



OTTO VON GUERICKE  
UNIVERSITÄT  
MAGDEBURG

WW

FACULTY OF ECONOMICS  
AND MANAGEMENT

**International  
STUDY PROGRAM**

der Fakultät für Wirtschaftswissenschaft  
an der Otto-von-Guericke-Universität Magdeburg



Welcome to the International Study Program at the  
Faculty of Economics and Management (FEM) \*SS 2021!

Referent: FEM's ERASMUS Coordinator Grit Voigt

Instagram: [ispofficeovgu](#)

Website: [www.isp.ovgu.de](http://www.isp.ovgu.de)

\*SS = Summer Semester

\*WS = Winter Semester



FACULTY OF ECONOMICS  
AND MANAGEMENT

## FEM's International Study Program

### Content:

1. Facts and Contacts
2. Study Program ABCs  
*academic calendar, schedules, form of instructions, registrations, information resources, study regulations, digital study platforms, study abroad)*
3. Start into the SS 2021 “Step by Step” + OVGU's Corona Rules
4. Examination Regulations

### Referent:

Grit Voigt, Coordinator Internationals Affairs and International Study Program (ISP) Advisor  
Ian Averkamp, ISP Student Assistant





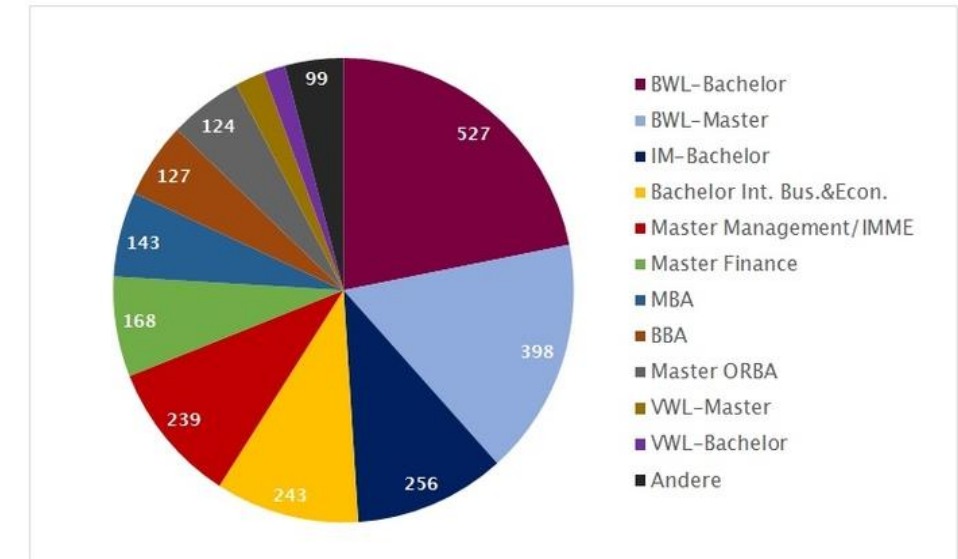
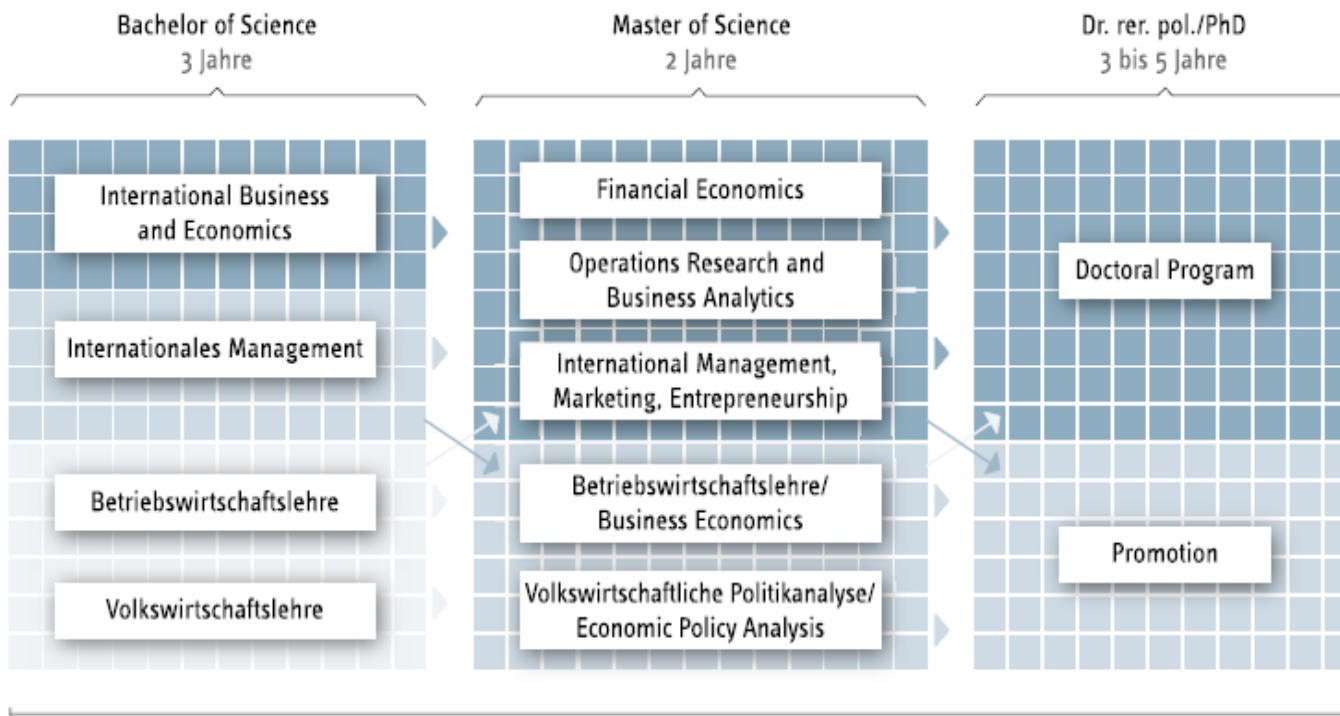
Faculty of Economics and Management (FEM) /  
Fakultät für Wirtschaftswissenschaft (FWW)

Campus: Universitätsplatz, building 22  
Lecture hall: H2 "Volksbankhōrsaal"

\* in Germany: Faculty = School



## Faculty Facts / FAKULTÄT FEM's Study Programs:



### Faculty Facts / FAKULTÄT

#### Study in English: The International Study Program (ISP)

- ✓ Since 1997 and started with DAAD support
- ✓ Unique in Germany: Bachelor -> Master -> PhD
- ✓ ISP = 5 study programs in English
- ✓ 2400 faculty students -> 35% Internationals (850 students)
- ✓ Students from more than 70 countries
- ✓ About 850 enrolled students; 60% internationals
- ✓ 15 exchange students 2021 SS (ERASMUS)
- ✓ Unique ISP buddy program "SIMP-SON" + homepage
- ✓ International Guest Lecture Program ... *etc.*





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FACULTY OF ECONOMICS  
AND MANAGEMENT

## FEM's International Study Program



### FEM's Student Contacts:

#### Deans Office:

Dean, Dean of Study Affairs, Dean of International Affairs, Dean of Research

#### Office of International Affairs and International Study Program (ISP)

Study Program Director

#### Examination Office

## Student Contacts Faculty/ FAKULTÄT



Dean  
Prof. Dr. Andreas Knabe






\*Chair/ **Lehrstuhl**:  
Public Economics

\* in Germany: Chair (Lehrstuhl) = Department



Dean of Study Affairs  
Prof. Dr. Sebastian Eichfelder

\*Chair/ **Lehrstuhl**  
Business Taxation

Dean / Dean's Office	
Dean > <u>Prof. Dr. Andreas Knabe</u>	
Vice Dean > <u>Prof. Dr. Barbara Schöndube-Pirchegger</u>	
Dean of Study Affairs > <u>Prof. Dr. Sebastian Eichfelder</u>	
Dean of Research > <u>Prof. Dr. Abdolkarim Sardieh</u>	
Dean of International Affairs > <u>Prof. Dr. Peter Reichling</u>	
Dean's Assistant > <u>Guido Henkel</u>	
Dean's Assistant, Study Affairs > <u>Dr. Jessica Naundorf</u>	



Office of International Affairs and  
International Study Program Advising, Grit Voigt

## FEM's International Study Program

### Dean's Office of Study Affairs

Welcome to the Homepage of the Dean's Office of Study Affairs of the Faculty of Economics and Management (FEM)!  
On the following pages you can get current information about your Bachelor or Master program!



#### Dean of Study Affairs of FEM

> [Prof. Dr. Sebastian Eichfelder](#)

**Responsibilities:**  
Organizational matter of studies,  
Quality assurance of FEM's study programs



#### Dean's Office of Study Affairs of FEM

> [Dr. Jessica Naundorf](#)

Dean's Assistant, Study Affairs

Email: [studiendekanat-fww@ovgu.de](mailto:studiendekanat-fww@ovgu.de)

#### General Information

On the following page you can get current information of Dean's Office of Study Affairs!

> [more...](#)

#### Information on Bachelor programs

Here you find further information on the topics "Academic Skills" and "Bachelor Thesis Seminar"!

> [more...](#)

#### Information on Master programs

#### Office Hours

Sprechstunde:

Das Studiendekanat der FWW ist im Ausnahmefall wieder persönlich erreichbar. Bitte verzichten Sie jedoch auf alle nicht notwendigen Termine, Ihrer und unserer Sicherheit zuliebe! Viele Angelegenheiten können per Telefon (0391-67-52263) oder per E-Mail (> [studiendekanat-fww@ovgu.de](mailto:studiendekanat-fww@ovgu.de)) erledigt werden. Für unaufschiebbare Angelegenheiten, die einen Besuch notwendig machen, vereinbaren Sie bitte einen Termin über das folgende > [Formular](#). Bleiben Sie gesund!

Office hours:

In exceptional cases, the Dean's Office of Study Affairs can be contacted personally. However, for your and our own safety, please renounce making any unnecessary appointments! Many issues can be managed by telephone (0391-67-52263) or via E-Mail (> [studiendekanat-fww@ovgu.de](mailto:studiendekanat-fww@ovgu.de)). For issues that cannot be postponed and that require a visit, please make an appointment using the following > [form](#). Stay healthy!

