

Examination Office

Mrs. Simone Janke

simone.janke@ovgu.de

Tel: 0391 67-58657

<http://www.vst.ovgu.de/Pruefungsamt.html>

Examination office is in Building 10, room 153. Please register in Examination office!
Form will be handed out or you find it in the link:

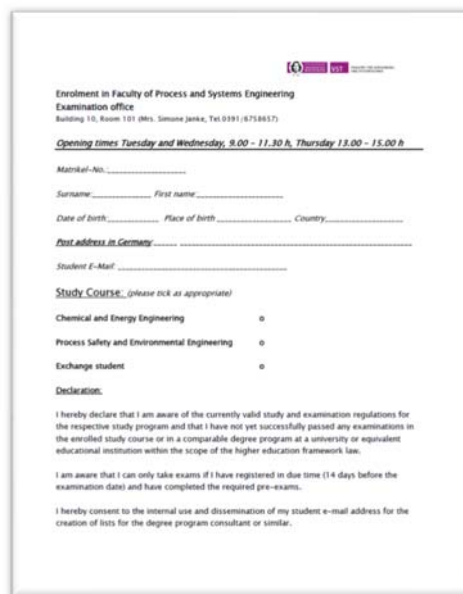
http://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsamt/Formulare/Anmeldungen/Registration+in+exam+office.pdf


For more information:

Advisor for CEE: Jun.-Prof. Denner (fabian.denner@ovgu.de)

Advisor for PSEE: Dr. Hecht (kristin.hecht@ovgu.de) and Prof. Krause

(Ulrich.krause@ovgu.de)





Enrolment in Faculty of Process and Systems Engineering
Examination office
Building 10, Room 153 (Bldg. Simone Janke, Tel.0391-6758657)

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

Matricul.-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.

Office hours:

During the semester

Semester break:

Tuesday 9.00 – 11.30 h

closed

Wednesday 9.00 – 11.30 h

9.00 – 11.00 h

Thursday 13.00 – 15.00 h

13.00 – 15.00 h

Out of office hours with personal appointment only please!

Due to the Corona Pandemic there are no personal consultation hours at the moment.

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 July and September 2020. The schedule will be available in the glass box in front of our office or at our homepage:

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

The Online-registration is possible from 13th of June up to two weeks before each exam. Later registration is not possible, the system is closed then! Without registration you can't take part on an examination.

If you are sick to an exam date please submit a doctoral attest and the enclosure below (two pages – you will find it on the 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.

The image shows two pages of a form. The left page is titled 'Ärztliches Attest' (Medical Certificate) and is for use by a doctor to certify a student's inability to attend an exam. It includes fields for the student's name, date of birth, and the exam date. The right page is titled 'Antrag auf Rücktritt von Prüfungen/Request to withdraw from examination' and is for the student to fill out. It includes fields for the student's name, date of birth, and the exam date, as well as a table for listing the exams to be withdrawn from. Both pages have the logo of the University of Applied Sciences (FH Osnabrück).

For each exam (no matter if compulsory or selective) you have one possibility to repeat. If you failed again you have the possibility to repeat a third time, but only for two subjects. If you failed the third attempt in one subject the study course is definitively failed. Or if you failed in more than two subjects for the second time your study course is definitively failed. You can't continue your study.

Choosing selective subjects

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

CEE:http://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsamt/Studien dokumente/Chemical+and+Energy+Engineering+%28CEE%29/CEE_Master_List_e.pdf

PSEE:http://www.vst.ovgu.de/vst_media/Dokumente/Pr%C3%BCfungsamt/Studien dokumente/Process+Safety+and+Environmental+Engineering+%28PSEE%29/P SEE_Master_Liste_09_19_%C3%BCberarbeitet-p-7262.pdf

- If you choose one subject you have to take it till you pass it.
- It is not allowed to register for each selective subjects and don't take them without excuse. Then you have failed the exam. Remember the advice above how often you can repeat an exam.

Please find more information about the course in examination rules and the list of selective courses:

<http://www.vst.ovgu.de/Pr%C3%BCfungsamt/Angebotende+Studieng%C3%A4nge.html>