

SIMP-SON's „Good to Know Session“:



## Taking Examination & Seminars @ School for Economics and Management

WS 2019/20

## *Content:*

1. Exam
2. Exam Locations
3. General Rules
4. Checking your Grades
5. Grading System
6. Inspection
7. Retake
8. Withdraw
9. Seminars + Registration
10. Study Tips

## 1. Exam

- Two common types:  
written examination and seminars (paper + presentation)
- Written examination duration ranges between 60min (5 CP) and 120 min. (10 CP) at maximum!
- Exam schedule:  
[https://www.fww.ovgu.de/fww\\_media/Pruefungsamt/pruefunsplaene/Aktueller\\_Pr%C3%BCfungsplan\\_FWW\\_WS\\_19\\_20.pdf](https://www.fww.ovgu.de/fww_media/Pruefungsamt/pruefunsplaene/Aktueller_Pr%C3%BCfungsplan_FWW_WS_19_20.pdf)
- Check date, time and place carefully via LSF in advance! (Keep a printout/screenshot as evidence of the registration made for your own safety)
- Your examination room might not be the same as your friends!

## 2. Exam Locations

- Hörsaal 1, building 26
- Hörsaal 2, building 22
- Hörsaal 5, building 16
- G03/315 (building 03 behind Campus Service Center)
- Messehalle
- Stadthalle
- Campus:  
<http://www.ovgu.de/Universit%C3%A4t/Im+Portrait/Adresse+ +Anreise/Campus+Universit%C3%A4tsplatz.html>

### *3. Exam: General Rules*

- Be on time! Our advice: show up 30 min before the start.
- Bring a photo ID + your student ID (proof of exam registration)
- Find the seat marked with your student number.  
Seats are sorted by immatriculation no (de- or ascending).
- Only writing materials and calculator etc. allowed during the exam at your place if not otherwise expressly mentioned!
- Jacket, bags, coats and (SWITCHED OFF) communicational must devices to be placed at the wall.

### 3. Exam: General Rules

- Only non-programmable calculators are allowed (follow the instruction of the lecturer, supervisor).
- You receive all paper sheets for personal notes and scribbling from the instructor – any other paper is strict forbidden.
- Fill out the cover page at the beginning (student number, name etc.)
- Mind the specific rules for each exam always.  
They are stated at the top of each exam question sheet.
- Exact starting time will be announced and written on the blackboard.

### *3. Exam: General Rules*

- Instructor will announce the last minute of the exam.
- Return all question and answer sheets to the instructor.
- Using any other aids than explicitly allowed will result in grade „failed“.
- Do not remove any of the staples from the test paper. Such infringements will be graded with „failed“.
- Complaints about sickness, missing an exam, etc. on the exam day must be submitted always before the examination.

## 4. *Checking your grades*

- Check out the information board of Examination Office, building 22, part B, in front of the waiting area „Examination Office“.
- Online:  
Isf.ovgu.de > My Functions > Administration of Exams > Transcript of Reports
- UniNow App on your phone



## 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	<i>(so called failed)</i>

## *6. Exam Inspection after Grading Announcement*

- An inspection of your exam answer sheets will be possible at the beginning of the next semester (April/October).
- The examination inspection date will be announced on the info-board, via e-mail or online by the chairs. At the beginning of the next semester check the webpage of the respective chair for any announcements.
- Any objections to the grading have to be given to the examiners in written form.

## 7. Re-takes/ Repeating „failed“ Exam

- A retake is not allowed for already passed examinations.
- Examinations in the compulsory modules that are failed *may be repeated twice*.
- IBE students, who have also successfully completed:
  - \* module “Academic Skills”, and can prove
  - \* 120 ECTS for the compulsory modules, and passed successfully
  - \* the project seminar,-> may be admitted to the bachelor’s thesis.
- **Elective + Compulsory Elective Modules:**  
May be retaken. No „failed“ counting for any elective modules.  
Note: Modules are not offered always. A retake is not possible if the lecture is not offered. *Choose another* elective modules.

## 8. Exam Withdrawal

- You could withdraw from an exam until the 05.01.2020
- If you did not withdraw, you have to take the exam.

Alternatively:

Submit a certificate “Doctoral Attest” to the Academic Record Office immediately without any delay.

- [http://www.fww.ovgu.de/fww\\_media/Pruefungsamt/Formulare/aerztliches\\_Attest.pdf](http://www.fww.ovgu.de/fww_media/Pruefungsamt/Formulare/aerztliches_Attest.pdf)

## 9. Seminars: *How can I participate?*

- Use LSF at the end of the current semester for offered seminars (next semester)  
<https://lsf.ovgu.de/qislsf/rds?state=wtree&search=1&trex=step&root120142=9545|9399|9673&P.vx=kurz&noDBAction=y&init=y>
- Check out e-learning for more information on how to apply for the offered seminars: <https://elearning.ovgu.de/>
- Check out the respective professorships webpage before the semester starts (start in the end of January/ June).
- Prepare all necessary application documents and submit them prior to the deadline to the chair, lecturer.

## 9. Seminar, The First Meeting

- Receive your topic/field/task for the seminar and contact data of potential team members
- For final enrolment: Signature (legally binding = examination enrolment)
- Usually no possibility of withdrawals
- Attendance at the first meeting is indispensable!
- Regular attendance is strict required.

## 10. Study Tips

- Study regularly!
- One week before the examination is not enough especially for mathematics related subjects because some time is needed for this knowledge to be absorbed.
- Decide what you want to do on a daily or weekly basis.
- Make a **study plan** and **stick to it!**
- Note how much time you need for each task and in case you break a schedule try to determine the reason why.

## 10. Study Tips

- Plan for a bit more time than you initially think you will need - this can be encouraging and motivating.
- Make a to do list and tick the tasks you finished.
- Do not put too many things on your study plan but something that is feasible and motivating.
- Try to completely concentrate on your task - avoid any possible distractions (log out from social networks, turn off your cell phone).
- Make more frequent and short breaks (efficient studying during 50 minutes).
- Make sure you find a good place to study where you won't be distracted



## 10. Study Tips

- Full understanding of concepts mentioned on the slides is needed as well as the mathematical background behind them (YouTube tutorials).
- Examples of previous examination –make sure you can solve them but do not rely entirely on them. The next exam might not necessarily follow the similar structure.
- For subjects that seem to be easier try to learn everything from materials in order to try to get a better grade.
- Studying in the library: Be on time!
- Book rooms for study groups (SIMP-SON).
- Library is opened on sundays during exam phase, G22 is also a nice place to study

## 11. Study Abroad via Erasmus agreement:

- Check exchange database for available cooperation partners:  
<https://ovgu.moveon4.de/publisher/3/eng>
- First Counseling: Campus Service Center: Wednesdays 11am – 3pm
- Online registration: → until 1st of February, 2020
- Necessary documents: language requirements, see data base portal information (varies by cooperation partners)
- Inform yourself about classes + recognition of courses (online)
- **Contact:**  
International Office, building 18, Ms. Schultze  
Faculty: Grit Voigt, building 22, B 006
- Further information: <http://www.fww.ovgu.de/fww/en/Teaching/DURING+YOUR+STUDIES/Study+Abroad-p-1120.html>

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