#### Address

Website: [www.fww.ovgu.de](http://www.fww.ovgu.de)

*(news, important information for students, examination office deadline + date announcements, forms, departments, professors, jobs, student organizations, ...)*



FEM's Office of International Affairs and International Study Program (ISP)

WELCOME HALL | BACHELOR | MASTER | FAQ'S | STUDY ABROAD | STUDENT'S DOCUMENTS DIRECTLINKS ▾

Home > Welcome Hall > Study Program Introductions | Quick Guides | Start @ OVGU | SIMP-SON Team | SIMP-SON's Feedback | Math Preparation Course

**Welcome to the Faculty of Economics and Management!**

New @ our school?  
Please check out the "Quick Guide Section" and find a wide variety of great introduction videos, and pdfs. This way you can smoothly adopt to our student life!  
Don't miss the "WELCOME PROGRAM" for the 2021 Summer Semester start on April 1st!

Join!

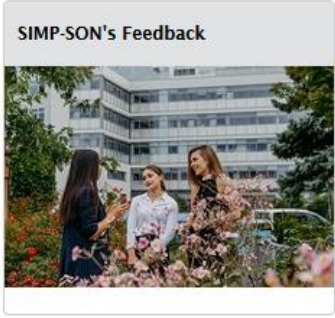
- > International Welcome IO
- > Faculty's Welcome

Contact

Advisor Grit Voigt  
building 22, room B 006  
Email: > [isp@ovgu.de](mailto:isp@ovgu.de)  
Student Assistant: Ian A.

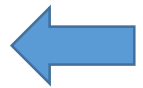


SIMP-SON Team Coordinator: Timur K.

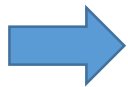


Email: [isp@ovgu.de](mailto:isp@ovgu.de)  
Website: [www.isp.ovgu.de](http://www.isp.ovgu.de)  
Instagram: [ispofficeovgu](https://www.instagram.com/ispofficeovgu)

Zoom Consultations:  
Tuesdays 10:00 – 11:30




Link: @ [www.isp.ovgu.de](http://www.isp.ovgu.de) or  
email for an appointment



**Responsibilities:** General study program and university contacts advising, applications, buddy program, international and all social matters, study abroad, ....

← UNIVERSITY | FACULTY | PROFESSORS / LECTURERS | RESEARCH | TEACHING DIRECTLINKS ▾

Home > Faculty > Examination Office > Contact and Office Hours | Examinations and Study Programs | Online Examination Administration (LSF) | Documents and Forms | Recognition/Accreditation of study and examination achievements



Entrance Faculty

**News**

**Bachelor Diplomas WiSe 2020/2021**  
> mehr...

**Procedure for theses within the context of COVID-19**  
> mehr...

**Information event: Modalities of the recognition of academic achievements abroad**  
> mehr...

**Information event: "Modalities and regulations of the examination system at the FEM"**  
> mehr...

> more...

**Announcements**

**Dates & Deadlines Summer Term 2021**  
> mehr...

**Exam registration in case of technical problems**  
> mehr...

**Information on additional modules**  
> mehr...

**M-FINEC Curriculare Substituierbarkeit**  
> mehr...

**General procedural information of the Examination Office: Adjustments within the context of CoVID-19**  
> mehr...

> more...

**Contact and Office Hours**

> Toni Richter

> Administration

> Examination Board

> more...

**FEM's Examination Office**

**Examinations and Study Programs**

> Examination results

> Examination schedule

**Documents and Forms**

> Application Bachelor Thesis

> Application Master Thesis

**Recognition/Accreditation of study and examination achievements**

> Study Abroad

**Dates & Deadlines Summer Term 2021** ▾

**Registration Period:**  
April 19 – May 02, 2021

**Exam Withdrawals:**  
Deadline: June 13, 2021

**Registration for Seminars and Projects:**  
According to chair guidelines

**Written Examinations:**  
July 12 – August 07, 2021

**Lectures:**  
April 06, 2021 – July 09, 2021 (14 semester weeks)

**Recognition of previous gained credits and grades:**  
Deadline: May 02, 2021

**Department Head** ▶

**Administrative Staff** ▶

**Important Links Summer Term 2021** ▶

**Address** ▶

**Responsibilities:**  
Examination matter, including dates, recognition of modules from FEM and external, registration to thesis, ....



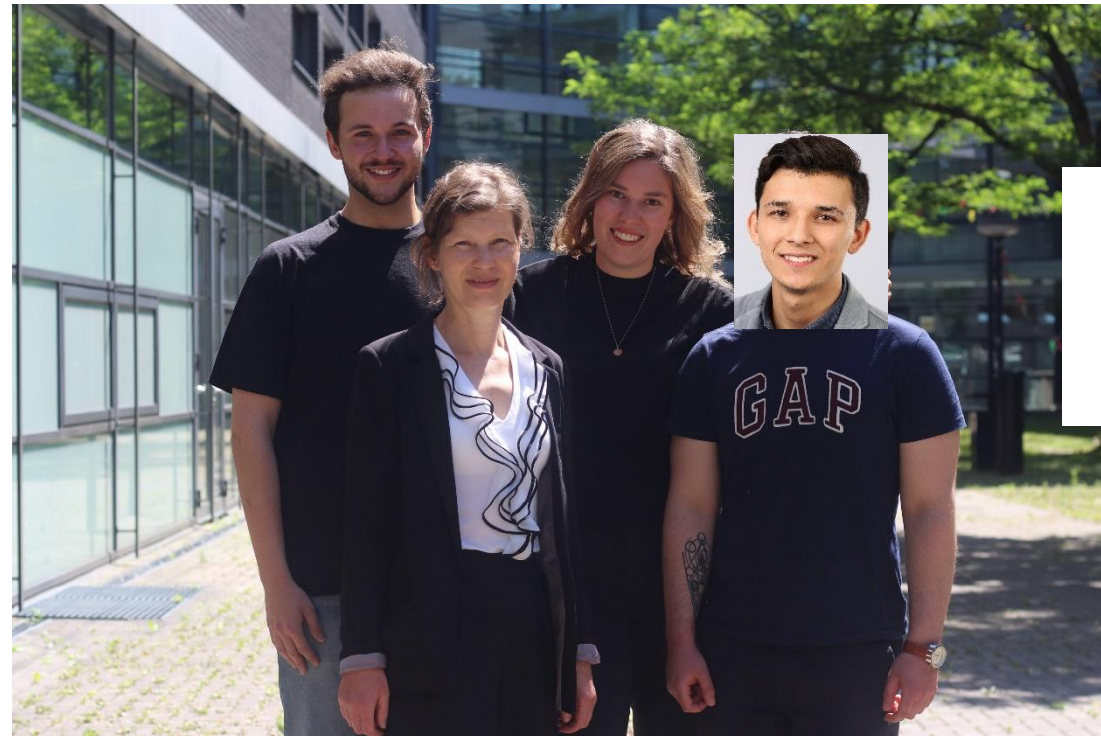
Head of the Examination Office  
Dr. Toni Richter  
Email: [pruefungsamt-ww@ovgu.de](mailto:pruefungsamt-ww@ovgu.de)

**Website:**  
[www.fww.ovgu.de/fww/en/Faculty/Examination+Office-p-7422.html](http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office-p-7422.html)



## FEM's Student Contacts

SIMP-SON Buddy Program for all ISP Students!

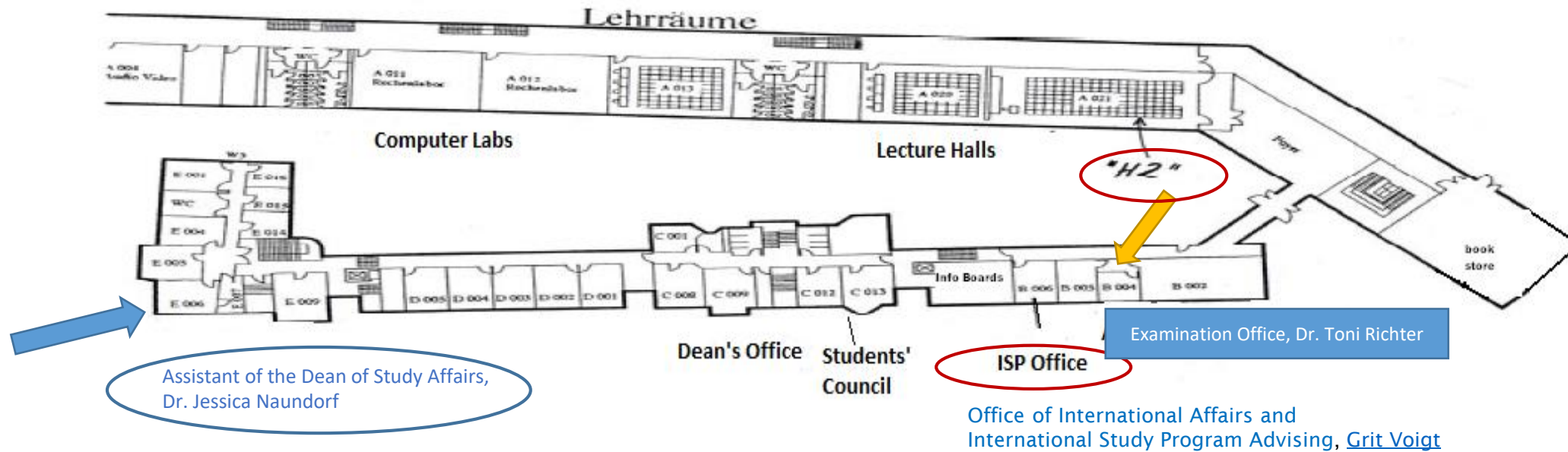


SIMP-SON TEAM: Ian, Timur, Grit

Email: [isp@ovgu.de](mailto:isp@ovgu.de)

Instagram: [ispofficeovgu](https://www.instagram.com/ispofficeovgu)

## Student Contacts Faculty/ FAKULTÄT



- Examination Office (**Prüfungsamt**), part B 003 - 005
- International Affairs + ISP Office, part B 006
- SIMP-SON, part B 006
- Study Deans Office, part E 006
- Lecture Hall 2, entrance area
- Student Council (Farawiwi), part C 003

