening hours!**

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.

10. 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 studystyle



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

10. 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)

10. Study Tips

Memory Protocols/ 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)



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MAGDEBURG

FACHSCHAFTSRAT DER
FAKULTÄT FÜR
WIRTSCHAFTSWISSENSCHAFT

farawiwi
FACHSCHAFTSRAT FÜR WIRTSCHAFTSWISSENSCHAFT

FARAWIWI | SPRECHZEITEN | ANGEBOT | VERANSTALTUNGEN | STUDIUM | KLAUSUREN

Home > Klausuren > Bachelor (DE) | Bachelor (EN) | Grundstudium | Master und Hauptstudium | Nicht-FWW | Gedächtnisprotokoll

Klausuren-Archiv

Alle Klausuren aus diesem Archiv sind auch ausgedruckt im > Büro des Fachschaftsrates zu erhalten. Bei Fragen steht der Fachschaftsrat jederzeit per Mail unter > mail@farawiwi.de oder in den zur Verfügung.

Klausuren-Archiv

- ▶ deutsche Bachelorstudiengänge
- ▶ englische Bachelorstudiengänge
- ▶ Grundstudium (Diplom auslaufend)
- ▶ Masterstudium bzw. Hauptstudium (Diplom auslaufend)
- ▶ Nicht-FWW

Gedächtnisprotokolle

Die Herausgabe der Klausuren wurde in den letzten Semestern stark eingeschränkt. Damit auch zukünftig auf ein aktuelles > Klausuren-Archiv zurückgegriffen werden kann, hat der Fachschaftsrat der Fakultät für Wirtschaftswissenschaft Gedächtnisprotokolle zur Rekonstruktion von Klausuren eingeführt. > Hier sind alle wichtigen Informationen und Hintergründe.

- ▶ Gedächtnisprotokolle

- www.fww.ovgu.de/en/Faculty/Examination+Office.html
- <http://www.farawiwi.de/Angebot/Ged%C3%A4chtnisprotokolle/Punktesystem.html>

10. Study Tips

Students' support from ISP

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)



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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!

