

"Modalities of the Examination System and the Recognition at the FEM"

(WINTER TERM 2023/2024)



PD Dr. habil. Toni Richter

- Academic Head of Examination Office FEM-

Agenda

- ✓ Examination office and examination board
- ✓ Study documents
- ✓ Credit points and examination grades
- ✓ Examinations
- ✓ Recognition of examination and study achievements

Examination Board

- elected body of the faculty
- three professors, one research assistant and one student
- Chairman: Prof. Dr. Roland Kirstein
- Executive branch of the study and examination regulations (SPO's)
 - Decision on applications and objections of students
 - Appointment of examiners, amendments to the statutes of the SPO

Examination Office (I)

- Examination planning, organization and execution
- Student advisory service
- Recognition of academic achievements
- Issue administrative notices
- Issue of certificates
 - ✓ Bafög/ Residents' registration office
 - ✓ Transcript of records
 - ✓ Change of study program

Examination office and examination board of the FWW

Examination Office (II): Contact dates

- via telephone within the scope of extended office hours
- via e-mail → digital submission/providing of documents
- via post (see address on our homepage)
- In person (during the office hours)

Contact	Administrative Staff	Academic Head (PD Dr. habil. Richter)
email	pruefungsamt-ww@ovgu.de	toni.richter@ovgu.de
phone	+49-(0)391-67-58423/22	+49-(0)391-67-58421
Office hours via phone	Monday, Wednesday, Thursday: 10.00 - 12.00 a.m. + 01.00 - 03.00 p.m.	Wednesday and Thursday: 11.00 - 12.00 a.m.
In-person office hours	Tuesday: 10.00 -12.00 a.m. Wednesday: 13.00 -15.00 p.m.	Tuesday: 10.00 - 12.00 a.m.

Examination office and examination board of the FWW



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

Home Prospective Students | Current Students | Alumni | Scientists | Media



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Welcome to the Faculty of Economics and Management at Otto von Guericke University Magdeburg

ISP Office

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Magdeburg

Universitätsplatz 2
39106 Magdeburg
ISP Coordinator

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✉ isp@ovgu.de

➤ <http://www.isp.ovgu.de>



Eval.uni

Euer Portal für
Lehrevaluationen



FEM Professor Susanne Schmidt elected as Vice Rector for Study Affairs

Starting as the new Vice Rector for Studies and Teaching undoubtedly deserves better than the turbulent circumstances than the Corona pandemic has currently created. Nevertheless, it is what it is, and her academic expertise in the field of international management, according to the denomination of her chair at the FEM, is at any rate relevant to mastering the challenges that lie ahead. In addition, just as important, a large number of teaching awards that she has won in recent years at the faculty suggest that she has the right instincts for the position. To cut a long story short, we congratulate Prof. Susanne Schmidt on her election and her recent appointment as Vice Rector for Studies and Teaching at Otto-von-Guericke University. We wish her much luck regarding her future weighing of interests, the planning and implementation of strategic innovations in the field, etc. - and, last but not least, a hopefully imminent ending or at least a noticeable decline of the Corona plague!

➤ more ...

link: <https://www.fww.ovgu.de/Fakult%C3%A4t.html>

Examination office and examination board of the FWW

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Recognition/Accreditation of study and examination achievements | Documents and Forms | Contact and Office Hours



Entrance Faculty

Examination Office <https://www.fww.ovgu.de/Fakult%C3%A4t/Pr%C3%BCfungsamt.html>

News

[Informative event "Modalities of the Examination System and the Recognition at the FEM "](#)

[> more...](#)

[Bachelor degree certificates](#)

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[General Procedure: Submission of thesis \(BA/MA\)](#)

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Recognition/Accreditation of study and examination achievements

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Announcements

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[> Curricular substitutions](#)

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Examinations and Study Programs

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Contact and Office Hours

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[> Administration](#)

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Dates & Deadlines Winter Term 23/24

Registration Period for FEM Exams:

November 15th - November 30th 2023

(Seminars / Projects: According to chair guidelines)

Period for Exam Withdrawals:

up to 3 days before respective examination date

Written Examinations:

January 29th - February 17th 2024

Recognition of previous gained credits and grades:

Deadline: November 30th, 2023

[Academic Department Head](#) ▶

[Administrative Staff](#) ▶

[Important Links Winter Term 23/24](#) ▶

[Address](#) ▶

Study and Examination Regulations

govern the aim, contents, program-structure as well as all requirements = **legal basis of each (individual) program**

Content:

- Study and examination schedule for each semester
- Duration and scope of studies
- Recognition of prior achievements
- Rights and duties of students
- Rights and duties of the faculty

Study documents: Examination and study regulations

Bachelor Programs

Here you can find the currently valid Study and Examination Regulations for your Master's program. Older versions can be found in the [Study and Examination Regulation archive](#).