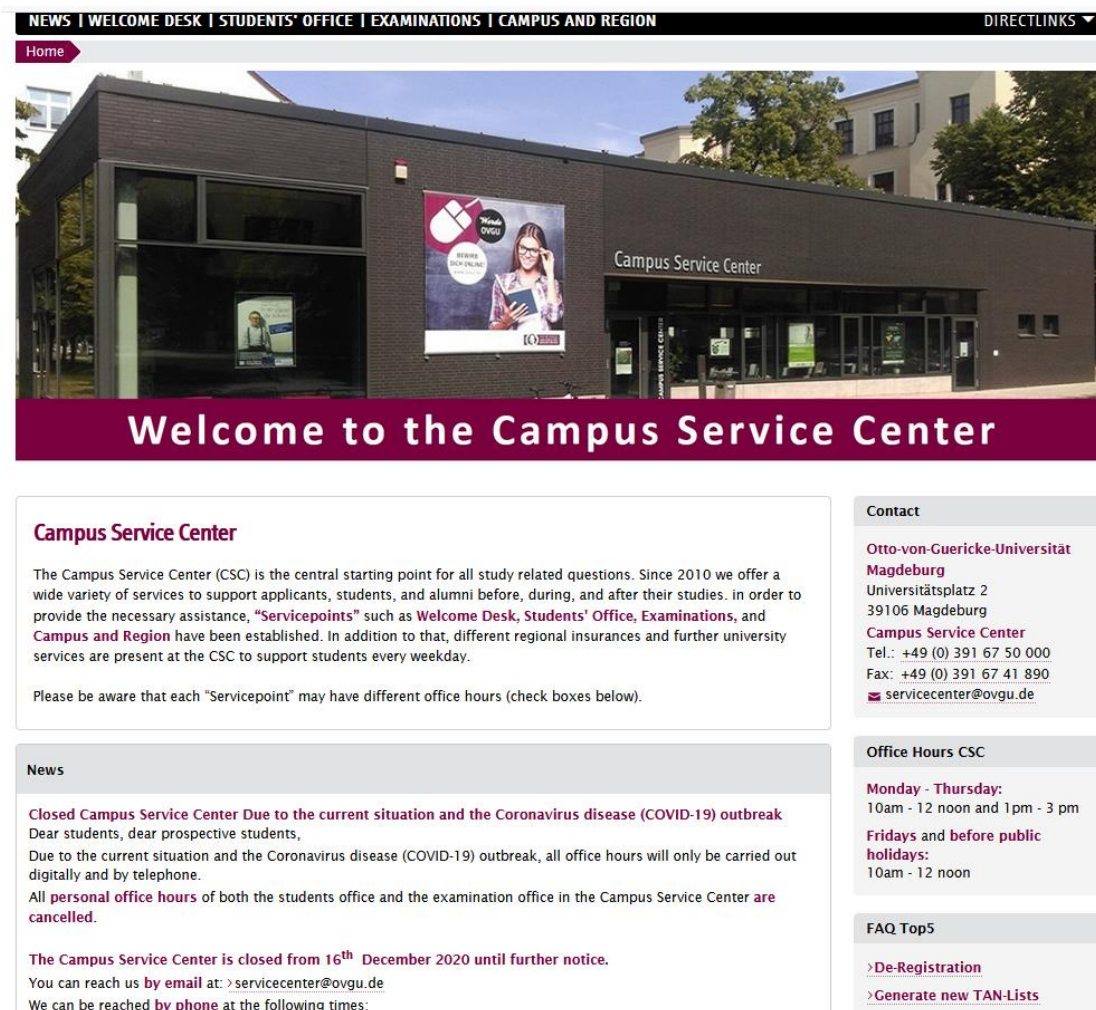
### Student Contacts OVGU Campus: Campus Service Center, building 01

#### What?

- ✓ Info about semester break, study program change, cancellation of the enrollment (Exmatikulation), OVGU student card matters,
- ✓ Generate new TAN numbers (*important for exam registration*),
- ✓ Official print outs from grade transcripts,
- ✓ Thesis paper submission  
... and much more.

Website: [www.servicecenter.ovgu.de](http://www.servicecenter.ovgu.de)

Email: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)



The screenshot shows the website for the Campus Service Center. At the top, there is a navigation bar with links for NEWS, WELCOME DESK, STUDENTS' OFFICE, EXAMINATIONS, CAMPUS AND REGION, and DIRECTLINKS. Below the navigation bar is a large image of the Campus Service Center building with a banner that says "Welcome to the Campus Service Center". To the right of the image is a "Contact" section with the following information:

**Contact**  
Otto-von-Guericke-Universität  
Magdeburg  
Universitätsplatz 2  
39106 Magdeburg  
Campus Service Center  
Tel.: +49 (0) 391 67 50 000  
Fax: +49 (0) 391 67 41 890  
✉ [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)

Below the contact information is a "News" section with a headline: "Closed Campus Service Center Due to the current situation and the Coronavirus disease (COVID-19) outbreak". The text below the headline reads: "Dear students, dear prospective students, Due to the current situation and the Coronavirus disease (COVID-19) outbreak, all office hours will only be carried out digitally and by telephone. All personal office hours of both the students office and the examination office in the Campus Service Center are cancelled. The Campus Service Center is closed from 16<sup>th</sup> December 2020 until further notice. You can reach us by email at: > [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de) We can be reached by phone at the following times:"

To the right of the news section is an "Office Hours CSC" section with the following information:

**Office Hours CSC**  
Monday - Thursday:  
10am - 12 noon and 1pm - 3 pm  
Fridays and before public holidays:  
10am - 12 noon

Below the office hours section is an "FAQ Top5" section with the following links:

**FAQ Top5**  
> [De-Registration](#)  
> [Generate new TAN-Lists](#)



FACULTY OF ECONOMICS  
AND MANAGEMENT

## Student Contacts OVGU Campus: OVGU Library

What?

- ✓ Online rent: journals, books, ...
- ✓ Special faculty contact: Dr. Christina Lücke
- ✓ Study carrels,
- ✓ Internet access,

**Introduction session:**  
Virtual tour + Audio guide

**NEW!**  
**Academic Writing Consultations** in English  
(avoid plagiarism, how to write a seminar paper,  
etc.)

**Website:**  
<https://www.ub.ovgu.de/ub/en/>

Register online!

## FEM's International Study Program

The screenshot shows the homepage of the University Library. At the top left is the logo of Otto von Guericke University Magdeburg and the text 'UNIVERSITY LIBRARY'. On the top right, there are links for 'Sitemap', 'Imprint', and 'Contact', along with a search bar labeled 'Search phrase'. Below the header is a navigation menu with items: 'ABOUT US | LITERATURE SEARCH | SERVICE | PATENTS & NORMS | PUBLICATION & OPEN ACCESS | A-Z' and a 'DIRECTLINKS' dropdown. A 'Home' button is also present. The main content area features a large image of a library interior with bookshelves. To the right of the image is a purple box titled 'Finding Literature' with the text: 'We provide access to over 1.2 million books and journals (printed and electronic) as well as other media resources' and a '> more...' link. Below the image is a yellow navigation bar with links: 'NEWBIES', 'USER ACCOUNT', 'LECTURERS', 'RESEARCHERS', and 'EVENTS / COURSES'. The bottom section contains a 'Welcome to the website of the University Library' message, a 'Literature Search' section with tabs for 'UBfind', 'Local Catalogue (OPAC)', 'Union Catalogue (GVK)', 'Databases (DBIS)', and 'eJournals (EZB)', a search input field, and a 'Search' button. Below the search bar is a 'News' section with a link to 'Important information regarding COVID-19 pandemic at the OvGU and the University Library' and a 'Zoom Consultations' link. On the right side, there is a purple box for 'COVID-19 FAQ', a 'Your Book Request' section with links for 'web form' and 'PDF (German only)', and a 'Contact' section with phone and fax numbers.

### Student Contacts OVGU Campus: OVGU Language Center Center

#### What?

- ✓ Several Languages (English, Spanish, Italian,...)
- ✓ German as a second foreign language
- ✓ Count on: 1 language level = 2 semesters
- ✓ For masters – not in the study program included: small semester student fee

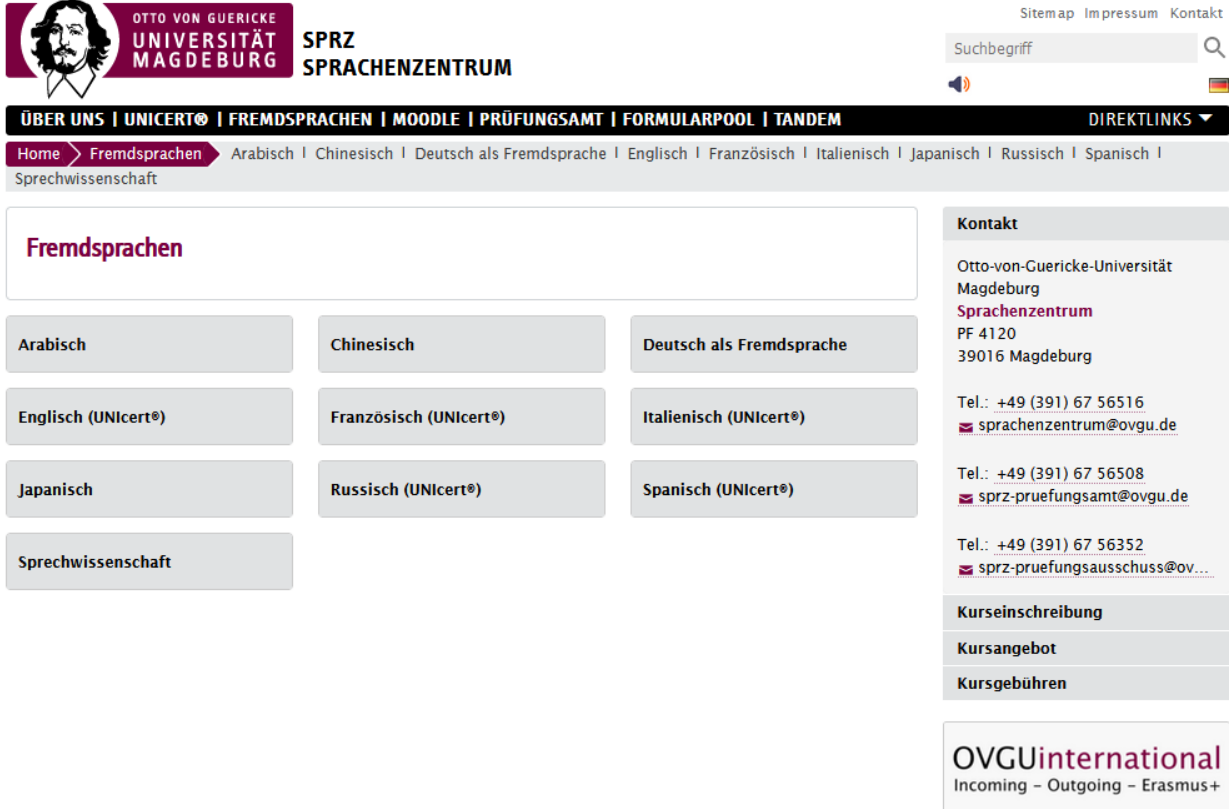
1. Online placement test
2. Register online for classes

