



Virtual Welcome Seminar Winter Semester 2022 / 23
Information from the Examination Office

Examination Office

Person in charge

Mrs. Simone Janke

simone.janke@ovgu.de

Tel: 0391 67-58657

Building 10, room 153.

Office hours: Please book an appointment online first or contact me by e-mail or phone. Please respect the office hours and come to see me at the agreed appointments.

In Semester

Tuesday 9.00 – 11.30 h

Wednesday 9.00 – 11.30 h

Thursday 13.00 – 15.00 h

Semester break:

9.00 – 11.00 h

13.00 – 15.00 h

Chairperson of the Examination Committee: Prof. Franziska Scheffler
Applications / requests to the examination board always in written form via the examination office.

Study Course Advisor CEE: Prof. Fabian Denner

Study Course Advisor PSEE: Prof. Ulrich Krause

Homepage Examination Office

All study documents, e.g. the examination regulations, the module handbook, the lists of elective subjects, can be found on the homepage of the Examinations Office.

There you will also find a lot of other information, such as office hours, closing times, forms, examination schedules, the appointment booking, so a very important link!

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

Please register in Examination office! (Form will be handed out) or you find it in the link:

[http://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsamt/Fo
rmulare/Anmeldungen/Registration+in+exam+office.pdf](http://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsamt/Fo
rmulare/Anmeldungen/Registration+in+exam+office.pdf)



Enrolment in Faculty of Process and Systems Engineering

Examination office

Building 10, Room 153 Mrs. Simone Janke, Tel.0391/67-58657

Opening times Tuesday and Wednesday, 9.00 – 11.30 h, Thursday 13.00 – 15.00 h

Matrikel-No.:

Surname: First name:

Date of birth: Place of birth Country

Post address in Germany:

Student E-Mail:

Study Course: (please tick as appropriate)

Chemical and Energy Engineering

Process Safety and Environmental Engineering

Exchange student

Declaration:

I hereby declare that I am aware of the currently valid study and examination regulations for the respective study program and that I have not yet successfully passed any examinations in the enrolled study course or in a comparable degree program at a university or equivalent educational institution within the scope of the higher education framework law.

I am aware that I can only take exams if I have registered in due time (14 days before the examination date) and have completed the required pre-exams.

I hereby consent to the internal use and dissemination of my student e-mail address for the creation of lists for the degree program consultant or similar.

.....
Date:

.....
Signature:

Out of office hours with personal appointment only please!

Please use for corresponding with examination office your student E-Mail-Address and enter your student-ID. Otherwise no responding is possible.

Information about exams

The first exams are in February and March 2023. The schedule is already available at the homepage:

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

The Online–registration is possible from 2nd of January 2023 up to two weeks before each exam via LSF:

<https://lsf.ovgu.de/qislsf/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions>

Later registration is not possible, the system is closed then! Without registration you can't take part on an examination.

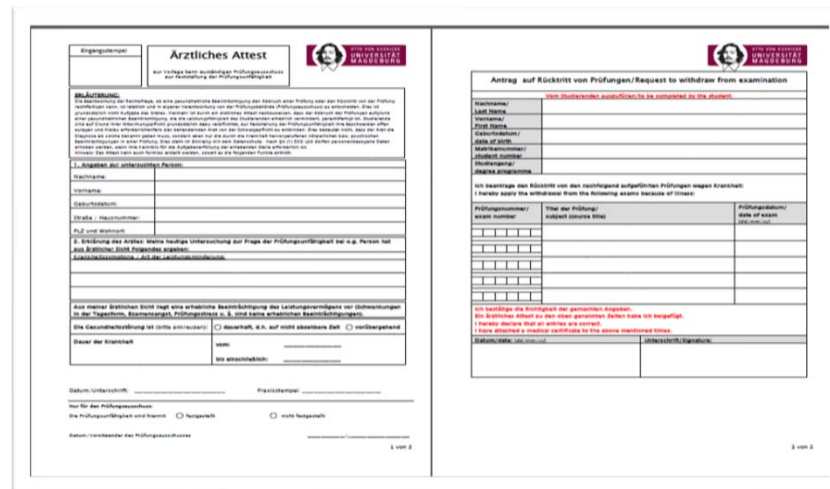
For examinations (oral or written) that are not on the examination schedule, please use the registration form that can be found on the homepage of the Examinations Office.

What to do in case of illness before an exam?

Due to Corona this is not necessary in this winter semester, but next semester!

If you are sick to an exam date please submit a doctoral attest and the enclosure below (two pages – you will find it on our homepage as well) three days after exam at the latest in examination office. Then you are excused for the exam. Otherwise when you are registered and you didn't take part without any excuse you have failed.

https://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsamt/Formulare/Antrag+auf+R%C3%BCcktritt+von+Pr%C3%BCfung+en+wegen+Krankheit/%C3%A4rztliches+Attest_Version2017_2_for+mular-p-6550.pdf



The image shows two pages of a form. The left page is titled 'Arztliches Attest' (Medical Certificate) and is used to certify a student's illness. It includes fields for the student's name, date of birth, and exam details, as well as a section for the doctor's signature and stamp. The right page is titled 'Antrag auf Rücktritt von Prüfungen/Request to withdraw from examination' and contains a table for listing exams to be withdrawn from, including fields for exam name, date, and subject. Both pages include instructions in German and English.

Information on failed exams

Each failed examination may be repeated once. You must have repeated this failed examination within two semesters, otherwise the retake deadline is exceeded and the failed attempt will be assessed as failed.

For two examinations there is a second repeat possibility, regardless of whether it is a compulsory or selective subject. If the examination is then still not passed, the degree programme is definitively failed and you cannot continue your studies in this degree programme.

Selective subjects

Selective subjects can be chosen from the list on the home page of examination office:

CEE:

https://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsam/Studiendokumente/Chemical+and+Energy+Engineering+%28CEE%29/CEE_Master_Liste.pdf

PSEE:

https://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsam/Studiendokumente/Process+Safety+and+Environmental+Engineering+%28PSEE%29/PSEE_Master_Liste.pdf

Every semester a new list decided by the Faculty Council is published.

Problems in stressful situations

- At the Student Union we have the Psychosocial Student Counselling. There it is offered free, non-binding and strictly confidential counselling in stressful situations that occur during the course of studies.
- Problems with motivation, feeling overwhelmed, fear of exams for example
- Please don't hesitate to contact the colleagues there.

www.studentenwerk-magdeburg.de

www.studentenwerk-magdeburg.de/chat



Thank you for your attention and have
a good start in your studies!



www.ovgu.de