B.Sc. BWL, VWL & IM since WS 2019/2020

[> Studien- und Prüfungsordnung vom 05. Juni 2019](#)

B.Sc. BWL, VWL & IM since WS 2015/2016

[> Änd.satzung 20.05.2019](#)

[> Änd. Prüfungsordnung](#)

[> Studien- und Prüfungsordnung vom 06. Mai 2015](#)

B.Sc. IBE since WS 2019/2020

[> Studien- und Prüfungsordnung vom 05. Juni 2019](#)

B.Sc. IBE since WS 2015/2016

[> Änd.satzung 20.05.2019](#)

[> Änd.satzung 02.03.2016](#)

[> Änd. Prüfungsordnung](#)

[> Studien- und Prüfungsordnung vom 06. Mai 2015](#)

[> Auswahlordnung des Studiengangs](#)

Study documents: Module Manual

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Bachelor Programs

here you can find all currently valid program handbooks for your Bachelor's program.

B.Sc. IM since WS 2015/2016

WS 2022/2023 (version:)

> [SS 2022 \(version: April 22, 2022\) - Final Version](#)

> [Program Handbook Archive](#)

B.Sc. IM until WS 2015/2016

> [SS 2018](#) [This is the final program handbook for students who enrolled in this study program prior to winter semester 2015/2016.]

> [WS 2017/2018](#)

> [Program Handbook Archive](#)

B.Sc. IBE since WS 2015/2016

WS 2022/2023 (version:)

> [SS 2022 \(version: April 22, 2022\) - Final Version](#)

> [Program Handbook Archive](#)

B.Sc. IBE until 2015/2016

> [SS 2018](#) [This is the final program handbook for students who enrolled in this study program prior to winter semester 2015/2016.]

> [WS 2017/2018](#)

> [Program Handbook Archive](#) >



Study documents: Module Manual

Module:

Marketing Methods and Analysis

Applicability of the module:

- Mandatory IMME 1st or 2nd. Semester
- BWL-Vert.: Marketing & E-Business (PF)
- BWL-Wahlmodul
- ORBA-Wahlmodul

Semester:

- IMME: Compulsory 1st or 2nd semester
- BWL: 1. - 3. Fachsemester
- ORBA: 1st- 3rd semester

Module objectives and intended study results:

This course examines the role of marketing research in the formulation and solution of marketing problems, and develops the students' basic skills in conducting and evaluating marketing research projects.

Special emphasis is placed on problem formulation, research design, methods of data collection (including data collection instruments, sampling, and field operations), and essential data analysis techniques. Applications of basic marketing research procedures to a variety of marketing problems are explored.

In the exercise sessions, students acquire new knowledge in working with IBM SPSS Statistics in order to apply the methods taught in the lectures.

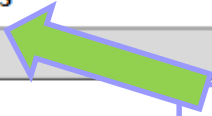
Contents:

- The role and value of marketing research information
- The marketing research process
- Designing the marketing research project



Study documents: Module Manual

References:
<ul style="list-style-type: none">- Sarstedt, M. and E. A. Mooi (2019). A Concise Guide to Market Research. The Process, Data, and Methods Using IBM SPSS Statistics. 3rd edition, Springer: Berlin et al.
Forms of instruction and credit hours:
2 credit hours lectures, 2 credit hours exercises
Language of instruction:
English
Prerequisites for attending:
<ul style="list-style-type: none">- none
Previous knowledge recommendations:
<ul style="list-style-type: none">- Participants should have an understanding of marketing principles and basic statistics.
Work load and credits:
56 hours attendance time and 94 learning hours incl. exam(s) / 5 CP
Frequency
Each summer semester
Assessments/Exams:
Written final exam (60 min)



Typ of classes



Credit points and examination grades

For successfully completed exams

- Credit Points (CP) according to the European Credit Transfer System (ECTS) are awarded

Key criterion: workload

- **One CP** corresponds to the average workload of about **30 hours**.
- **typical modules rated at 5 CP → 150h**
- in the **complete BA/MA studies 180CP/120CP** (including 15/30 CP for the final thesis) must be achieved