- ✓ Tandem Program
- ✓ ...and much more

#### Website:

<http://www.sprz.ovgu.de/>

Registration Language Center *Sprachenzentrum*  
from 29/03, 9 am



The screenshot shows the website for the Otto von Guericke University Magdeburg Language Center (Sprachenzentrum). The header includes the university logo and the text "OTTO VON GUERICKE UNIVERSITÄT MAGDEBURG SPRZ SPRACHENZENTRUM". Navigation links include "ÜBER UNS | UNICERT® | FREMDSPRACHEN | MOODLE | PRÜFUNGSAMT | FORMULARPOOL | TANDEM" and "DIREKTLINKS". A search bar is present with the text "Suchbegriff". The main content area is titled "Fremdsprachen" and lists various language options: Arabisch, Chinesisch, Deutsch als Fremdsprache, Englisch (UNICert®), Französisch (UNICert®), Italienisch (UNICert®), Japanisch, Russisch (UNICert®), and Spanisch (UNICert®). A "Sprechwissenschaft" button is also visible. On the right side, there is a "Kontakt" section with the address "Otto-von-Guericke-Universität Magdeburg Sprachenzentrum PF 4120 39016 Magdeburg", phone numbers (+49 (391) 67 56516 and +49 (391) 67 56508), and email addresses (sprachenzentrum@ovgu.de and sprz-pruefungsamt@ovgu.de). Below this is a "Kurseinschreibung" section with links for "Kursangebot" and "Kursgebühren". At the bottom right, there is a logo for "OVGUinternational Incoming – Outgoing – Erasmus+".

## Student Contacts OVGU Campus: OVGU International Office

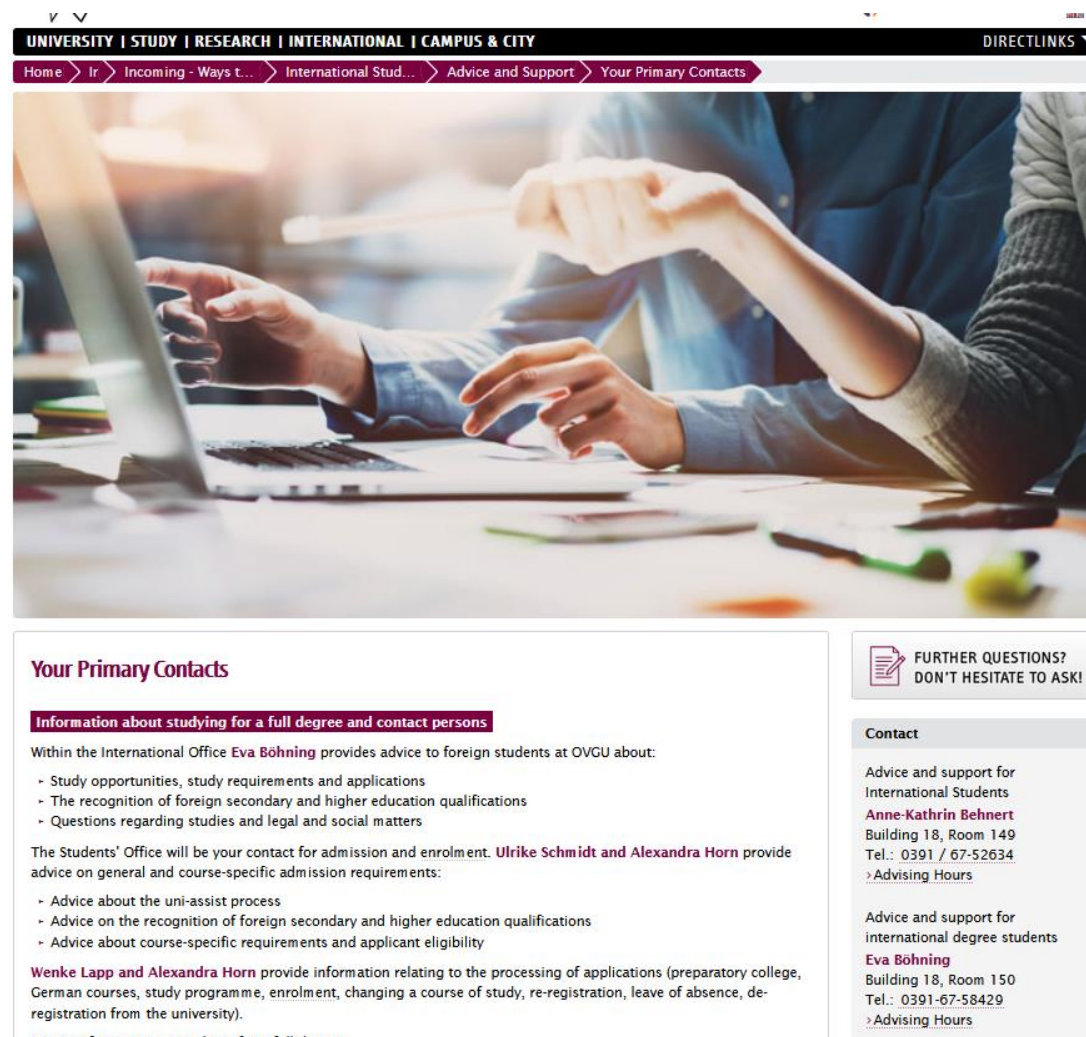
What?

ERASMUS Contact Incomings:  
[anne-katrin.behnert@ovgu.de](mailto:anne-katrin.behnert@ovgu.de)

**Website:**

[https://www.ovgu.de/unimagdeburg/en/International/Incoming+\\_Ways+to+the+University/International+Students/Advice+and+Support/Your+Primary+Contacts-p-46536.html](https://www.ovgu.de/unimagdeburg/en/International/Incoming+_Ways+to+the+University/International+Students/Advice+and+Support/Your+Primary+Contacts-p-46536.html)

## FEM's International Study Program



UNIVERSITY | STUDY | RESEARCH | INTERNATIONAL | CAMPUS & CITY

Home > Ir > Incoming - Ways t... > International Stud... > Advice and Support > Your Primary Contacts

### Your Primary Contacts

**Information about studying for a full degree and contact persons**

Within the International Office **Eva Böhning** provides advice to foreign students at OVGU about:

- Study opportunities, study requirements and applications
- The recognition of foreign secondary and higher education qualifications
- Questions regarding studies and legal and social matters

The Students' Office will be your contact for admission and enrolment. **Ulrike Schmidt and Alexandra Horn** provide advice on general and course-specific admission requirements:

- Advice about the uni-assist process
- Advice on the recognition of foreign secondary and higher education qualifications
- Advice about course-specific requirements and applicant eligibility

**Wenke Lapp and Alexandra Horn** provide information relating to the processing of applications (preparatory college, German courses, study programme, enrolment, changing a course of study, re-registration, leave of absence, de-registration from the university).

**FURTHER QUESTIONS? DON'T HESITATE TO ASK!**

**Contact**

Advice and support for International Students  
**Anne-Kathrin Behnert**  
Building 18, Room 149  
Tel.: 0391 / 67-52634  
> Advising Hours

Advice and support for international degree students  
**Eva Böhning**  
Building 18, Room 150  
Tel.: 0391-67-58429  
> Advising Hours



## Student Contacts OVGU Campus: OVGU Sport Center

What?

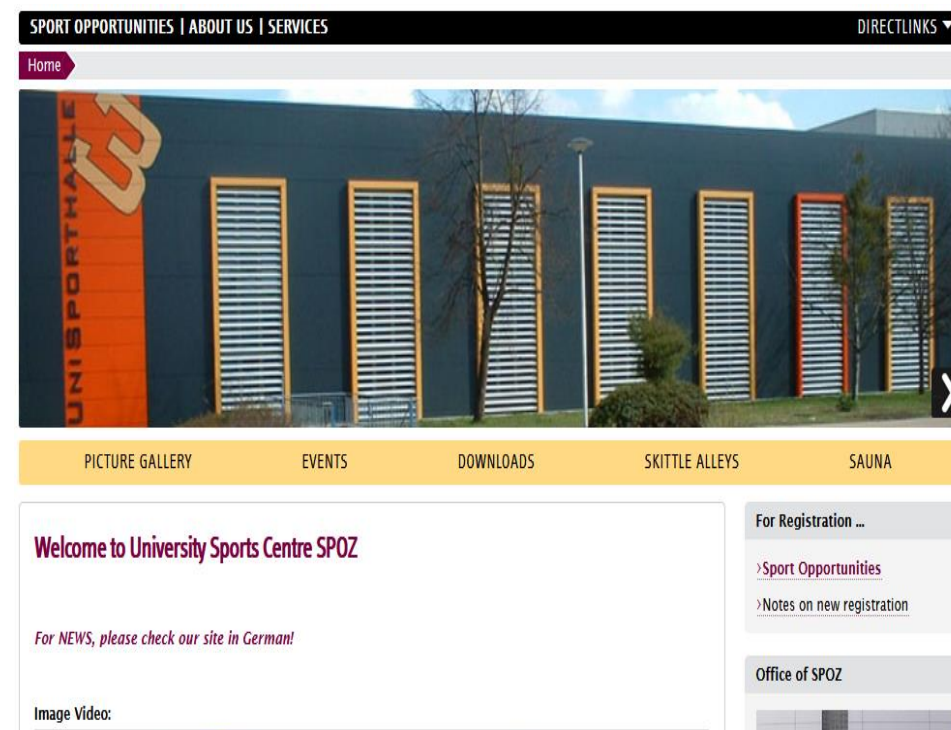
- ✓ Online sport courses
- ✓ Sauna, Fitness room

**Website:**

<https://www.spoz.ovgu.de/spoz/en/>

Register online!

## FEM's International Study Program



The screenshot shows the homepage of the University Sports Centre SPOZ. At the top, there is a navigation bar with links for 'SPORT OPPORTUNITIES | ABOUT US | SERVICES' and a 'DIRECTLINKS' dropdown menu. Below this is a 'Home' button and a large banner image of the sports center building. The building is dark blue with orange accents and features a large 'W' logo on the left side. Below the banner is a yellow navigation bar with links for 'PICTURE GALLERY', 'EVENTS', 'DOWNLOADS', 'SKITTLE ALLEYS', and 'SAUNA'. The main content area has a heading 'Welcome to University Sports Centre SPOZ' and a note: 'For NEWS, please check our site in German!'. There is also an 'Image Video:' section. On the right side, there is a sidebar with a 'For Registration ...' section containing links for '>Sport Opportunities' and '>Notes on new registration', and an 'Office of SPOZ' section.



