



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG

VST

FAKULTÄT FÜR VERFAHRENS-
UND SYSTEMTECHNIK

Procedural instructions for the period of absence of the Examination Office.

Important forms: <https://www.vst.ovgu.de/Pr%C3%BCfungsamt/Formulare.html>

Application for admission of bachelor and master theses

- Fill out the form Application for Admission of Bachelor's or Master's Thesis, have it signed/stamped by the two reviewers and send the application together with the assignment by mail, drop box or e-mail to the examination office fvst.pruefungsamt@ovgu.de

Requests for extension of thesis

- Complete the Bachelor's or Master's Thesis Extension Form, have it signed by your primary reviewer, and return it by mail, drop box, or e-mail to the Examinations Office fvst.pruefungsamt@ovgu.de

Application Bafög Office

- If you need a signature on the form 5, because a grade certificate is not sufficient, please contact Mrs Degen (fvst.pruefungsamt@ovgu.de). She will take care of the signatures of the respective chairperson of the examination board (Prof. F. Scheffler, Prof. Reichl (BSYT) or Prof. Ahlers (SGA)).
- In order to prove the current study status, please submit please submit a certificate of grades.

Applications for Leave of Absence/ Exmatriculation

- Fill out the applications for leave of absence/exmatriculation completely with your
enclose the necessary supporting documents and send the documents to the Campus Service
documents to the Campus Service Center or make an appointment for the signature.
Signature an appointment (appointment booking possible online;
<https://www.servicecenter.ovgu.de/-p-1174#terminPA>).

Request for disadvantage compensation

- An application for disadvantage compensation can be sent to the Examination Office by mail,
mailbox drop or e-mail; it will be forwarded to the Examination Committee.
- After notification of the decision by the examination board you will receive an information.

Application for part-time studies

- Send the completed application with supporting documents to the Examinations Office by
post, letterbox or e-mail. The application will be forwarded to the Examinations Committee for
approval (please bear in mind your individual study plan - you are welcome to contact the
relevant course advisor for this).

Issuance of grade certificates/confirmation of completion of studies

- Grade certificates are issued at the Campus Service Center
(<https://www.servicecenter.ovgu.de/-p-1162>) and can be ordered online for postal delivery or
personal pick-up (book appointment online:
<https://termine.ovgu.de/index.php?provider=33&service=29>) can be requested.

- Final grade certificates can only be issued by the Campus Service Center when all examinations have been passed and entered in the LSF (4.0 certificate). (4.0 certificates will not be issued).

Submission of Bachelor's and Master's theses

- You can hand in bachelor's and master's theses in person (with appointment; <https://termine.ovgu.de/index.php?provider=33&service=12>) at the Campus Service Center.
- Outside the office hours of the Campus Service Center, you may submit the theses to the Examination Office of the FVST or to the Campus Service Center by mail or drop them in the red mailbox in front of building 09 drop off <https://www.servicecenter.ovgu.de/-p-1154>.

Document preparation and handover of certificates

- The process of issuing and handing over certificate documents will take place after my return from April 2024. As soon as all responsible persons have signed and sealed, you will be informed by e-mail about the possibility of collecting them (with prior appointment).

Please do not ask questions of any kind regarding the processing status.
The examination office cannot be reached by telephone.