



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG

WW

FACULTY OF ECONOMICS
AND MANAGEMENT



SIMP-SON

STUDENTS INTERNATIONAL MENTORING PROGRAM
SOCIAL ORGANIZATIONAL NETWORK

SIMP-SON's “Exam Info Session 2026 SoSe”

Instagram: @isofficeovgu

Content:

1. Examinations
2. Exam locations
3. General rules
4. Checking your grades
5. Grading system
6. Inspection of exams
7. Retakes
8. Exam withdrawal
9. Study Tips
10. Seminars + Registration



Examinations

Written

In-person
Online



- 60 min = 5 ECTS
- 120 min = 10 ECTS,
like Microeconomics (IBE)

Exam Schedule:

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

Oral

Language Modules,
Seminars & Projects
Bachelor/Master Thesis



Observe before the Examination:

! Check the Exam Schedule for **Overlaps**

before exam registration already

! Check possible **Pre-Requirements** for exams,
like obligatory homework, midterms, bonus points tasks etc.
module descriptions, lecturers advice – e-learning



What to observe before exam date:

- ! Check **dates, time, and place** carefully via LSF and the Exam Schedule **in advance + the night before!**
- ! Keep & Carry a **Proof** of your **Exam Registration** printout, screenshot, email, ...
- ! Check out the **Exam Location** minimum the night before!
Your exam location may not be the same as your friends, or on different location as on campus!



2. Exam Locations

- Lecture hall 1, building 26
- Lecture hall 2, building 22
- Lecture hall 5, building 16
- Building 03, room 315

- Messehalle 1 & 2

How to reach?

take the tram 5 “*Messegelände*” or 6 “*Herrenkrug*”;
get off at the station “*Jerichower Platz*”



Campus Map



Arrive in Time!



3. Exam Rules

General Rules!

- ✓ Be on time!
SIMP-SON's Advice: Show up 30 min before the starting time!
- ✓ Bring a personal **picture ID** *Passport, Ausweis* + **student ID!**
- ✓ Find the **seat** marked with your **student ID #**.
Seats are sorted by matriculation number, de- or ascending.
- ✓ If you cannot find your seat, ask the exam supervisor



General Rules!

- ✓ Check in advance which materials are allowed!
- ✓ Only writing materials and a non-programmable calculator etc. allowed.
- ✓ Lecturers inform you, if more things are allowed, like an open-book or online exam for example
- ✓ Notes in books!? -> Fail
- ✓ Jacket, bags, coats and communication devices (*TURN OFF*) *must be keep away* from your seat.
- ✓ Any disturbances during the exam!? -> Fail



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
- ✓ Mind specific rules for each exam!
Check e-learning & stated at the top of each in-person exam question sheet
- ✓ Online Exam:
Start either at the exact listed time
e.g. 9:00 with a countdown or with a 5-15 min. window

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 as allowed - > Fail!
- ✓ Fails (5.0) will be listed in your current (not final) grade transcript.
- ✓ Do not leave your seat until the instructor announces the end of exam!
- ✓ Do not remove any of the single paper from the test papern, or -> Fail!

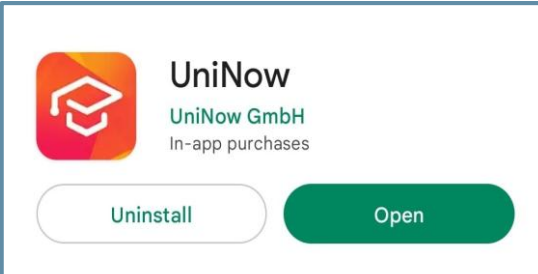
4. Exam Grades


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 Schedules My Curricula Timetable My Study Log OVGU-Pass	Administration of exams	
	Apply for exams Info on Exams (internships) Transcript of Records	

UniNow App



 **UniNow**
UniNow GmbH
In-app purchases

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

5. The German Grading System

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

- ✓ Beginning of the following semester, or end of September/March
- ✓ Announcement:
the date will be announced by via e-learning portal or OVGU e-mail.
- ✓ Objections to the grading?
to the examiners in written form & formal & in time.
- ✓ Exam Office Head:
Dr. Toni Richter
- ✓ Exam Board Meeting:
Once per semester only





7. Re-takes of failed Exams

7. Re-takes of failed Exams

- Retakes are *not possible* for already passed examinations!
- **Compulsory Modules exams -> failed -> only two retakes!**
After second fail: ask for student counseling at the ISP Office, G22, B-006.
Note: Lectures are offered by following the program structure. Study on your own!
- **Compulsory Electives & Electives -> no counting of fails!**
just choose another one
Note here!
Elective modules are not always offered. A retake may not be possible if the lecture is not offered.
Choose another compulsory elective module.
- **3x failed an compulsory module? -> Ex-matriculation**
Be careful it really happens!



8. Examen De-registration

8. Examen Withdraw

- Students *can withdraw* from examinations up to **3 days before** the respective examination date.
- You missed the deadline, don't show up on the exam date? Fail: 5.0
- **Opening** an online exam, but not starting or finishing it? **Counts as an attempt!**
- **Got Sick** on the exam day?
See a doctor, hand over a certificate to the Exam Office - *best next day – in time.*



9. Study Advice

9. Study Advice

- ✓ Exam preparation takes time!
- ✓ Learn by heart, & **apply your knowledge!**
- ✓ Study in groups – with student fellows - help each other and practice
- ✓ Study at the library: Extended opening hours during exam periods!