## Student Organizations

## Student Organizations: Get involved!

### The Faculty's Council of Student Representatives

Student assistance + events, evaluations, previous examinations, representation of students, etc.

### OVGU's Student Council *Studierendenrat*

15 elected OVGU student representatives; FEM members: Juliane S., Ian A.

The student council represents the student body towards state and social institutions, the facilities, committees and commissions of the university, as well as in national and international relations of the student body.

### “Liste of Engagierte Internationale”

= society of students interested in international campus life.

= elected representatives of students in the Faculty Council

*Fakultätsrat*

### *Subject related student organizations:*

AIIESEC, STORM - Studentischer Börsenverein, MARKET TEAM, SIFE, **Xplor e.V.** (ORBA), FINtec, Enactus and much more..



## Faculty's Student Organizations

### The Unique Faculty's Buddy Program "SIMP-SON"

Higher semester students help newly enrolled students.  
A friendship program and  
**OPEN for International and German Students – Be part of it!**

Instagram: [ispofficeovgu](https://www.instagram.com/ispofficeovgu)

- Get Together, Learn more about Germany, Networking
- Study Groups
- Picture Exhibition in building 22, part A
- Happy Events
- Christmas Party, BBQ, Field Trips
- Examination Presentation January *and much more*

Coordinator: Timur K. (IMME)






## FEM's Study Program ABC's

FEM's ...





OTTO VON GUERICKE  
UNIVERSITÄT  
MAGDEBURG  
FACULTY OF ECONOMICS  
AND MANAGEMENT

International Study Programm

Otto-von-Guericke-Universität Magdeburg, Postfach 4120, D-39016 Magdeburg

### ACADEMIC CALENDAR SUMMER SEMESTER 2021

**HYBRID Semester (digital, classes in person)**

Ihr Zeichen, Ihre Nachricht vom:      Unsere Zeichen:      Durchwahl:      Datum: March 8rd 2021

**BEGIN AND END OF CLASSES**      April 06<sup>th</sup> – July 9<sup>th</sup>  
(14 semester weeks)

**HOLIDAYS**      May 13<sup>th</sup>, May 24<sup>th</sup>  
May 26<sup>th</sup> (classes until 1pm only)

**REGISTRATION FOR EXAMINATIONS \*\***

- Written Examinations: April 19<sup>th</sup> – May 02<sup>nd</sup>
- Seminars + Projects: According to the chairs guideline.  
*See LSF portal, chairs homepage for details and deadlines.*

**WITHDRAWAL FROM WRITTEN EXAMINATIONS \*\***

- April 19<sup>th</sup> – June 13<sup>th</sup> (see course description)

**EXAMINATION Period**

- Written Examinations: July 12<sup>th</sup> – August 07<sup>th</sup>

**RECOGNITION OF PREVIOUS GAINED CREDITS AND GRADES \*\***

Deadline for Application: May 2<sup>nd</sup>

**OVGU Re-Registration for the Winter Semester 2021/22**

- Re-Registration Period: June 08<sup>th</sup> – July 05<sup>th</sup>

\*\* Exclusion period! Mind the deadlines.  
No registration and withdrawal will be accepted after the deadlines.

Otto-von-Guericke-Universität  
Magdeburg  
Universitätsplatz 2  
D-39106 Magdeburg  
Gebäude 22 Teil 8 006  
Telefon: +49-(0)391-67-58818  
www.isp.ovgu.de



## FEM's Academic Calendar

**!!! Registration for FEM Examinations!!!**  
**19/04 until 02/05/21**

Exclusion Period! (Ausschlußfrist) – Don't miss this deadline! No excuses!

**Recognition of Previous Studies:**  
only in the beginning of studies -> **until 02/05/21**

Apply in written form and study the information first:  
<http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office-p-7422.html>

**Semester break: August/ September**



## OVGU Student Dates

### WELCOME 2021 SS Zoom Sessions:

OVGU's E-Learning Portals Workshop:  
April 1<sup>st</sup>, 12:30

Friday, April 16<sup>th</sup>, 15:30

Meet a FEM ERASMUS Student

### Digital Workshops + Guides by SIMP-SON:

LSF workshop [https://www.youtube.com/watch?v=JQKVM\\_uM7Ug&t=19s](https://www.youtube.com/watch?v=JQKVM_uM7Ug&t=19s)

OVGU digital portals <https://www.youtube.com/watch?v=d9WnWGs1n8Q>

Virtual campus tour [https://www.youtube.com/watch?v=Q3WG0Fsez\\_w](https://www.youtube.com/watch?v=Q3WG0Fsez_w)





Program Structure: **Master of Science/ M.Sc. in International Management, Marketing, Entrepreneurship**

Semester			
1.	2.	3.	4.
Marketing Methods and Analysis 5 CP	International Corporate Strategy 5 CP	Compulsory Elective (Specialization A) 5 CP	<b>Master Thesis</b> Seminar + Written Paper 30 CP
Compulsory Elective (Specialization A) 5 CP	Business Decision Making 5 CP	Compulsory Elective (Specialization B) 5 CP	
Compulsory Elective (Specialization A) 5 CP	Compulsory Elective (Specialization A) 5 CP	Compulsory Elective (Specialization B) 5 CP	
Compulsory Elective (Specialization B) 5 CP	Compulsory Elective Module (Specialization B) 5 CP	Compulsory Elective <b>Scientific Project</b> 15 CP	
Elective Module 5 CP	Compulsory Elective <b>Seminar</b> 10 CP		
Elective Module 5 CP			



Compulsory modules will be offered only in the regarding summer/- or winter term



## Study Program ABCs



### A. What is a “Module”?

### Modul

- ✓ Teaching unit with a certain amount of credit points which students will gain after a successfully completing the examination
- ✓ Consists of several forms of instructions/teaching, like:  
lecture + tutorial = 1 module





## Study Program ABCs



### A.1. What is a „Compulsory Module“?

### Pflichtmodule

- ✓ Must be taken by all students
- ✓ Are offered only summer or winter term  
*(see module handbook for details)*





## Study Program ABCs

### A.2. “Compulsory Elective Modules + Electives”? *Wahlpflichtmodule + Wahlmodule*

- ✓ Modules of the faculty which are chosen by students
- ✓ Specialization tracks
- ✓ Seminar + Project
- ✓ Foreign language classes **can not be recognized** (not part of the study program)
- ✓ Thesis + seminar

#### *Note for ORBA Students:*

*Modules from the faculty of Computer Science, Mathematics - regulations from this faculty applies;*

#### *Note for IMME Students:*

*If you like to take modules from another faculty you need to apply for it at the Examination Office in written form beforehand and until the given deadline.*

## Study Program ABCs



### B. What is a **Module Handbook**?

### *Modulhandbuch*

- ✓ Contains a *detailed list* of *all modules* of the study program
- ✓ Updated each semester
- ✓ Published by the Study Dean's Office / Studiendekanat  
(usually to the start of the new semester)
- ✓ Where: @ [www.isp.ovgu.de](http://www.isp.ovgu.de) (section study documents)

### Content:

Title of the module, teaching language, hours/ SWS, timeframe of the module, teaching goals, pre-requirements for the module, type and length of the examination (written, oral, paper,..), credit points (ECTS), winter or summer term

LSF = online OVGU information portal

## Study Program ABCs

What types of “**Teaching Units**” exist?

- ✓ Lectures [*Vorlesung, V*]  
academic presentation by a professor,
- ✓ Tutorials [*Übung, Ü*]  
practicing, discussions about the content of the lecture;  
held by senior students,
- ✓ **(Master) Seminar** [*Seminar, S*]  
active participation required; presentations, writing academic papers; project team work,  
small groups. Registration is strictly required (January/June)!
- ✓ **Scientific Project** (SP)  
working on a joint academic project, independently scientific work, may  
include team work. Pre-Registration + registration is strictly required (January/June)!
- ✓ **Master/Bachelor Thesis and Seminar**  
  
1 lecture/seminar/tutorial usually 2x 45min =  
2 SWS (semester week hours)

*Lehrveranstaltungen*



## Study Program ABCs

### What are “Credit Points” for?

Credit points for the workload = quantitative  
Grades = knowledge acquired



Workload includes: lectures, tutorials, homework, exam preparation,..

1 ECTS = 30h workload

5 ECTS = 150h

10 ECTS = 300h

Example:

15 lectures  $2 \times 15h = 30h$  plus

15 tutorials  $2 \times 15h = 30h \rightarrow 90h$  for independent studying, preparations, etc.

**Bachelor/ Master of Science: 180/ 120 ECTS**

ECTS = European Credit Transfer System (*Bologna 1999*)

## Study Program ABCs

### LSF (Lehre, Studium, Forschung)

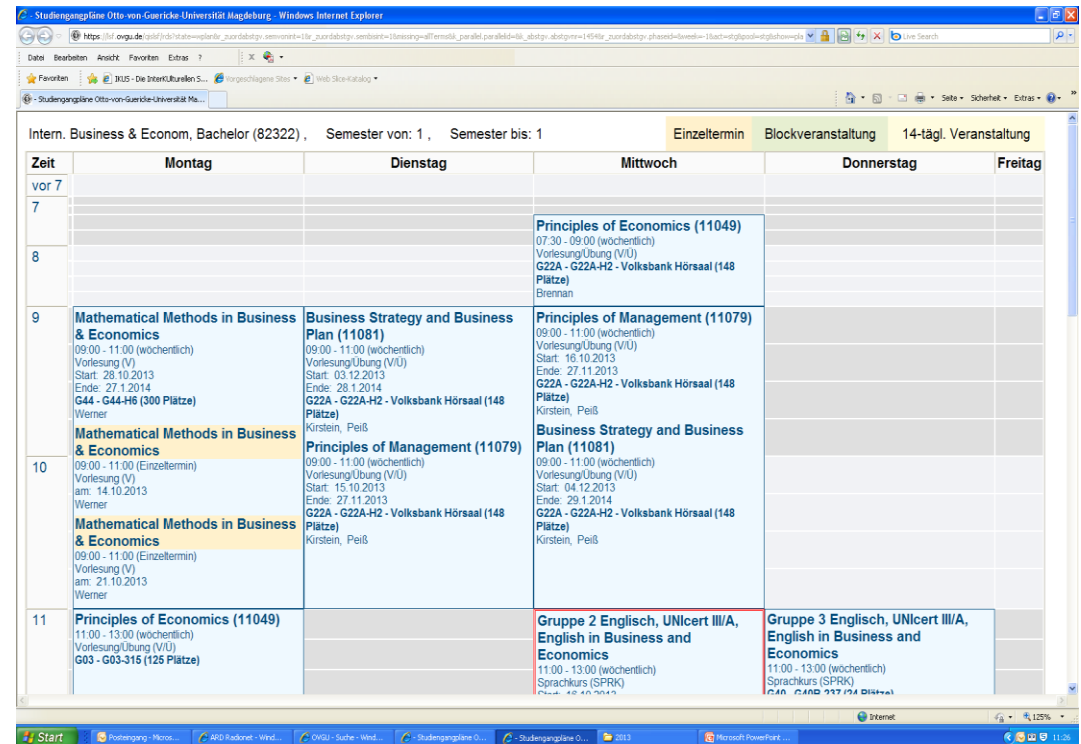
<https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y>