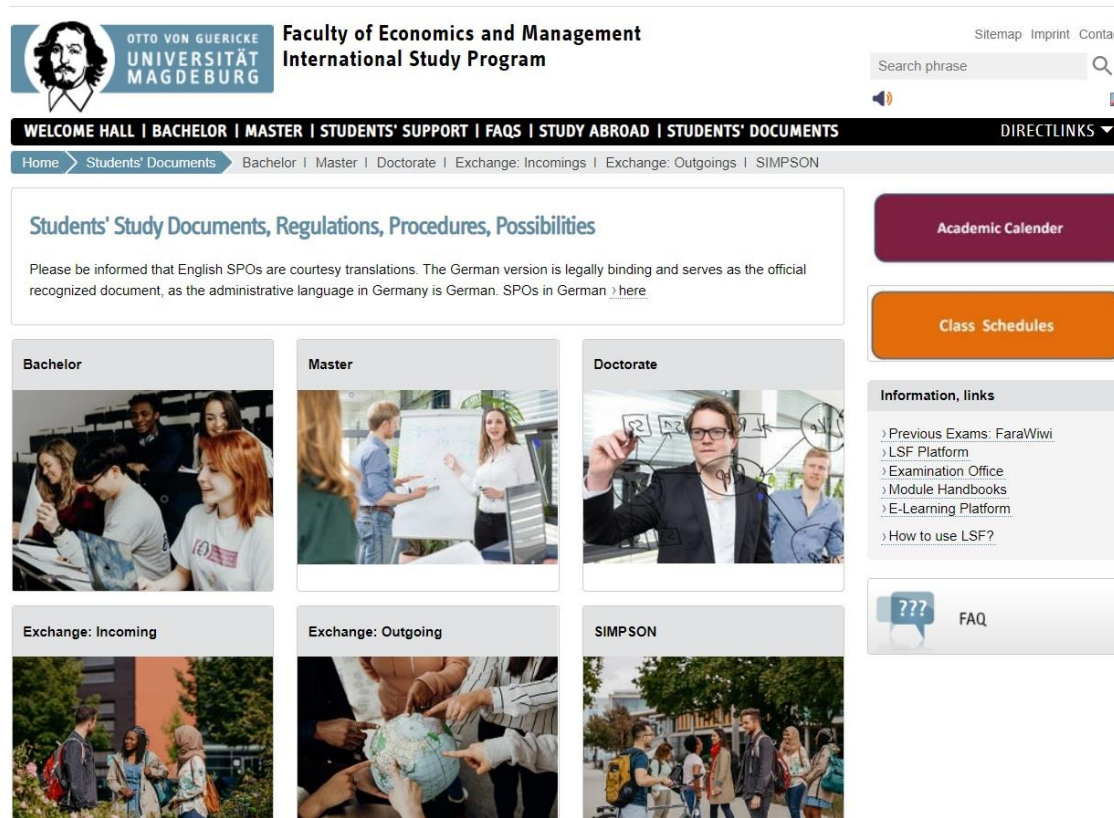
Academic Calendar

Class Schedules

Information, links

<https://www.isp.ovgu.de/Support.html>

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



The screenshot shows the website header with the university logo and 'Faculty of Economics and Management International Study Program'. A search bar is located in the top right. Below the header is a navigation bar with links: WELCOME HALL | BACHELOR | MASTER | STUDENTS' SUPPORT | FAQs | STUDY ABROAD | STUDENTS' DOCUMENTS | DIRECTLINKS. A secondary navigation bar includes: Home > Students' Documents > Bachelor | Master | Doctorate | Exchange: Incomings | Exchange: Outgoings | SIMPSON.

The main content area features a section titled 'Students' Study Documents, Regulations, Procedures, Possibilities' with a note: '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'.

On the right side, there are two prominent buttons: 'Academic Calendar' (purple) and 'Class Schedules' (orange). Below these is an 'Information, links' section with a list of links: '> Previous Exams: FaraWiwi', '> LSF Platform', '> Examination Office', '> Module Handbooks', '> E-Learning Platform', and '> How to use LSF?'. At the bottom right is an 'FAQ' button with a '???' icon.

The main content area is divided into a grid of six categories, each with a representative image: 'Bachelor' (students in a library), 'Master' (students in a meeting), 'Doctorate' (a student presenting), 'Exchange: Incoming' (students on a campus), 'Exchange: Outgoing' (students looking at a globe), and 'SIMPSON' (students walking).

<https://www.isp.ovgu.de/Documents.html>

Re-registration for the Summer Semester 2024

- January 9th – February 12th
- Fee: 155,20 Euro
 - “Studentenwerk” fees
 - Semester ticket for MVB (public transport)
 - Student Council contribution

<https://www.ovgu.de/en/reregistration.html>



The screenshot shows the OVGU website's re-registration page. At the top, there is a navigation bar with the university logo and the text 'OTTO VON GUERICKE UNIVERSITÄT MAGDEBURG'. Below this is a menu with 'UNIVERSITY | STUDY | RESEARCH | INTERNATIONAL | CAMPUS & CITY | CAREER' and a search bar. The main content area is titled 'Re-registration' and contains the following text: 'Re-registration period for the summer semester 2024 is from January 9, 2024 until February 12, 2024. The re-registration is your official statement that you continue your studies at OVGU Magdeburg. - The semester fee for the summer semester 2024 amounts to: 155.20 Euro. - Re-registration will only be carried out if the full amount was paid until February 12, 2024. - In case of late re-registration you must pay an additional amount of 10.30 Euro. - In case you intend to apply for Master studies or to change your study programme you still have to pay the semester fee within the re-registration period. Please find detailed information and help regarding the re-registration & fees >here.

If you do not re-register for the next semester, you are **not**
an OVGU student anymore.

Reapply to be able to pass exams.

QUESTIONS? COMMENTS? CONCERNS?

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