Credit points and examination grades

Grading scheme

1,0	<i>Very good</i>
1,3	
1,7	<i>Good</i>
2,0	
2,3	
2,7	<i>Satisfactory</i>
3,0	
3,3	
3,7	<i>Sufficient</i>
4,0	
5,0	<i>Not sufficient</i>



Examinations

- Referring to Mandatory Modules, Compulsory-Elective Modules and Electives
- during or at the end of the semester
- 5 CP or 10 CP = 1h or 2h Exams
- Additional assignments during the lecture period may be mandatory
- **Examination period: January 30 - February 27, 2023**
- **You can find the „Hybrid Examination Schedule“ here:**
<https://www.fww.ovgu.de/Fakult%c3%a4t/Pr%c3%bcfungsamt.html>

Examinations

Exam registration

- In order to take part in the examinations, a corresponding registration at the Examination Office is required for **each** examination.

Registration for the exams (WiSe 2023/24):

November 15th - November 30th, 2022 → Cut-off period!

- Exam registration is done via the self-service functions of the examination administration LSF (except for additional examinations and seminars) <https://lsf.ovgu.de/>

Examinations: Registration

To use the self-service function is required:

- Uni-Account - available at the University Computing Centre, <http://www.urz.ovgu.de/en>
- Transaction Numbers (TAN) - obtained from the Student Secretariat (Campus Service Center)

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

Student's Corner	Courses	Departments	Facilities	
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You are here: [Home](#)

- About study
- myOvGU Studierendenportal
- Annual study schedule
- Studies of Human Medicine
- Environment
- Faculty of Medicine
- Eating & Housing

LSF - The university portal for students, prospective students, teachers and er
The [Online-Dokumentation](#) contains instructions and informations for the use

Username

Password

Examinations: Registration

<https://lsf.ovgu.de/qislsf/rds?state=user&type=1&category=auth.login&startpage=portal.vm>

Meine Funktionen

Sie sind hier: [Startseite](#) → [Prüfungsan- und -abmeldung](#)

[Prüfungsan- und -abmeldung](#)

[Studierendenberatung](#)


[Nutzerverwaltung \(sospos\)](#)


[Notenverbuchung prüfungsbezogen](#)


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Prüfungsan- und -abmeldung


Bitte wählen Sie die an- oder abzumeldende Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf

 **Master of Science - Financial Economics - 2017**

 **Hauptstudium**

 **30002 Requirement [Status: BE; Note: ,; Credit Points: 50; Malus: 0; Versuch: 1]**

 **30007 Specialisation [Status: BE; Note: ,; Credit Points: 40; Malus: 0; Versuch: 1]**

 **30020 Additional Credits**




Examinations: Registration


Prüfungsan- und -abmeldung


Bitte wählen Sie die an- oder abzumeldende Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf die Bezeichnungen.


Master of Science - Financial Economics - 2017

Hauptstudium


 30002 Requirement [Status: BE; Note: „; Credit Points: 50; Malus: 0; Versuch: 1]


 30007 Specialisation [Status: BE; Note: „; Credit Points: 40; Malus: 0; Versuch: 1]


 22552 Advanced International Corporate Strategy


 20043 Behavioral Finance


→ Prüfungsdatum: , Prüfer: Vogt, Bodo, Semester/Termin: WiSe 2020 / 01, Anmeldezeitraum/Rücktrittsfrist: 09.11.2020 - 22.11.2020 / 03.01.2021 [Prüfung anmelden](#)


 22830 Besteuerung von Umwandlungen

 22373 Company Valuation


 22220 Downside Risk


 20305 Economics of Growth


 21007 International Taxation


 20915 Investition und Finanzierung III: Engineering Economics


→ Prüfungsdatum: , Prüfer: Lukas, Elmar, Semester/Termin: WiSe 2020 / 01, Anmeldezeitraum/Rücktrittsfrist: 09.11.2020 - 22.11.2020 / 03.01.2021 [Prüfung anmelden](#)

 22814 Investition und Finanzierung III: Engineering Economics

 20559 Monetary Economics

 22036 Population and Family Economics

 22219 Steuerplanung, Rechtsform und Finanzierung

 30020 Additional Credits



Examination office and examination board of the FWW

Announcements

Procedure for theses within the context of COVID-19

[> more ...](#)



Exam registration in case of technical problems

Beginning with the upcoming winter semester 2019/20, in case of technical problems on the last 3 days before the deadline, it is possible to register for the exams via e-mail to the examination office of the Faculty of Economics and Management (pruefungsamt-ww@ovgu.de). The e-mail must be sent from the student OvGU address (vorname.nachname@st.ovgu.de) and contain the following information:

- Matriculation number, first and last name
- Exam(s) to be registered incl. exam number, examiner
- Reason why a registration on your own via the LSF is not possible

[> more ...](#)

E-mail contact with the Examination Office

E-mails from students to the Examination Office are only processed or answered if they were sent from the student mail address (firstname.lastname@st.ovgu.de) and if the matriculation number is included as well!