*the OVGU's online information resources for teaching, study, research*

- ✓ Course, study program overview
- ✓ Personal class schedules
- ✓ Chairs, Teachers (email, phone, place)
- ✓ Lectures, modules, CP
- ✓ Rooms at the OVGU
- ✓ Announcement of grades
- ✓ Grade transcript print outs
- ✓ Exam registration

LSF Zoom Workshop: 01/04, 12:30 Zoom

[https://www.youtube.com/watch?v=JQKVM\\_uM7Ug&t=19s](https://www.youtube.com/watch?v=JQKVM_uM7Ug&t=19s)



Zeit	Montag	Dienstag	Mittwoch	Donnerstag	Freitag
vor 7					
7					
8			Principles of Economics (11049) 07:30 - 09:00 (wöchentlich) Vorlesung/Übung (V/U) G22A - G22A-H2 - Volksbank Hörsaal (148 Plätze) Brennan		
9	Mathematical Methods in Business & Economics 09:00 - 11:00 (wöchentlich) Vorlesung (V) Start: 28.10.2013 Ende: 27.1.2014 G44 - G44-H6 (300 Plätze) Werner	Business Strategy and Business Plan (11081) 09:00 - 11:00 (wöchentlich) Vorlesung/Übung (V/U) Start: 03.12.2013 Ende: 28.1.2014 G22A - G22A-H2 - Volksbank Hörsaal (148 Plätze) Kirstein, Peiß	Principles of Management (11079) 09:00 - 11:00 (wöchentlich) Vorlesung/Übung (V/U) Start: 16.10.2013 Ende: 27.11.2013 G22A - G22A-H2 - Volksbank Hörsaal (148 Plätze) Kirstein, Peiß		
10	Mathematical Methods in Business & Economics 09:00 - 11:00 (Einzeltermin) Vorlesung (V) am: 14.10.2013 Werner	Principles of Management (11079) 09:00 - 11:00 (wöchentlich) Vorlesung/Übung (V/U) Start: 15.10.2013 Ende: 27.11.2013 G22A - G22A-H2 - Volksbank Hörsaal (148 Plätze) Kirstein, Peiß	Business Strategy and Business Plan (11081) 09:00 - 11:00 (wöchentlich) Vorlesung/Übung (V/U) Start: 04.12.2013 Ende: 29.1.2014 G22A - G22A-H2 - Volksbank Hörsaal (148 Plätze) Kirstein, Peiß		
11	Principles of Economics (11049) 11:00 - 13:00 (wöchentlich) Vorlesung/Übung (V/U) G03 - G03-315 (125 Plätze)		Gruppe 2 English, UNICert III/A, English in Business and Economics 11:00 - 13:00 (wöchentlich) Sprachkurs (SPRK) Start: 10.10.2013	Gruppe 3 English, UNICert III/A, English in Business and Economics 11:00 - 13:00 (wöchentlich) Sprachkurs (SPRK) G40 - G40-137 (24 Plätze)	



Study Program ABCs

Class Schedule IMME 2021 SS, 1st Semester

Otto-von-Guericke-Universität Magdeburg

Erstellt am: 24. März 2021

Stundenplan: Master IMME: **Pflichtveranstaltung** und Vertiefung: International Management

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	keine Angabe
07:00						Economics of International Business (21682) Vorlesung/Übung (V/U) - wöch. Kirstein
09:00				Marketing Methods & Analysis (50566) Vorlesung/Übung (V/U) 09:00-11:00, wöch. Kühn, Adler	Cross-Cultural Management (22683) Vorlesung/Übung (V/U) 09:00-12:00, wöch. Schägel	
11:00	Company Valuation (22373) Vorlesung/Übung (V/U) 11:00-13:00, wöch. Reichling	Economics of International Business (21682) Vorlesung/Übung (V/U) 11:00-13:00, ukW Ciolek	Personalführung / Personnel Management (20556) Vorlesung (V) 11:00-13:00, wöch. Metzger	Evidenzbasiertes Personalmarketing (22901) Seminar (S) 11:00-15:00, wöch. Heid, Bransch	Personalplanung / Personnel Planning (20555) Vorlesung/Übung (V/U) 11:00-13:00, wöch. Spengler	Case Seminar: Strategic Market Analysis (22888) Seminar (S) 11:00-13:00, wöch. Schmidt, Saimen
13:00			Company Valuation (22373) Vorlesung/Übung (V/U) 13:00-15:00, wöch. Zobanut		What's in a (foreign) language? An evidence-based research project seminar (22887) Proseminar (PG) 13:00-15:00, wöch. Schägel	Scientific Project: Innovation, Internationalisation & Cross-Cultural Management (22037) Proseminar (PS) 14:00-17:00, wöch. Müller, Schmidt
15:00	Personalplanung / Personnel Planning (20555) Vorlesung/Übung (V/U) 15:00-17:00, wöch. Volkmer	Neue Ansätze in der Behavioral Accounting Forschung: Experimente mit Virtual Reality (22886) Proseminar (PS) 15:00-19:00, wöch. 922A-105 / 40 PL/16 PL.CoV19) Neubert				
17:00		Marketing Methods & Analysis (50566) Vorlesung/Übung (V/U) 17:00-19:00, wöch. Sarstedt				
19:00	weitere Veranstaltungen: Negotiations in International Business (22724) 2 SWS Seminar, Wohlgemuth Scientific Project: Negotiation Analysis in Entrepreneurship Research (22900) 4 SWS Projektseminar, Raith Seminar: Unternehmensentwicklung (22382) 4 SWS Seminar, Bühnemann					

## Study Program ABCs

### *How to understand and read the class schedule:*

**ukw** = *ungerade Woche*/ odd week / 17. KW e.g. 12/04/21;

**gkw** = *Gerade Woche*/ even week / 18. KW e.g. 19/04/21

wöch= *wöchentlich*/each week

*There are so many tutorials, should I attend them all?* **NO**

Please pick the one which best fits your schedule.

Tutorials will start in the 2<sup>nd</sup> or 3<sup>rd</sup> week of classes.

Please follow the professor's instructions.



## Study Program ABCs

### OVGU's Digital Study Platforms SS 2021

Myovgu (OVGU re-registration, student documents)  
E-learning (module registration, learning materials, lectures, study info)  
LSF (schedule, exam registration, grades, class location, recognition for specializations,...)  
Zoom (classes, counseling, get together, ...)

#### Digital OVGU Library

#### Student information via....

Webmail: Personal OVGU email account first [name.name@st.ovgu.de](mailto:first.name.name@st.ovgu.de) (activate)

Uni Now App (email, grades, canteen menu, general uni info)  
Welcome to OVGU App (international students, study abroad info)

Instagram (ISP news, updates, happy events buddy program)

ISP website [www.isp.ovgu.de](http://www.isp.ovgu.de)  
FWW website [www.fww.ovgu.de](http://www.fww.ovgu.de)  
OVGU website [www.ovgu.de](http://www.ovgu.de)

#### Note:

Be prepared to study successfully with a laptop with a camera + microphone and strong internet connection!



## Study Program ABCs

## OVGU's Digital Platforms

### OVGU Student Email Account (webmail):

E-mails from students to the OvGU staff,  
Will be only proceeded and answered -> if it has been sent from  
an official OVGU student email account ([firstname.lastname@st.ovgu.de](mailto:firstname.lastname@st.ovgu.de)).

Activate your OVGU email address in time!

Always mention in your email/letter/application:  
Student ID number (Matrikelnummer), full name, study program, semester.

Homepage advice from the Examination Office:

<http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office.html>



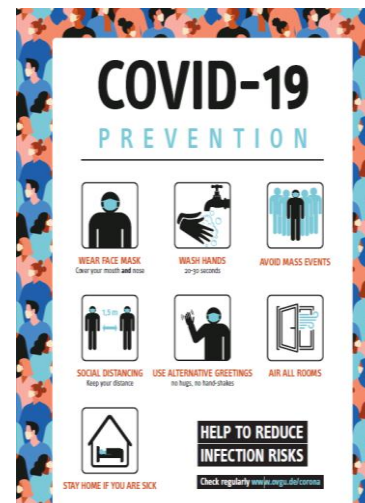
## Study Program ABCs CORONA

# 2021 Summer Semester Specials



Video guide for in-person classes:  
[https://youtu.be/t6L5p\\_bnyv0?t=5](https://youtu.be/t6L5p_bnyv0?t=5)

FAQ's: [www.corona.ovgu.de](http://www.corona.ovgu.de)



## FEM's International Study Program



ALWAYS observe Corona hygiene rules:

- Wear a medical mask during classes, inside of buildings
- In person classes only for seminars (2<sup>nd</sup> master semester)
- Register before entering the room
- Log out before leaving the room
- **Module communication platform: E-learning portal.**

## Study Program ABCs CORONA

# 2021 Summer Semester Specials

- ✓ Hybrid Semester: Online & some Offline classes (seminars)
- ✓ [E-learning portal registration](#) for all modules  
Password:FWW21
- ✓ All rooms provide an QR code for registration (x) entering and leaving the room.
- ✓ Follow the line entering and leaving the room - keep distance.
- ✓ Sick - stay at home!
- ✓ Observe always the OVGU's Corona regulations!



Information about registration for classes in detail, including FAQ's:

<https://www.uni-magdeburg.de/unimagdeburg/en/University/Information+about+the+corona+virus+and+the+behavior+of+the+university/Current+information/Registration+process+for+courses-p-109792.html>

## Study Program ABCs 2021 SS

### *First steps to start classes*

- ✓ Activate OVGU student email account
- ✓ Create personal class schedule (LSF)
- ✓ [Register for modules on E-learning portal](#)  
Password: FWW21
- ✓ Wait for an email with confirmation
- ✓ The lecturer will inform you about further steps and procedures.