Opening Hours

Opening hours

Monday - Friday	08 a.m. - 09 p.m.
Saturday	10 a.m. - 06 p.m.
Sunday (28.06. - 19.07.2026)	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 Tip

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 is for sure not necessarily following the previous examen
- “Give & Take Point System“
(each student has 10 points at the beginning)



FaraWiwi



OTTO VON GUERICKE
UNIVERSITÄT
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 | Gedächtnisprotokolle

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



10. OVGU's WiSe 26/27 Re-Registration Rückmeldung

10. Registration Matters WiSe 26/27

Re-registration is open June 2 -29, 2026

Student fee: 329,30 €

Studentenwerk, Deutschlandticket, Student Council



Note: Belated re-registration: an extra fee will apply!

No re-registration -> **No OVGU student enrolment**, and No allowance to take any exam – > Ex-matriculation

10. WiSe 26/27 Registration:

Master's Seminar & Projects

Bachelor's IBE Seminar & Thesis

Deadline: Monday, June 29, 2026 at 23:55

Requirement:

M. Sc. Seminar in WiSe: you are in your 2nd semester

M. Sc. Project in WiSe: you are in your 3rd semester

M. Sc. Thesis: no structured registration,

check info at the chairs website



e-Learning

10. Registration: Mandatory Seminars & Thesis (B. Sc.)

Schedule for the Business Economic and Economic Seminar (WWS/VWS) and the Bachelor Seminar (BaSem) in the bachelor degree programs BWL, IBE, IM, VWL – WuG and WuG in the winter semester 2026/2027

until 29.06.26 at 11:55 pm	Registration for the Business Economic and Economic Seminar (WWS/VWS) and the Bachelor Seminar (BaSem) via the E-Learning Portal OVGU- course area "Studiendekanat"
until 31.07.26	Publication of module descriptions in the E-Learning Portal by the Dean's Office of Study Affairs
from 03.08.26 at 10:00 am until 28.08.26 at 11:55 pm	<ol style="list-style-type: none"> 1. Selection of the chair of first preference in the E-Learning Portal OVGU under the course area „Studiendekanat“ 2. Submission of the application documents in the E-Learning Portal OVGU under the course area „Studiendekanat“
until 18.09.26	Informing students of firm commitment to the chair of first preference
from 28.09.26 at 5:00 pm until 30.09.26 at 11:55 pm	Allocation of remaining places according to the „first come, first served“ principle in the E-Learning Portal under the course area „Studiendekanat“
from 12.10.26	Possible start of the Business Economic and Economic Seminar (WWS/VWS) and the Bachelor Seminar (BaSem)



Schedules

10. Registration Mandatory Seminars & Projects (M.Sc.)

Schedule for the Master Seminars and Scientific Projects in the winter semester 2026/2027

until 29.06.26 at 11:55 pm	Registration for the Master Seminars and Scientific Projects via the E-Learning Portal OVGU- course area "Studiendekanat" & filling out the questionnaire
until 31.07.26	Publication of module descriptions in the E-Learning Portal by the Dean's Office of Study Affairs
from 03.08.26 at 10:00 am until 28.08.26 at 11:55 pm	<ol style="list-style-type: none"> 1. Selection of the chair of first preference in the E-Learning Portal OVGU under the course area „Studiendekanat“ 2. Submission of the application documents in the E-Learning Portal OVGU under the course area „Studiendekanat“ 3. Choice of the study program
from 31.08.26 until 18.09.26	Selection of students with first preference by chairs
until 18.09.26	Informing students of firm commitment to the chair of first preference
until 24.09.26	Allocation of remaining places, if any, to students with entitlement by chairs & Dean's Office of Study Affairs overviews remaining places
from 28.09.26 at 5:00 pm until 30.09.26 at 11:55 pm	Only for Master Seminars: Allocation of remaining places according to the „first come, first served“ principle in the E-Learning Portal under the course area „Studiendekanat“
from 12.10.26	Possible start of the Master Seminars and Scientific Projects




Schedules

Study and Exam Regulations for your study program?

Check it out – the ISP website

ON-BOARDING | BACHELOR | MASTER | STUDY PROGRAM DOCUMENTS | SUPPORT | FAQ | STUDY ABROAD | GET INVOLVED!

Home > Study Program Documents > Bachelor | Master | Academic Calendar | Class Schedules | Module Handbooks



Study Program Documents

All English documents are courtesy translations. The German version of aSPD & sSPOs is always legally binding and serves as the official document, as the administrative language in Germany is German. > [here](#)

Bachelor's Study Program Documents (IBE)

Master's Study Program Documents



www.isp.ovgu.de

SIMP-SON Buddy Program: Looking for SIMP-SON Buddies - WiSe 2026/27

Join our Community!

SIMP-SON = Students International Mentoring Program & Social Organizational Network

- Are you a 'global citizen' or have experience abroad?
- Would you like to improve your English or practice German, or other languages?
- Are you open-minded and interested in different cultures and lifestyles?

Then this program is just the right thing for you! Have a look, and join today by filling out the form and sending it to us via email isp@ovgu.de

WiSe 2026/27 Offer CoMeT:

Looking for students who would like to represent and take care for their student fellows – by semester enrolment term.

Interested? isp@ovgu.de

Looking for students, an Event Management team: *organize events, info sessions, ... for new students*

QUESTIONS?

Consulting via Zoom or in-person

Tuesday, June 30, 2026

10:00 – 12:00

14:00 – 15:30

building 22, B-006



All the best for your examinations!