[> more ...](#)

Additional exams

- further examinations that are not Mandatories, Compulsory-Electives or Electives modules of the FME (offered by other faculty)
- Not included in the calculation of your overall grade / score
- are shown on certificates or in transcript, provided that the previous registration for the examination has been made.

Additional examinations - Examination registration

Application for the registration of an additional module

- Note: Only non-faculty modules possible -

Available at the
examination
office

Matriculation-Nr.:

Name:

First Name:

Faculty at which the examination is to be taken:	<input type="text"/>
Examination Number (to be inquired at the LSF or at the respective faculty):	<input type="text"/>
Course Title (Deutsch/Englisch):	<input type="text"/>
Examination Date:	<input type="text"/>

Lecture

Seminar

Scientific Project

Quantity of CP:	<input type="text"/>
Name of the examiner:	<input type="text"/>

Note: In order to successfully apply for a non-faculty module, the application form for the verification of eligibility for the recognition of modules of other faculties must first be completed and confirmed.

Retakes of examinations

- Compulsory modules which have been failed can be repeated twice
→ max. 3 attempts for each compulsory module
- no obligation and no entitlement to repeat examinations in the elective and compulsory elective areas → no counting of attempts
- Passed examinations cannot be repeated
- **All** passed exams are weighted and included in the final grade

→ even with more than the required 120 CP or 180 CP no (bad) performances can be "cancelled".



Additional rules in the B-IBE → (§ 8 SPO)

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

*If this 1st semester module is failed again, students must retake the examination in the **following semester**.*

→ Priority: Closing up the 1. Semester Exam!



Examinations: Registration for exams

Deadline for withdrawal from registered exams without good reason:

- **Up to 3 days before respective exam date → Cut-off period**
- **Exceptions:**
 - Seminars + Scientific Projects → A withdrawal is not possible anymore after two weeks of registration
 - Lectures → A withdrawal is not possible, if there is a respective remark within the module course description

Note:

A **withdrawal** of the exam registration is not possible for this module after two weeks of registration.



Examinations: In the run-up

- In-person exams + Online exams

- Punctual appearance + photo identification (official document)
- only use approved aids (→ no own paper!)
- Deception attempts are sanctioned with "insufficient" (5,0) →

Unauthorized aids = deception attempt

- For online-exams the student has to provide the technical equipment + follow the instructions of the chairs



Examinations: Disturbances and Objections

- By being admitted to the examination, the students are in a legal examination relationship that obliges them to participate
- **Therefore:**
 - External disturbances during the exams shall be notified immediately and, if necessary, withdrawal shall be applied for.
 - Delayed reprimand → Rejection of your application by the board of examiners
 - → „Communicate with the responsible supervision employee“



Absence during an exam

- In the case of **unexcused absence** from a registered examination, the examination performance is deemed to be graded as **"insufficient" (5.0)**
- Reasons for withdrawing from a registered examination must be reported to the board of examiners **immediately in writing** and must be adequately substantiated:
 - Request for withdrawal → Form on the homepage of the PA
 - Proof → medical certificate

After an exam

- **Examination results** are published only **person-specific** via the self-service function of the examination office (<https://lsf.ovgu.de/qislsf/rds?state=user&type=0>)
- *Inspection of the* written exams at the beginning of the following semester (dates are set and published by the chairs)
- Counter motions (= objection) must be submitted in written form to the examination office and, if necessary, justified in terms of content

Recognition of examination achievements:

- written application at the examination office → E-Form [Application for recognition of university change/change of degree programme](#)
- within the cut-off period of your first semester:
 - **Up to November 30th 2023**
 - **Submission of detailed module descriptions (German/English)**
- Certificate or grade certificate in the original

Concluding remarks

For applications / requests to the examination office:

- Please always state your full name, matriculation number and your course of study.

Duty to cooperate:

- Make sure that your current address is always entered in HISQIS/LSF

E-mail correspondence:

- Contact the examination office and professors/employees of the university **exclusively** via your **student** e-mail address.



Have fun and success with your studies at the FEM !