*Information about registration for classes in detail, including FAQ's:*

<https://www.uni-magdeburg.de/unimagdeburg/en/University/Information+about+the+corona+virus+and+the+behavior+of+the+university/Current+information/Registration+process+for+courses-p-109792.html>



FACULTY OF ECONOMICS  
AND MANAGEMENT

## International Study Program



## Study Program ABCs & Exchange Agreements and Contracts

Instagram: [ispofficeovgu](#)  
Website: [www.isp.ovgu.de](http://www.isp.ovgu.de)





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## International STUDY PROGRAM

der Fakultät für Wirtschaftswissenschaft  
an der Otto-von-Guericke-Universität Magdeburg



WELCOME HALL | BACHELOR | MASTER | FAQ'S | STUDY ABROAD | STUDENT'S DOCUMENTS

Home > Student's Docume... > Exchange: Incomings

### Study Abroad @ OVGU: Information for Incomings

Looking for study program documents? Check out the requested study program box.

Orientation Lecture: > Exchange/ ERASMUS studies at the faculty (WS 2020/21)

Exchange Studies @ FEM > "At a Glance"

How to fill in a : > Learning Agreement

ERASMUS > Contact @ the faculty

Summer Semester 2021:

**How to study at the Faculty of Economics and Management (FEM)?**

An introduction for ERASMUS and exchange students

Live session on 31/03/2021, 11:00, Zoom: 974 2062 7442, Code: 882535)

Faculty's Academic Calendar SS 2021

> Bachelor + Master Classes SS 2021 (03/03/2021) still in progress

> Bachelor's permanent offer of modules

> Master's permanent offer of modules

> List of current class schedules

> Bachelor and Master Module handbooks (published 2 weeks prior the semester start)

> How to register for examinations?

> How to use LSF?

> Language course registration

> Seminar registration

> Sport course registration

Please note the following rule for presentation downloads and translations:

No guarantee taken for any mistakes or changes. The German version of the study documents is always legally binding. All study documents are available at the > OVGU website.

## International Study Program



Instagram: [isppofficeovgu](#)

Website: [www.isp.ovgu.de](http://www.isp.ovgu.de)

Section: Study Abroad



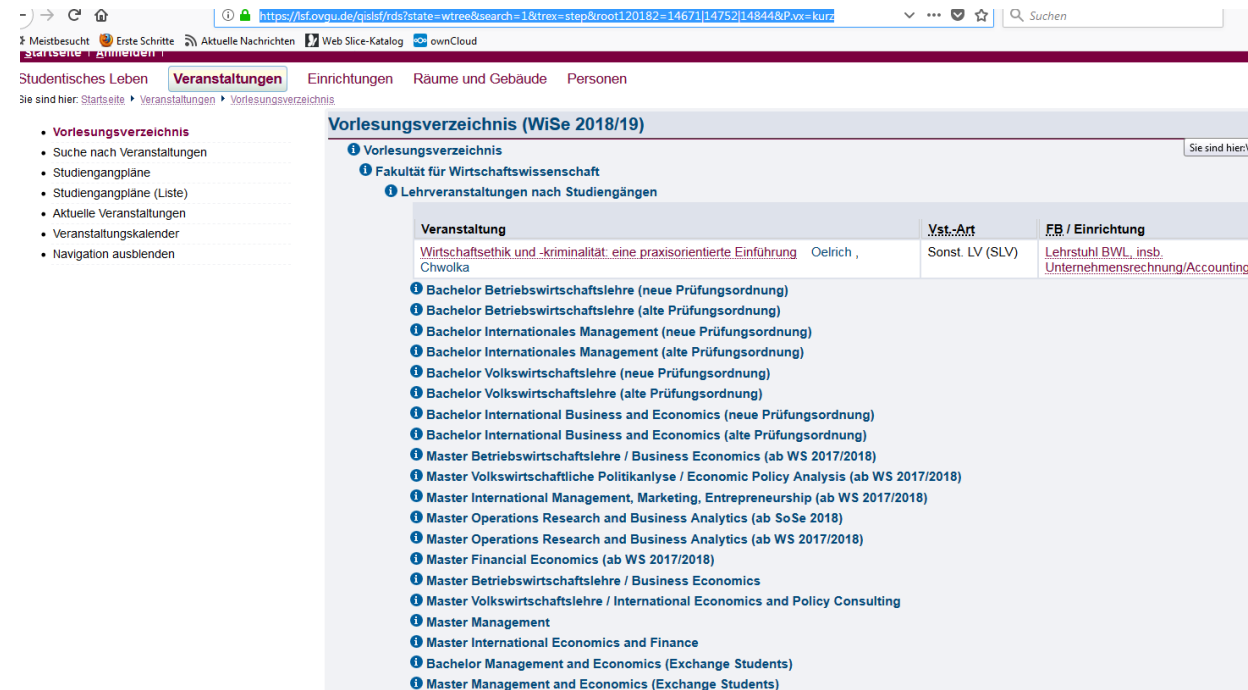
## During your stay: Erasmus Learning Agreement



Oh, no! My chosen modules are not offered in the SS

Procedure: Use the LSF portal/ log in:

<https://lsf.ovgu.de/qislsf/rds?state=wtree&search=1&trex=step&root120182=14671%7C14752%7C14844&P.vx=kurz>



The screenshot shows a web browser displaying the LSF portal. The address bar contains the URL: <https://lsf.ovgu.de/qislsf/rds?state=wtree&search=1&trex=step&root120182=14671%7C14752%7C14844&P.vx=kurz>. The page title is "Vorlesungsverzeichnis (WiSe 2018/19)". The main content area lists various courses under the heading "Lehrveranstaltungen nach Studiengängen".

Veranstaltung	Verst.-Art	FB / Einrichtung
Wirtschaftsethik und -kriminalität: eine praxisorientierte Einführung Chwolka	Oelrich , Sonst. LV (SLV)	Lehrstuhl BWL, insb. Unternehmensrechnung/Accounting
<ul style="list-style-type: none"> <li>1 Bachelor Betriebswirtschaftslehre (neue Prüfungsordnung)</li> <li>1 Bachelor Betriebswirtschaftslehre (alte Prüfungsordnung)</li> <li>1 Bachelor Internationales Management (neue Prüfungsordnung)</li> <li>1 Bachelor Internationales Management (alte Prüfungsordnung)</li> <li>1 Bachelor Volkswirtschaftslehre (neue Prüfungsordnung)</li> <li>1 Bachelor Volkswirtschaftslehre (alte Prüfungsordnung)</li> <li>1 Bachelor International Business and Economics (neue Prüfungsordnung)</li> <li>1 Bachelor International Business and Economics (alte Prüfungsordnung)</li> <li>1 Master Betriebswirtschaftslehre / Business Economics (ab WS 2017/2018)</li> <li>1 Master Volkswirtschaftliche Politikanalyse / Economic Policy Analysis (ab WS 2017/2018)</li> <li>1 Master International Management, Marketing, Entrepreneurship (ab WS 2017/2018)</li> <li>1 Master Operations Research and Business Analytics (ab SoSe 2018)</li> <li>1 Master Operations Research and Business Analytics (ab WS 2017/2018)</li> <li>1 Master Financial Economics (ab WS 2017/2018)</li> <li>1 Master Betriebswirtschaftslehre / Business Economics</li> <li>1 Master Volkswirtschaftslehre / International Economics and Policy Consulting</li> <li>1 Master Management</li> <li>1 Master International Economics and Finance</li> <li>1 Bachelor Management and Economics (Exchange Students)</li> <li>1 Master Management and Economics (Exchange Students)</li> </ul>		

## During your stay: Erasmus Learning Agreement

<b>Titel der Veranstaltung</b>	Accounting Theory (20813)	<b>Sprache</b>	Englisch
<b>Veranstaltungskürzel</b>		<b>SWS</b>	2
<b>Veranstaltungsart</b>	Vorlesung (V)	<b>Erwartete Teilnehmer/-innen</b>	
<b>Modulbezeichnung</b>		<b>Credits</b>	
<b>Hyperlink</b>			

**Termine:** 📅

Tag	Zeit	Rhythmus	Zeitraum	Raum	Raumplan	Lehrperson	Status	Bemerkung
Di	13:00 bis 15:00	wöchentlich		G22A-111 (40 Plätze)		Schöndube-Pirchegger		

Gruppe :

**Verantwortliche Lehrperson**

Verantwortliche Lehrperson	Zuständigkeit
Schöndube-Pirchegger, Barbara, Prof. Dr.	

**Studiengänge**

Studiengang	Abschluss	Empfohlenes Semester	Kategorie	ECTS	Moc
<a href="#">BWL/Business Economics (86318)</a>	Master	1 - 3	WPF	5/6	
<a href="#">Internat. Econ. &amp; Finance (86315)</a>	Master	1 - 3	WPF	6	
<a href="#">Internat. Econ. &amp; Finance (88315)</a>	Master (BK)	1 - 3	WPF	6	
<a href="#">International Management, Marketing, Entrepreneurs (86326)</a>	Master	1 - 3	WPF	5	
<a href="#">Management (86305)</a>	Master	1 - 3	WPF	6	
<a href="#">Management (88305)</a>	Master (BK)	1 - 3	WPF	6	
<a href="#">Management and Economics (AIA-AB) (AB308)</a>	Bachelor (AIA)	1 - 1	WPF	5	
<a href="#">Management and Economics (AIA-AM) (AM308)</a>	Master (iA)	1 - 1	WPF	5	
<a href="#">Operations Research and Business Analytics (86324)</a>	Master	1 - 3	WF	5	

*My chosen modules are not offered in the SS 2021*

**Check out:**  
bachelor/ master students of  
Management and Economics  
(AIA-AB / AIA-AM)

Find: list of offered modules

Bachelor's: bachelor + master modules;  
Master's: master modules only!

Click: on the chosen module  
Find: recognition, dates, time, room,  
ECTS etc.

Check: the schedule for overlapping  
modules

If Okay: Register for exam;  
Fill in the change of learning agreement  
(module number, title, ECTS/CP's)





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## International Study Program

### Erasmus Events @ FEM Safe the Dates!

April 1<sup>st</sup> 2021, 12:30, Zoom  
LSF Workshop by SIMP-SON

April 16<sup>th</sup> 2021  
“Meet a FEM ERASMUS student”, 15:30 , Zoom  
Registrations: [isp@ovgu.de](mailto:isp@ovgu.de)

June 2021  
“Good bye” a farewell for ERASMUS, exchange students  
Registrations: [isp@ovgu.de](mailto:isp@ovgu.de)





## Study + Examination Regulations, Documents (SPO)





### Master's Documents & Regulations

Here you can find documents for the current offered master programs:

- [Financial Economics \(FINEC\),](#)
- [International Management, Marketing and Entrepreneurship \(IMME\),](#)
- [Operations Research and Business Analytics \(ORBA\),](#)
- [Economics Policy Analysis \(EPA\),](#)

Program overview, and structure of IMME and ORBA are different for students starting in the winter term (WS) or respectively in the summer term (SS).

Please note the following rule for presentation downloads and translations:

No guarantee taken for any mistakes or changes. The German version of the study documents is always legally binding. All study documents are available at the OVGU website:

> [http://www.bekanntmachungen.ovgu.de/H%C3%B6B+Teil+I/1\\_05+Studienordnungen-media\\_id-34-p-26.html](http://www.bekanntmachungen.ovgu.de/H%C3%B6B+Teil+I/1_05+Studienordnungen-media_id-34-p-26.html)

**PLEASE STUDY OUR IMPORTANT: FACULTY INTRODUCTION LECTURE SS 2020 (FOR ALL STUDY PROGRAMES)**

#### News for Senior Students:

**ORBA Senior\*:**  
[SPO from 2017, 2018, SS 2019](#)

> [Info Session](#) from 15/10/19

> [Fact Sheet](#)

> [Application Form "SPO Change"](#)

Deadline: 31/03/2020

**ORBA Students & Examination  
Registration**

Details @ > [FIN Exam Office](#)

**NEW:**

[Registration Procedure for  
Master Seminars & Scientific  
Projects: > here](#)

**Deadline: 15/02/2020**

FINEC & IECF (expired)

IMME & MAN (expired)

ORBA

Economic Policy Analysis (EPA)

Last Modification: 01.04.2020 - Contact Person: [Webmaster](#)

<http://www.isp.ovgu.de/Study+Documents/Master.html>



## International Management, Marketing, Entrepreneurship

Academic Introduction from [WS 2019/20](#)

[>Module Handbooks](#)

[>Class Schedules](#)

Winter Semester:

Program Overview [>WS 2019/20](#)

Program Structure [>WS 2019/20](#)

Sommer Semester:

Program Overview [>SS 2020](#)

Program Structure [>SS 2020](#)

Enrollment - SPO 2019:

[>Studien- und Prüfungsordnung / >Study and Exam Regulation, English](#)

Enrollment - SPO 2018:

[>Studien- und Prüfungsordnung 04/2018/ >Study and Exam Regulation, English](#)

Enrollment - SPO 2017:

[>Studien- und Prüfungsordnung / >Study and Exam Regulation, English](#)

Further Documents:

[>Auswahlordnung / >Selection Procedure IMME for all SPO`s](#)

*Expired study program: Management (MAN):*

[>Module Handbook](#)

[>Program Structure](#)

[>Studienordnung / >Study Regulations](#)

[>Prüfungsordnung / >Exam Regulations](#)

[>Praktikumsordnung / >Internship Regulations / >Internship Application](#)

### Study Regulation (SPO 2019)

<http://www.isp.ovgu.de/Documents+.html>

The regulations of the examinations and the study program are legally binding.

There you will find:

- ✓ admission requirements, registration, withdrawal & process of exams, program structure, semester break, study abroad, degree requirements, module explanations, internship and thesis requirements, retake of exams, foreign language studies, etc.

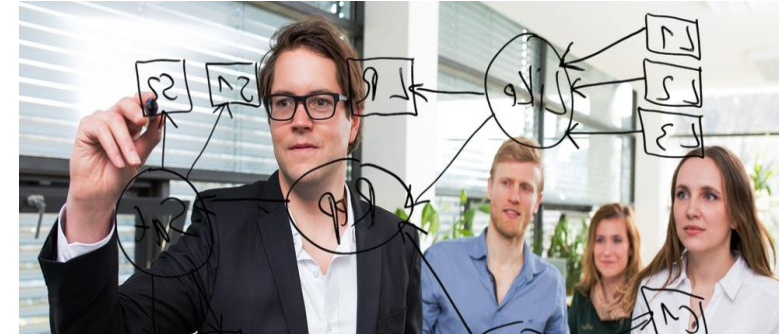
- ✓ SPO 2019 (ORBA + IMME)



## Examination Regulation (SPO)

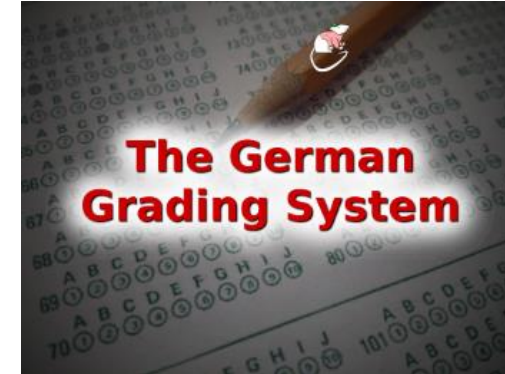
### Types of Examinations:

- ✓ Written examination (usually only final)
- ✓ Electronic examination
- ✓ Oral presentations
- ✓ Term paper, seminar paper, or other written paper
- ✓ Presentation
- ✓ Discussion
- ✓ Case studies
- ✓ Exercises, etc.



## Study and Examination Regulation (SPO)

1.0 to 1.5	= A , Very Good
1.6 to 2.5	= B, Good
2.6 to 3.5	= C, Satisfactory
3.6 to 4.0	= D, Sufficient
5.0	= F, Not Sufficient (failed)



*Can I retake an exam passed with 3.3?* **NO**

*I failed an exam, is the retake 2 weeks later?* **NO**, all retakes occur during the next exam period (ca. 6 months later).

*I received a 5.0 and it was my last compulsory exam try. May I retake the exam another time?* **NO**, only one retake is possible for compulsory modules from the master's programs.

*All students received a bad grade for the exam. Does the lecturer change the grading?* **NO**, the grading procedure is determined before the beginning of the examination period as a strict rule.

## Examination Regulation (SPO)

*Grade 5.0 = F = Not Sufficient (failed) for ....*

- ✓ Any *fraudulent behavior* or disorderly interference: *cheating, plagiarism, talking during the exam* -> very strict, no excuses
- ✓ *Not taking part or missing the exam*
- ✓ *Plagiarism (very strict!)*

*No retake* of already passed examinations will be possible.



## Examination Regulation (SPO)

- ✓ For each **Exam** → Credit Points (ECTS)  
(60 min = 5 credits; 120 min = 10 credits)
- ✓ Winter or summer term

✓ Two retakes of failed compulsory module examinations are allowed!

### Electives and Compulsory Electives?

There is no counting of failed module examinations.

Just chose another elective module and pass 😊

## International Study Program



## Examination Regulation (SPO)

*I would like to take an exam at the end of the study term. What do I have to do?*

1. Go to the lectures and choose the subjects for examination.
2. Check out the examination and registration dates.

<http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office-p-7422.html#>

**EXAM Registration: 19/04 - 02/05/2021**

3. Register online for examinations @ LSF:  
<https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y>
4. You would like to reduce the number of exams which you already registered?

**Withdrawal /cancelation until: 13/06/2021**

### Corona Special:

Always check your OVGU emails for updates and study exam information.



## Examination Regulation (SPO)

### Online Exam Registration:



- ✓ **Activated OVGU student email account:**

[https://wext.ovgu.de/selfservice/terminal/user\\_anm.php](https://wext.ovgu.de/selfservice/terminal/user_anm.php)

- ✓ **TAN numbers:** first list (20 TAN's) you receive with the student OVGU card

Always keep 2 tan's for booking a new list online via LSF;

Cross used TAN's for a better overview;

Order a new list of TANs before the examination registration start, to make sure you keep enough.

### Advice:

Please keep in mind that you need TAN's for any personal action at the LSF portal as changing address, names, etc.





## HOW DO I REGISTER FOR EXAMS?

- Go the LSF: [www.lsf.ovgu.de](http://www.lsf.ovgu.de)
- Log in
- Click on administration for exam
- Click on apply for exam
- Click on accept
- Click on course of study
- Enter your TAN number
- Verify with yes!
- Print out the registration confirmation



You will receive a verification of all registrations you have done. Make sure that you register for every exam separately. Strict deadline for exam registration!

## Examination Regulation (SPO)

### Exam Day Checklist:

- ✓ Passport & student ID must be presented
- ✓ Mind the **requirements on allowed aids** (e.g. pocket calculators).  
Check the Examination Office homepage for aids allowed:  
<http://www.fww.ovgu.de/fww/en/Faculty/Academic+Records+Office/Information/General+Informationabout+the+Tests.html>
- ✓ **Sick on the examination day?**  
See a doctor and bring a doctor's certificate (the one from the faculty).

Complaints on a later day regarding sickness on the exam day *cannot be accepted*

**Submit the medical certificate (the one from the FEM and filled in from the doctor) for recognition to the Examination Office.**  
(2–3 days)

## International Study Program



## International Study Program

### Examination Regulation (SPO)

Results/ Grades of examinations @ [myovgu portal](#)

### Exam Inspection:

start of the following semester (professor´s homepage, info boards)

### Attention:

Any *objection* to the grading must be submitted in written form to the examiners.

SIMP-SON presentation “Examinations” online or in June

Email your request to: [isp@ovgu.de](mailto:isp@ovgu.de)





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## FEM's International Study Program

### Study Program ABC Examination Regulations



**IMPORTANT!**

**Study the Info Session from WS 2020/21:  
“FEM’s Examination Regulation and the Examination System“**

**Link:**

@ FEM's Examination Office Homepage:

<http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office.html>

@ ISP Homepage:

[https://www.isp.ovgu.de/Student\\_s+Documents/Master.html](https://www.isp.ovgu.de/Student_s+Documents/Master.html)

# Have a great start into the 2021 SS!

**Classes? E-Learning Portal: Password: FWW21**



## Welcome Events 2021 SS:

LSF Workshop 01.04.2021, 12:30

IMME: 01.04.2021, 3 pm

ORBA: 08.04.2021, 3 pm

ISP Consulting every Tuesday via Zoom



**Video Guide:**

[https://youtu.be/t6L5p\\_bnyv0?t=5](https://youtu.be/t6L5p_bnyv0?t=5)

Instagram: [ispofficeovgu](https://www.instagram.com/ispofficeovgu)

Website: [www.isp.ovgu.de](http://www.isp.ovgu.de)